



Total Reward Package

Employing Body

As WME is supported and funded by regional Local Authorities, the organisation is 'hosted' by Staffordshire County Council. This means that the teams at WME are employed by Staffordshire County Council.

So whilst WME work at arms length to Staffordshire County Council, this means that WME employees benefit from the same terms and conditions as Staffordshire County Council employees.

Benefits

WME offer many benefits that make up your Total Reward Package

- **Salary:** A competitive monthly salary
- **Pension scheme:** We offer an excellent defined benefit pension - detail here: [Local Government Pension Scheme](#).
- **Leave arrangements:** Minimum 23 days annual leave in addition to 8 days bank holiday entitlement. Supportive leave, compassionate leave and emergency leave can also be arranged.
- **Health and wellbeing:** A range of wellbeing initiatives are available including health checks, and eyecare vouchers. A counselling service is available for all of our employees.
- **Work - Life balance:** We support staff in meeting their commitments outside of work by offering Maternity, Paternity and Parental leave; We also offer childcare vouchers, flexitime and flexible working for many positions, job sharing, home working, a workbreak scheme and help with being a carer.
- **Personal development:** Training and development is available in the form of a range of courses and e-learning. We also allow staff to take 2.5 days unpaid leave a year to take part in voluntary activities.

The details:

Annual leave entitlements

- Annual leave is based on the length of Continuous Local Government service, the terms & conditions that apply to the position, and the salary of the post.
- Part time employees receive a pro-rata entitlement.

National Joint Council (NJC) Terms & Conditions

Annual salary	0 - 4 yrs	5 - 14 yrs	15 – 24 yrs	25 yrs & over
Up to SCP 28 (£14,514 to £24,717)	24	29	30	31
SCP 29 to 40 (£25,694 to £35,093)	26	30	31	32
SCP 41 plus £36,019 onwards	27	31	32	33

From 2013 the 2 discretionary days previously attached to the Whitsun May and August bank holidays are not tied to specific dates. Employees retain these 2 additional days leave at the discretion of Staffordshire County Council, but can choose when to take them (as if they were annual leave). These 2 days are in addition to the annual leave entitlement set out above and are proportionate for less than full-time employees

Public/ extra statutory and local leave

As well as annual leave, our offices are closed on the following 9 days, and paid leave is granted to staff:

- Good Friday and Bank Holiday Monday
- May Day (first Monday in May)
- Late Spring Bank Holiday (Monday)
- August Bank Holiday (Monday)
- Christmas and Boxing Day
- New Year's Day

Compassionate and emergency leave

- We offer limited compassionate paid leave in order to give you time to fulfil your short-term caring responsibilities.
- If you are a carer, we will allow you to take a reasonable amount of unpaid leave to deal with emergencies.

Working parents

- Maternity, Paternity, Adoption and Parental Leave is offered.
- Breastfeeding: We actively support breastfeeding mums, and we ensure that mum gets the time and facilities to continue feeding.

Workbreak

Subject to business requirements, the workbreak scheme allows for a break from work for up to twelve months without needing to resign unless you subsequently decide not to return.

At the end of the workbreak you will be able to return to a job which is both suitable and appropriate which may, where circumstances permit, include your former post.

Job sharing

By Job Sharing two people can share one full-time job and work permanently part-time.

Job sharing allows you to enjoy all the benefits of a full-time post (pro rata), and to balance your career with other responsibilities and activities.

Working hours

- The standard working week for full-time staff is 37 hours.
- Wherever possible we operate a scheme of flexible working hours.

Home/Flexible/Agile working

We have a number of employees who are able to work from home by arrangement between the individual employee and their line management.

Childcare vouchers

We have a childcare voucher scheme for all eligible working parents, that's mum and dad! Childcare vouchers can save you up to £243 a month on the cost of your childcare.

Pension

We offer an excellent pension scheme. The [Local Government Pension Scheme](#) is a statutory, funded pension scheme and its benefits are defined and guaranteed in law.

Membership is automatic for employees, but is not compulsory.

Counselling Service

We operate a counselling service, which is available for all of our employees, and can offer help with overcoming difficulties faced either at work or in your personal life.

EE Perks

You and up to five of your family and friends, are entitled to 20% off the monthly line rental on all new 12 month + Handset, Tablet, SIM only and Mobile Broadband contracts.