

## **Employee Benefits – RBG Kew**

The following benefits apply to RBG Kew and not Kew Enterprises or Kew Foundation. For further information on the benefits offered by these organisations please contact us at [jobs@kew.org](mailto:jobs@kew.org).

### **Annual leave**

Entitlement for staff working a full time standard week (36 hours across 5 days) is 30 days, excluding bank holidays, on entry rising to a maximum of 33 days after 5 years service. Entitlement for staff who works a non standard week (e.g. part-time, condensed hours, annualised hours) is calculated in hours on a pro rata basis.

### **Family Friendly**

RBG Kew supports its employees in achieving a work-life balance and we have a range of schemes and policies in place to support well-being and wider needs:

- **Flexi-time system:** Kew operates flexible working hours subject to the operational needs of the business and Head of Department agreement.
- **Generous and comprehensive family friendly policies:** maternity, paternity and adoption leave, career break.
- **Childcare vouchers:** Salary sacrifice childcare vouchers are part of Kew's flexible benefits package and you could save up to £1,195 per year on childcare vouchers.
- **Employee Assistance Programme:** The Employee Assistance Programme offers advice and counselling via a confidential phone line and an extensive website with help sheets. Advice subjects include everything from addictions to work-life balance.
- **Family pass:** Upon completing a year's service, staff members are entitled to a family pass to permit two accompanying adults to enter the grounds of Kew Gardens or Wakehurst Place free of charge.
- **Civil Service Sports Club (CSSC):** Employment at Kew provides the opportunity to join CSSC, a not for profit organisation aimed at public sector workers positively promoting health and well-being in the workplace. CSSC aims to help you to have fun, get active, try out new hobbies or activities and experience the great diversity of the Civil Service. CSSC organise hundreds of events, activities and special offers for you every year.

### **Pension Benefits**

An important part of the pay and reward package RBG Kew offers employees is the option to join the Civil Service Pension arrangements. These arrangements offer a choice of two types of pension:

- **Nuvos:** This is a high quality, index-linked defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 3.5% to 8.25% dependant on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be obtained from [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)
- **Partnership pension account:** This is a stakeholder pension with a contribution from us. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme different conditions may apply.

### **Training & development**

We provide comprehensive and continual training throughout your career, across all levels of the organisation.

### **Season Ticket Loans**

An interest free Season Ticket Loan is available for all employees on permanent and fixed term appointments. The loan is paid back via monthly payments deducted from your salary.

### **Cycle-to-work scheme**

The salary sacrifice cycle-to-work scheme is part of Kew's flexible benefits package and gives you the opportunity to purchase a bike for cycling to work at little over half the normal cost.

### **Payroll giving - tax efficient charitable donations**

Payroll giving is part of Kew's flexible benefits package and you could make tax efficient charitable donations direct from your pay.

### **Eye Care Scheme**

This scheme provides vouchers that can be used as payment for eye tests, and where eligible an additional voucher can be provided to contribute towards the cost of glasses.

### **Free access to museums, galleries and gardens**

National museums, galleries and gardens that offer free admission to Kew staff members on presentation of a staff pass.

### **Discount on items purchased in the Kew shops and Restaurants and Cafes**

Kew offers a 50% lunch discount across all of its restaurants and 20% discount on retail products.