

Royal Botanic Gardens

Kew



Employee Benefits

RBG Kew

The following benefits apply to RBG Kew and not RBG Kew Enterprises or RBG Kew Enterprises (Foundation). For further information on the benefits offered by these organisations please contact us at 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:** RBG 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.
- **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:** RBG Kew Enterprises employees are entitled to free admission to the Gardens at Kew and Wakehurst for two accompanying adults and two children on presentation of their staff pass.
- **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.
- **Vodafone Employee scheme:** RBG Kew Enterprises member of staff and up to 5 of their family and friends are entitled to a discount on any vodafone tariff.

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:

- **Alpha:** This is a high quality, index-linked defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 3% to 8.05% 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.civilservicepensionscheme.org.uk/
- **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.

Access to Flexible Benefits Portal

All employees have access to a flexible benefits portal, **mylifestyle**, which allows you to select a number of flexible benefits to suit your lifestyle. Through the website you can also access discounts at hundreds of different retailers.

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. The scheme is open to all permanent employees and those on fixed term contracts for at least 1 year.

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

If you use a computer or other display screen equipment for a significant portion of your job, you are eligible to participate in the eye care scheme. This scheme provides self-service vouchers that can be used as payment for eye tests, and where eligible a free pair of frames or discount from the optician's range.

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.

Local Business Offers

Some local businesses offer discounts to Kew employees. Information is available on KewNet.

Discount on items purchased in the Kew Shops and Restaurants and Cafes

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