



Alabaré Christian Care and Support Staff Benefits 2019

There are a host of great benefits in being employed by Alabaré, in its aspiration to become recognised as a model of excellence, not least you will also be able to share in our passion and values for providing excellent services, through a culture of Integrity, inclusiveness, Empowerment, Equality and Collaboration.

Culture

As an employer and a care and support provider, we uphold the rights of those using our services, employees and volunteers to be treated fairly and without discrimination. We are committed to taking all reasonable and practical measures to ensure that our practices are free from discrimination, inclusive and accessible to all. We not only set standards in our Equality and Diversity policy which complies with the minimum requirements of the law, but there is an expectation that discrimination is addressed proactively in ways that are positive and valuing.

We have a green conscious when it comes to our environment and are fully engaged with recycling and other energy saving measures.

Values

Our values can be summed in 4 words, which describe how we expect our staff to be at all times:-

Care, Compassion, Generosity and Respect.

These are the hallmarks of our organisation.

Job Satisfaction

As an organisation that support thousands of vulnerable people each year, one of the main reasons that our staff work for us is because they get incredible job satisfaction in making a real difference to people, helping them to live independent and fulfilled lives. Working for Alabaré, you can make a real difference to and get that buzz from knowing that each day at work really counts and working in teams of like-minded, supportive people who really care about what they do.

My Learning Cloud

Alabaré are accredited Investors in People employers, we value our staff by promoting a strong learning ethos and a belief in life-long learning. There is a range of learning and development opportunities available, including support for attaining qualifications. Additionally, from time to time, specific programmes are available, for example for managers or for people with potential talent, which will provide you with the skills to develop in your role and career. There is also a growing library of e:learning resources on My Learning Cloud, which is an excellent Personal Learning Platform designed for our employees.

Pension

Alabaré offer the Government NEST Pension. You will be automatically enrolled when you start.

Sick Pay

Alabaré has a company sick pay scheme that will pay you more money than statutory sickness pay, depending on your length of service. This is as follows:-

Service	Full Salary	Half Salary
6 months to 1 year	2 weeks	1 week
Over 1 year to 5 years	1 month	3 months
Over 5 years	3 months	3 months

The amount of paid sickness absence available at any one time is calculated on a 'rolling year' basis, with all days taken sick within the preceding 12 months subtracted from the employee's total available. Please see the Absence Management Policy for more information (available on the Intranet).

Annual Leave

Alabaré's annual leave is higher than the statutory amount. For all staff the following annual leave entitlement applies:-

Under 3 years' service	24 days + 8 Bank Holidays
Over 3 years' service	25 days + 8 Bank Holidays
Over 4 years' service	27 days + 8 Bank Holidays
Over 5 years' service	29 days + 8 Bank Holidays

For part time and relief staff the holiday entitlement will be calculated on a pro rata basis, with an adjustment being made if necessary so that the total entitlement is equitable.

Staff joining the organisation at any date after the 1 January will be granted paid holiday in proportion to the number of completed calendar months they will be working during that holiday year. In addition, newly appointed staff may be granted leave without pay to take previously booked holidays provided that this does not exceed the minimum holiday entitlement.

Mileage Allowance

You will be paid a mileage allowance for using your car on official business. The current rate is 40p per mile. In order to be paid, you must be insured for business use, and your car must be taxed and hold a valid MOT. In order to claim mileage, please download a form from the Finance internet pages.

Professional Fees

We will pay for professional fees where membership is a job requirement, ie where it is clearly stated on your role job description. Invoices should be submitted to your line manager.

Time Off

Alabaré has a comprehensive Time off procedure which outlines not only statutory time off but also recognises that sometimes employees need time off above that which they are statutorily entitled to such as Compassionate Leave and Study Leave. Alabaré also supports family-friendly procedures. The following are reasons that we grant time off, but please see the Time off Procedure for further details:-

- Adoption leave
- Ante-natal care
- Career Breaks/unpaid leave
- Time off for training if in the Military Reserves.
- 5 days paid bereavement leave
- Compassionate leave
- Elected representatives
- Jury service
- Maternity leave
- Parental leave
- Paternity leave
- Public duties
- Religious festivals
- Safety representatives
- Study leave
- Time off for dependants
- Time off to attend medical appointments
- Trade Union activities

Flexible Working

Many people at Alabaré work part-time in order to fit in with their family lives. The opportunities for flexible working will depend on the needs of the business and service users are not adversely affected by such a change. If you are interested in flexible working, then you should talk to your line manager about it in the first place. If you would like to apply for flexible working, please see the Work Life Balance Policy for further details.

Staff Communications/Valuing Staff

We try and communicate with staff in lots of different ways, through newsletters, team briefings, team meetings and emails. However, we occasionally hold conferences in order to communicate and share key strategies and information. We also like to spend time getting to know staff at events such as road shows or service visits. We also have an active Employee Forum so please find out who represents your service, and if nobody does, why not volunteer?

Refer a Friend Scheme

If you refer a friend/family member, you will receive £50.00 once they start and £150 once they have successfully passed their probation period. All monies will be paid through the wages system.

Corporate Gym Membership

This is available in certain areas. For more information please contact the HR Department.

Cycle Scheme

Alabaré also offers a cycle scheme through salary sacrifice. For more information please contact the HR Department.

Armed Forces Covenant

Alabaré pledge, demonstrate or advocate support to defence and the Armed Forces Community.

Mindful Employer

Alabaré are a Mindful Employer, this means that through a network of employers, health professionals and support organisations, there is access to advice, information and practical support to all of Alabaré staff.

- Confidential Staff Helpline – 0300 555 6006
Available 24 hours, 7 days a week.
- Confidential Managerial Advice line – 0300 555 5002
Available 8am -8pm, 7 days a week.

Career Development

We are really keen to promote staff in Alabaré, to have a pathway to follow through accredited training, staff can further their career.

HR Team

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