

# Shetland Islands Council Employee Benefits

## Care First Employee Assistance Programme (EAP)

This provides you with practical information, emotional support and counselling. It's a free and totally confidential online health and wellbeing resource which is available 24/7 offering a personalised, tailored programme that suits you.

## Leisure Card

Council employees can join Shetland Recreational Trust's Corporate Leisure Scheme offering a saving of 35% across a range of subscription choices. You can pay by monthly direct debit or an annual fee. Get more information at any SRT facility or at [www.srt.org.uk](http://www.srt.org.uk)

## Vodafone

We've partnered with Vodafone to bring an exclusive offer to employees and up to five family members or friends. You need an SIC email address and you need to be a new Vodafone customer or be ready to upgrade. Find out more at: [www.vodafone.co.uk/vodafone-advantage/index.htm](http://www.vodafone.co.uk/vodafone-advantage/index.htm)

## Employee Discounts

Sodexo Engage Discounts gives Council employees access to a great range of discounts at a variety of retailers, services and everyday spending without having to change your spending habits.

## Distant Islands Allowance

An annual allowance is paid in addition to your rate.

## Health & Wellbeing Policies & Initiatives

To support our staff health and wellbeing at work the following is in place, for example:

- Maximising Attendance Policy & Procedure
- Employee Mediation
- Mental Health & Wellbeing
- Support of the Staff Welfare Officer
- Occupational Health Service

The Council holds a Silver Healthy Working Lives Award. For more information visit <http://HealthyWorkingLives>

## Cycle to Work Scheme

Cycle to Work is a government initiative to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint. The initiative also allows you to make Tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice which is managed by your employer and lets you spread the cost to make payments more convenient.

Find more information online at <https://shetlandcouncil.salarydeductplatform.com/Welcome> or contact the Customer Care Team on 01908 303 498.

## Childcare Vouchers

Tax-Free Childcare Scheme is a Government initiative that offers families 20% support towards qualifying childcare costs up to certain limits. It is aimed at parents with high childcare costs. For more information please visit <https://www.gov.uk/get-tax-free-childcare>

The Council's Childcare Voucher Scheme through Sodexo Motivation Solutions UK LTD closed to new members in 2018. However we continue to administer the scheme to existing members.

## Pension Scheme

When you are issued with a contract of employment with the Council, you are automatically enrolled in the Local Government Pension Scheme. If you have any pension questions, phone 01595 744644 or email [pensions-finance@shetland.gov.uk](mailto:pensions-finance@shetland.gov.uk) Teachers are members of the Scottish Teachers' Pension Scheme administered by the Scottish Public Pensions Agency.

## Staff Welfare Officer

Our Staff Welfare Officer, Wendy Borrill, will provide information and guidance to employees who need help, support and advice on issues which are affecting them at work. Telephone 01595 744580 or email [staff.welfare.officer@shetland.gov.uk](mailto:staff.welfare.officer@shetland.gov.uk)

## Work Life Balance and Family Friendly Policies

We have various policies in place to support employees in their work life balance and family commitments, for example:

- Family Leave guidelines (including Maternity, Shared Parental, Adoption and Ordinary Parental Leave)
- Flexi time, depending on the needs of the service
- Flexible Working Options, depending on the needs of the service
- Job Share
- Remote Working
- Special Leave
- Annual Leave and Public Holidays

## Workforce Development

We are committed to supporting the continuing personal and professional development of our workforce. We commit to growing our own talent and offering opportunities that enable individuals to develop their full potential. Opportunities include:

- E-learning
- Classroom training courses (on and off island)
- Qualifications
- Self-directed learning
- Conference attendance
- On-the-job training
- Work shadowing/secondments
- Mentoring/workplace coaching

All employees should discuss their performance and development needs with their manager at least once per year.

## Ford Advantage Programme

Via Jim's Garage, Lerwick, exclusive offers when purchasing a new Ford car (excludes commercial vehicles). Find out more at <http://crm.jimgarageford.co.uk/index.php/ford-advantage> Password for the page is - Advantage1

**For queries on any of these initiatives, schemes or policies you can visit the Council's intranet or contact HR by emailing [sichumanresources@shetland.gov.uk](mailto:sichumanresources@shetland.gov.uk) or phone 01595 744032**