My University
Working for the University of Reading
Working Together: A Strategy for Success recognises the crucial contribution that our people make to the achievement of the University’s aims. We are aiming to be not just an employer and equally we want colleagues to feel that they are not just an employee, that’s why My University is not just about pay.

My University looks at all elements, both financial and non-financial, that contribute to the experience of working at the University. We hope that this booklet will draw your attention to the many positive benefits available to you as a valued member of staff.

4 My money – we offer competitive rates of pay and reward staff for their contribution. This section provides information about salaries, pensions, reward and recognition.

6 My career – we are committed to supporting you throughout your career at the University. This section provides information about the University’s Values for Working Together and Professional Behaviours, grading and promotions, staff training and development.

8 My family – for staff with family/caring responsibilities, this section provides information about the range of family friendly policies such as maternity and paternity leave and childcare vouchers.

10 My well-being – to help you stay happy and healthy at work, this section provides information about sick pay, confidential counselling, health & well-being initiatives and sports facilities.

12 My time – to help you balance your work and personal life, this section provides information about leave, and flexible working.

14 My campus – this section explores the wide range of facilities and amenities available at one of the UK’s most attractive campuses.
My University

- My money
- My campus
- My career
- My family
- My time
- My well-being
We aim to create a fair and transparent reward strategy, ensuring staff are paid a competitive salary and are recognised and rewarded for their performance and contribution.

**Pay**

The University operates an incremental pay structure which reflects the acquisition of skills and knowledge that come with experience. Staff in grades 1–8 progress by one pay point each year until they reach the maximum for their grade. Pay progression beyond the maximum is available through the University’s reward and recognition arrangements. There is an annual pay review process for senior staff.

Annual pay awards are negotiated nationally through the Universities and Colleges Employers’ Association (UCEA) with recognised trades unions. The University has a defined pay and grading structure which is adjusted in line with the national pay award.

Salaries are normally paid on the last working day of the month (except December when they are paid earlier) by transfer into your bank or building society account.

**Employee self-service**

You can view your payslips or inform us of changes to your bank account or personal details on-line using Employee Self-Service.

‘Constantly seeking to celebrate and reward success at all levels of the University’
Pensions

Members of staff have the opportunity to join a pension scheme sponsored by the University. Membership of a pension scheme is an important and valuable part of your benefits package as an employee of the University of Reading.

There are two main pension schemes available to employees. These are: the Universities Superannuation Scheme (USS), which is available to staff in Grade 6 and above; and the University of Reading Pension Scheme (URPS), which is available to staff in Grades 1–5. Both schemes provide death in service life assurance cover for members. A further local pension scheme (The University of Reading Employees’ Pension Fund UREPF) is operated by the University for existing members only. All staff will be informed of their particular pension scheme eligibility through their contract of employment.

The University operates a salary exchange arrangement called Pensions+ to make saving for your retirement more efficient. This scheme takes advantage of National Insurance savings without reducing the overall level of pension benefits you will receive. As a result, your take-home pay increases.

Reward and recognition

The University seeks to celebrate success at all levels of the organisation, recognising and rewarding achievement at the earliest opportunity. The University has a suite of arrangements for encouraging and rewarding all staff for exceptional performance and for their contribution to the achievement of the University’s aims. These include:

- Celebrating Success Awards – provide immediate recognition for a job well-done, or for demonstration of positive professional behaviours.
- Lump Sum Awards – reward those who demonstrate outstanding achievement or excellence of a short-term nature that is worthy of particular note.
- Additional increments and Contribution Points – reflect excellent performance over and above the normal requirements of the role, sustained over a longer period of time.
- Merit-based promotions - the highest reward recognising exceptional performance, where the individual has consistently out-performed against objectives and exceeded the expectations of the role.
- Long Service Award – recognises the commitment and loyalty of long-serving staff. All staff are eligible for an award upon completion of 21 years’ continuous service with the University.

Staff discounts

A number of the University’s preferred suppliers are willing to offer staff preferential prices for private purchases. Offers including car hire, travel, computers and mobile phones are listed on the Procurement website.

Staff are eligible to buy an NUS Extra card. The card offers a large number of great discounts in shops on the high street and on-line. As an employee of the University of Reading, you are also eligible to become a member at Costco. Costco is a chain of cash and carry membership warehouses, selling a wide variety of products at low prices. You can buy a membership card for an annual fee.
‘Opportunities to widen your skills across a range of topics’

We encourage all staff to learn, develop new skills and progress their careers throughout their employment with us. There is a variety of opportunities that will help you to enhance your performance in your current job, prepare for other positions in the University and to move on to other roles.

Values for Working Together & Professional Behaviours

The Values for Working Together and Professional Behaviours complement both the University Strategy and Working Together: A Strategy for Success, and help to provide clarity about common objectives and purpose, and the ways in which we can most productively work together. The Values for Working Together aim to provide a framework within which the University community can work together effectively toward the achievement of excellence. The University will provide a working environment and experience that reflects these values and expects all colleagues to conduct themselves in a way that is consistent with them.

The Professional Behaviours illustrate the types of activity that the University believes will promote excellence and are intended to be applicable to all staff at the University, with the ability to be adapted to reflect the particular needs and circumstances of different roles.
Centre for Staff Training & Development

The University offers developmental opportunities across a broad range of topics, which are provided by both University staff and external experts. To help you have a successful start at the University, there is a framework for induction in your school, department or directorate, plus a central induction day. There is a programme of over 500 workshops and courses, which is continually updated. It is easy to book a place through the Employee Self-Service website and there is no charge for attendance at these sessions.

IT training

IT Services provide a variety of ways to learn IT skills including taught courses and drop-in sessions, to help users become self-sufficient in their use of information technology.

The Institution-wide Language Programme

The Institution-wide Language Programme (IWLP) provides language learning opportunities for all members of the University community (students, staff and alumni). The IWLP offers courses in eight different languages from beginners to advanced levels.

Erasmus programme

The ERASMUS programme encourages staff to work for short periods of time in another country while promoting trans-national projects among universities across Europe. It is a great opportunity for both academic and administrative staff to teach or work in another EU country. There are lots of other benefits including sharing ideas and best practices to bring back to your role, enhancing your language skills and experiencing a new culture.

The Library

All University staff are welcome to join the Library, which has an extensive range of journals and e-resources in addition to academic textbooks and literature. The main Library supports teaching and research in all subjects and is centrally based at Whiteknights campus. There is also a Resource Centre available at Greenlands.

Communities of practice

A wide variety of communities of practice exist across the University to facilitate the exchange of ideas and share good practice between groups involved in the teaching and learning agenda.

Academic career progression

The University’s arrangements for academic career progression recognise excellence in teaching, research, administrative, outreach and other related duties. They are flexible to reflect the various ways in which staff contribute to the achievement of the University’s aims and how the emphasis of an individual’s activities may change throughout their career.

The arrangements provide all staff with the opportunity to progress to the highest level, subject to outstanding performance.

Re-Grading and promotions

The University recognises that an employee’s role may grow and develop over time as requirements and expectations change. The University is committed to ensuring roles are correctly graded and that we provide equal pay for work of equal value. Grades for individual roles are determined through the application of job evaluation. Our re-grading and promotions procedures demonstrate our commitment to support you in your career aspirations.
For staff with family/caring responsibilities, we offer a whole package of family friendly policies which provide for flexible working, additional paid maternity and paternity leave, parental leave and leave for family emergencies.

**Maternity leave and pay**
The University’s Occupational Maternity Scheme provides enhanced benefits to those contained within the statutory provisions. All employees who qualify for the scheme, regardless of their staff category, grade or hours of work, are entitled to receive up to 18 weeks on full pay, then 21 weeks on Statutory Maternity Pay (SMP) only, followed by 13 weeks unpaid leave. If you return to work before the expiry of your maternity leave, your partner may be eligible for additional support leave.

**Adoption leave and pay**
The University’s Occupational Adoption Scheme provides enhanced benefits to those contained within the statutory provisions, mirroring the Occupational Maternity Scheme.

**Childbirth/adoption support leave**
Ordinary childbirth/adoption support leave allows eligible employees to take up to two weeks paid leave to care for a child and/or to support the mother/adopter after the birth or adoption.
Additional childbirth/adoption support leave allows eligible employees to take up to 26 weeks leave where the mother/adopter has returned to work. Eligible employees can also receive the balance of the mother’s statutory maternity pay or joint adopter’s statutory adoption pay if it has not already been exhausted.

**Parental leave**
The University recognises that employees with dependent children may wish to take time off, in addition to paid annual leave, to look after a child or to make arrangements for the child’s welfare. All employees who have completed one years’ service and who have children under the age of five years (or under 18 in the case of a child with a disability) have a right to 18 weeks unpaid parental leave for each child. Parental leave may be used to:
- Spend more time with the child;
- Accompany the child during a stay in hospital;
- Check out new schools;
- Help settle the child into new childcare arrangements;
- Enable a family to spend more time together.

**Childcare vouchers**
To support staff with childcare costs, the University operates Childcare+, a salary exchange childcare voucher scheme for staff, whereby staff can choose to take part of their salary in the form of childcare vouchers. As the vouchers are exempt from tax and NI, a saving is made. The vouchers can be used to help meet the costs of registered childcare. This includes nurseries, playschemes, breakfast and out of school clubs for children aged up to 15.

**On-site nursery**
‘Little Learners’ is an Ofsted registered nursery on campus offering childcare exclusively to students and staff of the University of Reading. It offers approximately 94 places for full day care, the nursery is available for children aged from three months to five years and is staffed by a team of experienced and professional childcare practitioners.

**Pre-school**
The Little Owls Pre-school looks after the children of staff and students, as well as children who live in the surrounding community. It accommodates up to 24 children aged from 2 years 6 months to 5 years. Qualified members of staff run daily activities that comply with the Early Years Foundation Stage Curriculum with emphasis on learning through play.

**Leave for family emergencies**
The University recognises that staff will occasionally need to take leave from work at short notice as a result of family emergencies. In order to enable staff to deal with these situations the University makes flexible provision for employees to take the necessary time off work.
The University has a strong commitment to employee health and well-being and seeks to foster a working environment that protects the physical and mental well-being of its staff.

The Centre for Staff Training and Development runs various courses to help promote health and well-being and help you manage your time and commitments to ensure that you are happy and healthy at work.

**SportsPark**

The SportsPark is open to students, staff and members of the public and offers fantastic value-for-money membership options, including a ‘pay as you go’ option. There is a fully-equipped and professionally staffed fitness studio with an extensive range of cardio-vascular, strength and conditioning equipment; a programme of fitness classes ranging from Ab Attack to Zumba; squash and tennis courts; sports therapy and holiday activity programmes for children. There are also facilities available at the Greenlands campus including: a fitness centre, squash, badminton and tennis courts.

*A fantastic range of fitness facilities on campus*
Employee Assistance Programme

The University is committed to providing a supportive working environment and as part of this commitment we are pleased to offer EmployeeCare, an independent employee assistance programme, as a valuable health and well-being benefit.

EmployeeCare provides a comprehensive range of support services to staff. It is a free, confidential, 24 hour, service available to all staff and includes:

- Telephone counselling – available 24/7 on a broad range of issues;
- Face to face counselling – there is an extensive network of counsellors to enable you to have face to face sessions at a location convenient to you;
- Legal and financial information – a team of fully qualified legal professionals provide practical and easily understood information;
- Health and wellbeing advice and information – health and lifestyle information provided by a team of doctors, nurses and specialists;
- Access to an online health and wellbeing portal – with information, self-help guides and factsheets on a broad range of issues and an on-line health assessment tool.

Sick pay

The University offers a generous occupational sick pay scheme beyond statutory requirements. Under the University’s scheme you are entitled to receive full pay (subject to deduction of Statutory Sick Pay and/or state benefits) as follows:

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<thead>
<tr>
<th>Length of service</th>
<th>Full pay</th>
<th>Half pay</th>
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<tr>
<td>Up to 1 month</td>
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<tr>
<td>2 months to 5 months</td>
<td>1 month</td>
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<td>6 months to 3 years</td>
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<td>3 years and above</td>
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Eyesight tests

All employees who regularly use display screen equipment (DSE) are eligible to claim an eyesight test. If spectacles are prescribed specifically for DSE work, you are entitled to claim up to £55 towards the cost of the lenses and frame.

Advisors

We are committed to maintaining an environment where harassment is unacceptable. The University has networks of volunteers who provide confidential support and assistance to anyone who is concerned about bullying or harassment.

Other sources of professional, trained advice are available from Human Resources and Trades Union representatives.

Occupational Health

The University has a duty to care for staff health, well-being and safety at work. The University provides access to professional occupational health services, who provide advice and through working in partnership help enable a safe and healthy working life.
Generous holiday entitlements giving you the time to refresh

The University believes that it is important for all employees to balance their work and personal lives. We offer generous holiday entitlements which include a number of paid annual leave days, public holidays and closure days for the purpose of providing extended periods of time during which employees can take a break from work and return to their jobs refreshed.

Annual leave

The leave year runs from 1 October each year, to the 30 September the following year.

In addition to your annual leave entitlement, you are also entitled to 6 paid closure days. These closure days are usually taken on fixed dates around Christmas and New Year and Easter.

Staff in Grades 1-5 are entitled to 21 days leave rising to 25 after 5 years’ service. Staff in Grades 6 and above are entitled to 26 days leave.

Part-time employees receive pro-rata leave entitlement based on their working pattern. Your leave entitlement will also be pro-rated to complete months of service in your first and last year of employment.
Flexible working
A flexible approach to working arrangements brings benefits for both the University and employees. There are many different ways of structuring working patterns including, but not limited to, the following:
- Part-time working;
- Term-time only working;
- Flexible working hours;
- Compressed working hours;
- Annualised hours;
- Job sharing;
- Working at or from home.

Flexible retirement
The University offers the option of 'flexible retirement' for staff as part of its suite of flexible working practices. Flexible retirement is where a member of staff continues to work, but takes a reduction in salary, for example by working reduced hours, in exchange for payment of a portion of their pension. This mix of work and pension can offer an attractive way of tapering towards an eventual full retirement.

Planned leave
The University recognises that employees may be involved in undertaking civic duties, or have personal commitments at home or in the wider community and is keen to support this. There may be occasions when you may need time off work, for example:
- Study leave
- Jury service
- Compassionate leave
- Voluntary public/civic duties
- Volunteer Reserve Services
- Medical or other personal appointments
The Whiteknights campus on the outskirts of Reading is one of the UK’s most attractive campuses and has been awarded a prestigious Green Flag. With open spaces, a lake, wildlife, woodland and many rare species of plants and trees, combined with a wide range of on-site amenities it offers an excellent environment in which to work.

The centre of Reading with its vibrant culture and transport links to Oxford, London and Heathrow is close by. The Chiltern Hills and River Thames are also nearby and our picturesque Greenlands campus is located alongside the river on the outskirts of Henley-on-Thames. Our London Road campus has historic buildings, attractive cloisters and the impressive Great Hall where graduation ceremonies and concerts are held.

**Places to eat**

The University of Reading offers a broad range of catering options and outlets, which differ in style, character and size. There are places to eat and drink on all campuses.

**Shops**

Campus Central, run by the Reading University Students’ Union, offers staff and students a wide range of fresh and frozen food, sandwiches and snacks, groceries, University merchandise and stationery. There is also a bookshop, hairdressers and cashpoint on campus.
Postal services
Located in the basement of Whiteknights House, the University’s postal service offers a wide range of competitively priced services to all staff and students wishing to send private items. All Royal Mail, Parcel Force and DHL services are available.

Travel
The University of Reading has excellent travel links, being close to the M4 motorway, Heathrow Airport and Reading Station with links to London Paddington and Waterloo. There are local bus services, which run through Whiteknights campus with convenient stops.

The University, in partnership with Reading Transport, offers staff the opportunity to get an annual bus pass through Bus+, a salary exchange arrangement, enabling staff to save on the cost of commuting to work by taking advantage of tax and NI savings.

Car parking is available on campus for an annual fee (deducted monthly from your salary). The University also has a car share scheme whereby staff can register either as a passenger requiring a lift, or as a driver offering a lift. The scheme will search for people along a route, matching those who pass close to one another.

Religion and belief
A wide variety of religions and beliefs are represented amongst staff and students. The University of Reading Chaplaincy and faith groups offer opportunities for worship for staff and students.

Events
The University of Reading offers a wide range of social and cultural events and facilities. These include:

Museums
The Museum of English Rural Life houses the most comprehensive national collection of objects, books and archives relating to the history of food, farming and the countryside and runs a number of family activity sessions and special events and exhibitions.

The Cole Museum of Zoology highlights of the Collection include complete skeletons of a male Indian Elephant, a False Killer Whale, a five metre Reticulated Python, and a pair of Giant Spider Crabs.

The Ure Museum of Greek Archaeology is one of the largest collections of Greek ceramics in Britain and also contains Egyptian artefacts.

Reading Film Theatre
Reading Film Theatre is an independent cinema open to everyone. The programme is a mix of both mainstream and independent cinema. The majority of films are recent releases, but occasionally classics will be screened.

Music
Music@Reading arranges an exciting array of musical events, providing opportunities for students, staff and others from outside the University to perform and enjoy. Events include charity concerts and regular lunchtime concerts.

Lectures
Public Lecture series is a showcase of research highlights from across the University. The lectures are given by Reading academics eminent in their field and cover a wide range of topical subjects.

Sports
Sports and social clubs include a bowls club, golf society, cricket club and angling.

Senior Common Room
Senior Common Room was formed in 1897, with membership open to all staff of the University, and to others by election. There is a small membership subscription. The SCR currently has over 800 members. Facilities include a bar, dining room and wine cellars and a wide range of social activities are organised.
Every effort has been made to ensure that this information is accurate, reliable and easy to understand. This booklet is a guide and does not constitute terms and conditions. If you would like to read more about working for the University please visit the Human Resources Website at www.reading.ac.uk/hr