

## **BENEFITS OF EMPLOYMENT WITH THE SCOTTISH WILDLIFE TRUST**

First and foremost, we can offer you the opportunity to:

- Work for one of the major players in Scotland's conservation movement
- Work for a good cause and with like-minded people
- Influence Scotland's landscape
- Experience interesting and beautiful locations
- Work in an informal and friendly atmosphere
- Work with colleagues sharing a wealth of knowledge ranging from environmental concerns to management issues

In addition to the above, we also offer:

### **Pay**

Salaries are competitive within the conservation sector. The value of salary grades are reviewed annually on the 1<sup>st</sup> April.

### **Pension Scheme**

The Scottish Wildlife Trust offers a stakeholder pension scheme, and under the Government's new Pension Bill it operates pension auto-enrolment for all eligible employees and offers the minimum level of contributions for the period it covers. Details of the scheme and entitlement rights below:

- Auto-enrolment into the pension scheme takes place after month 3 of employment:

Contributions:

| Period                   | Employee's Contribution | Employer's Contribution |
|--------------------------|-------------------------|-------------------------|
| Before 05/04/18          | 1%                      | 1%                      |
| From 06/04/18 – 05/04/19 | 3%                      | 2%                      |
| From 06/04/19 on...      | 5%                      | 3%                      |

- Contractual pension rights begin when an employee has successfully reached the end of the six month probation period and agrees in writing to increase their pension contribution according to the scale below:

Contributions:

| Employee's Contribution | Employer's Contribution                    |
|-------------------------|--|
| 2%                      | 3%   |
| 3%                      | 4%   |
| 4%                      | 5%   |
| More than 4%            | 5% (this being the maximum offered by SWT) |

### **Full-time Hours**

Normal working hours are 35 per week.

### **Flexible Working**

The Scottish Wildlife Trust operates flexible hours working (flexi-time), and will consider flexible working measures under its flexible working and family friendly policies. Any overtime worked is not paid however flexi-time working allows employees to utilize time off in lieu.

### **Annual Leave & Public Holidays**

25 days paid annual leave per year, increasing to 30 days after five years service. Three of these days must be used between Christmas and New Year. The annual leave year runs from April to March. SWT recognises 9 public holidays per year. Part-time employees are entitled to the relevant proportion of the full time equivalent total.

### **Company Sick Pay**

Enhanced company sick pay is available to all eligible employees. Subject to the conditions of this section an Employee absent from duty as a result of single day sickness will be entitled to up to 2 single days sick pay in any one twelve month period. Any further single day sickness in the twelve month period will be unpaid. Extended sickness in any one period of twelve months will be paid in accordance with the following table. Your entitlement to extended sick pay is calculated by reference to your length of continuous service on the first day of your period of sickness absence:

| <b>Service at Commencement of absence from duty</b> | <b>Full Pay</b> | <b>then</b> | <b>Half Pay</b> |
|---|-----------------|-------------|-----------------|
| Less than 1 year                                    | 5 weeks         |             | 5 weeks         |
| 1 year but less than 2 years                        | 9 weeks         |             | 9 weeks         |
| 2 years but less than 3 years                       | 18 weeks        |             | 18 weeks        |
| 3 years but less than 5 years                       | 22 weeks        |             | 22 weeks        |
| 5 years or more                                     | 26 weeks        |             | 26 weeks        |

### **Maternity/Paternity Pay**

Enhanced contractual maternity/paternity pay available to eligible employees.

### **Salary Exchange**

The Scottish Wildlife Trust operates four salary exchange schemes, namely:

- Cycle to work
- Childcare vouchers
- Pension contributions
- Study fees

### **Membership Rights**

As an employee you are entitled to all benefits enjoyed by the members of the Scottish Wildlife Trust, except voting rights at formal meetings.

As at 1 April 2016