



Staff Benefits Booklet

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achieve 

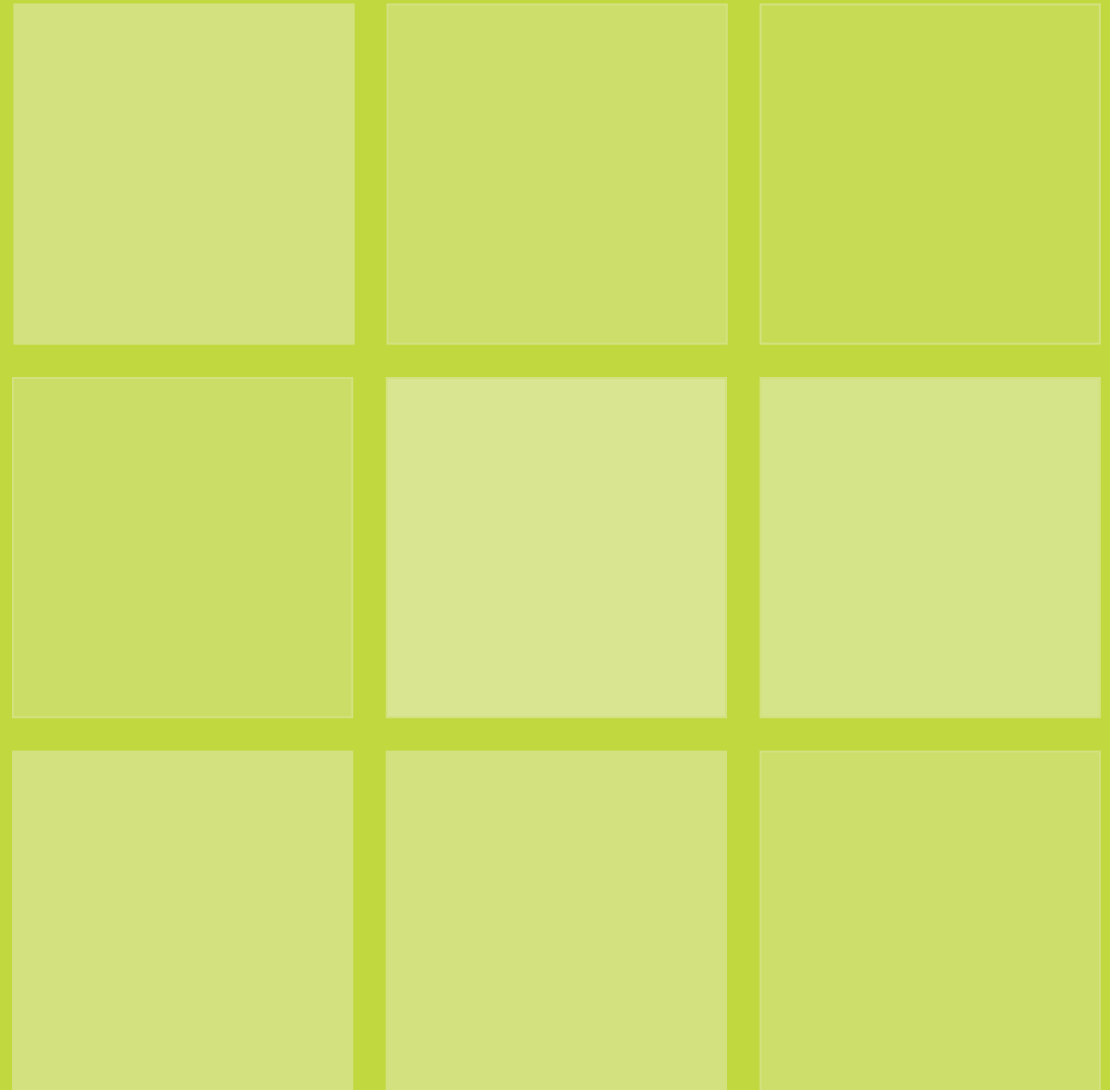


Capturing your **benefits** - how it all adds up

You know that you get paid and you know that you get benefits alongside your monthly salary. But do you know the full extent of the benefits you have by working at LJMU?

There are so many, it would be surprising if you could list them all without a lot of thought. That's where this booklet should come in useful. It contains details of all the benefits you could be entitled to as a member of staff of LJMU. We've grouped them into categories, so anything you're specifically looking for should be easy to find.

The most up to date version of this handbook can be found on the HR website



money

Supporting you in your financial needs, now while you're working, in the future when you've retired and covering you in case you can't work.

health

Keeping you fit and healthy; helping to prevent you getting ill and supporting you when you are.

development

It's important that we all continue to learn and develop and there are plenty of learning opportunities available to you.

benefits

Making the most of being part of a large organisation.

flexibility

You have a life outside of work and sometimes you'll need the flexibility to balance this with the needs of your job. LJMU has a range of approaches covering many different situations.

community

This is your chance to put something back into the community. You can take part in the LJMU community by joining various groups and networking with people who have the same interests as you.

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Throughout this booklet, at the end of each benefit outlined, there is a paragraph entitled **“More Answers”** which will direct you to the appropriate source for further information on that particular benefit. If the source given is a member of staff please refer to the Outlook directory for contact details.

money...

...at LJMU we provide opportunities to encourage you to use your income wisely so that it adds up for you now and in the future.



Base Salary

Your annual salary is paid monthly into your bank or building society account.

What it means to you

- Financial reward for your work
- Recognising your skills and the contribution you make to LJMU

More answers

A to Z Staff Handbook – Pay Arrangements

Staff Handbook (Ref copy) – Terms and Conditions of Employment

LJMU Website – Finance Section

Talk to your line manager

Pension

There will come a time when you will want to start enjoying a well-earned retirement. Nowadays you could be looking at retirement lasting 20 years or more – so you need to plan ahead.

LJMU supports two occupational pension schemes that have similar benefits and employee contribution rates.

They are:

Teachers Pension Scheme for academic and academic related staff;

Local Government Pension Scheme for all other staff.

What it means for you

- An income in retirement which is index linked, and a tax-free lump sum
- An enhanced ill health retirement pension and lump sum if you become too ill to work

- Benefits for your family in the event of your death before or after retirement
- Money you pay into your pension scheme is paid in before tax. So, in effect, if you are a basic rate taxpayer, £22 of every £100 you pay will be paid for by the Inland Revenue, or £40 if you are a higher rate taxpayer
- You can top up your pension by paying Additional Voluntary Contributions (AVCs) or buying additional years. Both of these options qualify for tax relief.
- Opportunity to buy additional Life Assurance

More answers

Relevant Occupational Pension Scheme Booklet

Teachers Pension Scheme

Mowden Hall, Darlington, DL3 9EE

0845 6066166

www.teacherspensions.co.uk

Local Government Pension Scheme

Merseyside Pension Fund, 7th Floor, Castle Chambers, 43 Castle Street, Liverpool, L69 2NW

0151 242 1391

www.merseysidepensionfund.org.uk

Your Human Resources Adviser for initial queries

Pensions Manager

A to Z Staff Handbook – Pension Schemes

LJMU Website - Working at LJMU

Pre-retirement Courses

If you are approaching retirement, you may wish to increase your awareness of issues surrounding retirement and pension benefits by attending one of our Pre-retirement courses currently held four times a year.

What it means to you

- Gives you access to specialist speakers and

presentations on a range of issues such as tax and investments, wills and probate.

More answers

Pensions Liaison Officer

LJMU Website – Working at LJMU

One to one pension sessions

One to one sessions can be arranged with LJMU's Pensions Liaison Officer.

We are not allowed to give personal advice but can give general tips and let you know who could help you further.

What it means for you

- An opportunity to discuss with the Pensions Liaison Officer any queries you may have regarding any aspect of either of the pension schemes supported by the University – Teachers Pension Scheme or the Local Government Pension Scheme.

More answers

Relevant Occupational Pension Scheme Booklet

Pensions Manager

A to Z Staff Handbook – Pension Schemes

Staff Handbook (Ref copy) – Pension Schemes

LJMU Website – Working at LJMU

Childcare Vouchers

You want the best for your children and don't want to worry about them while you are at work. This scheme helps to make childcare more affordable as you pay less national insurance and tax on the money you use to purchase childcare vouchers each month.

What it means for you

- You make a saving on the cost of your childcare as

childcare vouchers are tax and NICs exempt

- This means that up to £243 per month of your childcare payments become exempt from tax and national insurance (2006 rates)
- In return for giving up the right to receive a portion of your salary, a payment, via Kids unlimited Virtual Vouchers, is made to the approved carer you have nominated
- Your vouchers can be used to pay for childcare that is registered or approved, including childminders, nurseries and play schemes registered by Ofsted, out of hours clubs run by a school on the school premises or by a local authority

More answers

Your Human Resources Adviser

Team Leader - Admin, Human Resources Department

Salary Sacrifice Scheme Information Booklet, Human Resources Department

www.kidsunlimited.co.uk

www.virtualvouchers.com

Staff Handbook (Ref copy) – Childcare Vouchers

LJMU Website – Working at LJMU

Loyalty Awards

Many people give loyal service to LJMU over many years and it does not go unnoticed. These awards recognise and thank these people for their service.

What does it mean to you

After you have worked for 25 years you will receive from the University a gift worth up to £200 from Boodles or reimbursement of £200 after purchasing a gift of your choice.

More answers

Your Human Resources Adviser

Team Co-ordinator (Pensions)

Access to Independent Financial Advice

At some time in your life you may feel you could benefit from some financial advice. Such advice can be provided by Independent Financial Advisers (IFAs). IFAs are fully trained professionals who aim to give you impartial advice on the most appropriate financial solutions for your particular circumstances.

What it means for you

- Advice on a wide range of financial issues including: life insurance, health insurance, capital investment, executive and personal pension plans, redundancy and early retirement, corporate/business services, tax planning and mortgage related products.
- Access to IFAs within your local area
- A voucher entitling you to a free initial consultation with an IFA and a brochure giving a brief outline of what to expect and the kind of areas where an IFA may be able to help you.

More answers

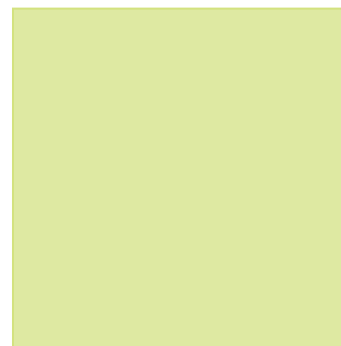
IFA Promotion - 0800 085 3250 www.unbiased.co.uk

Pensions Manager

A to Z Staff Handbook – Independent Financial Advice

Staff Handbook (Ref copy) - Benefits

LJMU Website – Working at LJMU



Credit Union

Should you wish to save, borrow and plan for the future the University has teamed up with Partners Credit Union Ltd. to help you do so, with deductions being taken straight from your pay.

What it means for you

- Deductions taken straight from your salary
- Safe and secure flexible savings
- Affordable loans with no early repayment charges, no arrangement fees and no hidden charges
- Free life insurance on savings and loans
- Affordable rates

More answers

Your Human Resources Adviser

Partners Credit Union Ltd, New Oxford House, 75 Dale Street, Liverpool L2 2HT.

Tel: 0151 258 1014 **or**

St Helens Branch, 5Westfield Street, St. Helens, WA10 1QA

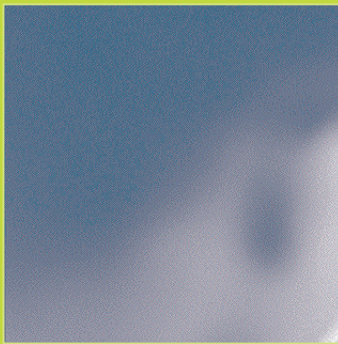
www.partnerscreditunion.co.uk

enquiries@partnerscreditunion.co.uk

LJMU website - Human Resources

health...

...we take it for granted most of the time – until something goes wrong – then it becomes the most important thing in the world to us. To help you in managing your wellbeing and encourage you to look after yourself we have a number of schemes and facilities that you can take advantage of.



Sick Pay

It is bad enough being ill without worrying about money whilst you are trying to get better. Sick Pay ensures that you continue to receive pay for a set period of time.

What it means for you

- You receive an income for a period of time while you are unwell and unable to come to work
- The amount you receive will be dependent on your length of service

More answers

Your Human Resources Adviser

A to Z Staff Handbook – Sickness Policy

Staff Handbook (Ref copy) – Sickness Absence Notification Procedure

LJMU Website – Working at LJMU

Medical Services and Counselling

Should you feel ill at work or have an accident on University premises, the Occupational Health team is available for your use.

In conjunction with the Health and Safety Unit and Personnel, the Occupational Health team provides a variety of services for you.

What it means for you

- Treatment and first aid
- Access to a Health Advisory Service and wellbeing initiatives
- Access to an Occupational Health Nurse
- Access to a confidential Counselling Service
- Immunisation
- Medical referrals via Occupational Health Nurse
- Prevention of work related illness or injury

- Staff health screening
- Referral to our Physiotherapist

More answers

Your Human Resources Adviser

Occupational Health Team
Charles Robertson Centre, 70 Mount Pleasant
0151 231 3319

Counselling Service, Rodney House (2nd Floor)
0151 231 3153
counselling@livjm.ac.uk

A to Z Staff Handbook – Medical Services
Staff Handbook (Ref copy) – Medical Services
LJMU Website – Welfare and Support

Confidential Telephone Counselling Helpline

Juggling home and work life can often be difficult. If this is the case, you may find the First Assist telephone counselling helpline service of help to you.

What it means for you

- You can seek independent confidential help and advice on a wide range of personal issues, such as bereavement, money troubles, family relationships, in fact just about anything that is bothering you or causing trauma.
- This confidential service is available 24 hours a day 365 days per year to staff and their relatives who permanently live with them.

More answers

Your Human Resources Adviser

First Assist Advice and Counselling Division
01455255131 (quote the following verification number 33779)
LJMU website - Human Resources

Medicash

Should you become ill, the cost can be considerable. Medicash is not private health insurance, but it acknowledges that time away from work can mean extra costs for you and your family. At those times, Medicash can come quickly to your aid, providing ready cash when you really need it.

What it means for you

- A Medicash option to suit your domestic and financial circumstances
- The option of three types of membership – Standard, Dual and Family, with 3 levels within each – Bronze, Silver and Gold
- 21 tax free benefits, including hospital and maternity admission; recuperation grants; physiotherapy; sight tests; dentistry and home help grants
- Monthly payment via deduction from salary

More answers

The Human Resources Department Admin Team

Medicash
Merchants Court, 2 – 12 Lord Street, Liverpool, L2 1TS
0151 702 0260

A to Z Staff Handbook – Medicash
Staff Handbook (Ref copy) – Medicash
LJMU Website – Working at LJMU

Universities and Colleges Personal Healthcare Scheme

Offers you medical insurance, underwritten by AXA PPP healthcare, developed specifically for academics and support staff within universities and colleges

What does it mean for you

- Automatic acceptance to all applicants

- Choose from five different plans
- Full immediate cover – including previous and existing medical conditions (Premier Plan and Key Plan only)
- Discounted premiums – calculated on a group rather than individual basis
- No limit on the number of children covered under one child subscription
- Health at Hand is a confidential health information service available to you and your family

More answers

Your Human Resources Adviser
AXA PPP Healthcare
0800 0321 950
www.axapphealthcare.co.uk

Universities and Colleges Dental Plan

As routine dental treatment is becoming increasingly costly it may be worth considering Dental Plan, which is provided by National Dental Plan Ltd.

This voluntary scheme is a dental insurance policy available to you. It is considerably less expensive than an individual plan.

What it means for you

- Free choice of dentist, either NHS or private
- No dental checks required prior to commencement of cover
- All pre-existing conditions covered (except oral cancer)
- Immediate cover – all treatment, including an existing course of treatment, is covered from day one
- Simple claims procedure and prompt claims payment
- No limit to frequency of claims – any number of claims may be submitted, in accordance with the plan benefit schedule

- Worldwide cover
- Cover for accident and sports injury including contact sports

More answers

National Dental Plan Limited
01344 381600

Sports Facilities

For those of you who wish to keep or get fit the University has sports facilities based at IM Marsh Campus.

What does it mean for you

- You can take out a discounted three, six or twelve month membership to use the gym and swimming pool at IM Marsh
- Discounted rates for exercise classes and use of facilities
- Access to various activities and events such as holiday camps, hire of facilities for parties, and junior and adult coaching

More answers

Marsh Sports Centre
IM Marsh Campus
Barkhill Road
Liverpool, L17 6BD
0151 231 5230

A to Z Staff Handbook – Sports Facilities
Staff Handbook (Ref. copy) – University Sports Facilities
LJMU Website – Marsh Sports

Travel and Personal Accident Insurance

Although the vast majority of all journeys are completed without incident, no matter how careful you are, occasionally things can go wrong. It is comforting to know, therefore, that whilst you travel on University business and are away from home overnight or for a

longer period you will be covered by Personal Accident and Travel cover.

What it means for you

- Personal Accident and Travel cover as specified above
- Receipt of a Travel Insurance Indemnity Card (for foreign travel) which details emergency 24 hour telephone, fax and telex number for obtaining immediate assistance from International Assistance Services

More answers

Your Human Resources Adviser
A to Z Staff Handbook – Insurance
Staff Handbook (Ref copy) – Insurance
LJMU Website - Finance

Flexible Working

Refer to the section on FLEXIBILITY

flexibility...

...we all talk about having balance in our lives, but in this day and age it can be a difficult thing to achieve. To assist you in doing a good job and at the same time enjoying time outside of work and meeting your other responsibilities we have put together a number of different approaches covering many different situations.



Work Life Balance

LJMU has a range of approaches covering many different situations to help you balance your commitments.

What it means for you

- A range of policies and procedures to help you maintain a healthy balance between your work and home life

More answers

Your Human Resources Adviser
A to Z Staff Handbook – Work Life Balance
Staff Handbook (Ref. copy) – Work Life Balance
LJMU Website – Working at LJMU

Flexible Working

Rather than being stuck in a nine-to-five routine that may not suit the other commitments in your life flexible working allows you to look at other ways of achieving your working week. There are a number of different approaches such as:

- Flexitime
- Part-time working (and job share)
- Term time and semester only working
- Annualised hours
- Occasional working at home

You can adopt an approach that is right for you and the business subject to application to, consultation with and approval by your line manager.

What it means for you

- A chance to change your working pattern to suit your life
- Takes away some of the pressures if you are having to juggle different demands and responsibilities

- Allows you to do your job well within an agreed framework and also to fulfil your commitments in your home life.

More answers

Talk to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Flexible Working, Part-time Working, Working from Home (Occasional)
Staff Handbook (Ref. copy) – Flexible Working, Part-time Working, Occasional Working from Home
LJMU Website – Working at LJMU

Flexitime

Flexitime currently operates in a number of areas for support staff throughout LJMU. Its operation is based on a model agreement but is determined locally via negotiation with the appropriate managers and Unison representatives.

What it means for you

- A more flexible way of working to suit you and your School or Service Team

More answers

Talk to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Flexitime
Staff Handbook (Ref. copy) – Flexitime

Job Share Opportunities

Finding a job that can be done part-time can be difficult and an alternative may be to share a full-time job with someone else. With your Line Manager's agreement you may be able to work with a colleague or find a job-share partner.

What it means for you

- The satisfaction of continuing to work while sharing the workload
- You may be able to carry on doing the same work but for fewer days

More answers

Talk to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Job Share
Staff Handbook (Ref copy) – Job Share
LJMU Website – Working at LJMU

Maternity Leave

It is the age old cliché that having a baby changes your life, but it need not mean that you have to leave work behind. You can take up to 52 weeks maternity leave, depending on your length of service, and return to your job at the end of your leave. For some of that time you will receive LJMU maternity pay, which is more than the statutory minimum.

What it means for you

- You have some paid time at home with your baby without having to worry about your job
- With up to a year available as maternity leave, it gives you plenty of time to enjoy those early months of babyhood and time to adapt to your new family before incorporating work back into your life
- It gives you the opportunity to organise childcare before your return

More answers

Talk to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Maternity Leave
Staff Handbook (Ref. copy) – Maternity Leave
LJMU Website – Working at LJMU

Adoption Leave

If you are legally adopting a child you are entitled to the same pay and leave as mothers taking maternity leave. The adoption pay and leave are more than the statutory minimum.

What it means for you

- You have some paid time at home to get to know your child without having to think about work
- With up to a year available as adoption leave, it gives you plenty of time to enjoy those early months of parenthood and time to adapt to your new family before incorporating work back into your life
- It also gives you the opportunity to organise childcare, if required, before your return

More answers

Speak to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Adoption Leave
Staff Handbook (Ref copy) – Adoption Leave
LJMU Website – Working at LJMU

Paternity Leave

Dads need a chance to get to know the new person in the family too and, perhaps more importantly, to support mum in the early days. New dads can take up to two weeks paid leave within 56 days of the baby's date of birth or adoption. Payment is at full rate of pay, which is more than the statutory minimum.

What it means for you

- You can devote time to your new family in the first few weeks when it is most needed
- The opportunity to have some financial support while taking time out to be with your family

More answers

Talk to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Paternity Leave
Staff Handbook (Ref. copy)– Paternity Leave
LJMU Website – Working at LJMU

Maternity Buddying Scheme

Becoming a parent is a major life event! Your life is usually turned upside down with this new person around and your feelings and attitudes towards life and work can change dramatically. It is an enormous help if you have someone you can talk to about combining work and parenthood. This voluntary buddying scheme puts you together with someone who can give you valuable advice and support.

What it means for you

- You know that you have support through your maternity or adoption leave and your return to work
- You can be reassured that you are not alone in the way you might be feeling
- Your buddy will be full of practical ideas and advice on how to cope with the increased demands on your time

More answers

Talk to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Maternity Buddying
Staff Handbook (Ref Copy) – Maternity Buddying
LJMU Website – Working at LJMU

Parental Leave

LJMU recognises that there are critical times, particularly in your child's early years, when you may like to spend more time with your children. To help you, LJMU allows you to take up to four weeks unpaid parental leave in any calendar year to look after your child and up to 13 weeks in total. This is available to you until your child is 5, or 18 if the child is disabled. This benefit is more than the statutory minimum.

What it means for you

- Takes some of the worry away about how to juggle family and work life
- Gives you time to be with your child when you most need to

More answers

Talk to your Line Manager
Your Human Resources Adviser
A to Z Staff Handbook – Parental Leave
Staff Handbook (Ref copy) – Parental Leave
LJMU Website – Working at LJMU

Holidays

We all need to take time off – to spend time with family and friends, travel, and for those special occasions. The number of days holiday you get at LJMU ranges from 30 to 35 days per holiday year depending on your particular employment contract.

What it means for you

- The opportunity to relax and take a well-earned break away for your job
- If you do not use up all your days in any holiday year, you can carry forward up to five days to the next year (pro rata for part time staff), provided your Line Manager agrees

More answers

Talk to your Line Manager

Your Human Resources Adviser

A to Z Staff Handbook – Holidays and Holiday Pay

Staff Handbook (Ref copy) – Holidays and Holiday Pay

LJMU Website – Working at LJMU

Christmas Shutdown

Each Christmas and New Year period LJMU closes its premises. For the majority of staff this means that they are not required to come into work during this period. This holiday is additional to your annual leave entitlement.

What it means for you

- You have the opportunity to relax and take a well-earned break away from your job over the festive period

More answers

Talk to your Line Manager

Your Human Resources Adviser

A to Z Staff Handbook – Holidays and Holiday Pay

Staff Handbook (Ref copy) – Holidays and Holiday Pay

News Update announcements

Paid Bank or Public Holidays

In addition to your annual leave you also receive eight statutory days (pro rata for part time staff), three of which are taken in the Christmas shutdown. You receive payment for these days, although this is not a statutory requirement.

What it means for you

- The opportunity to relax and take a break away from your job when friends and family are likely to be off from work too.

More answers

Talk to your Line Manager

Your Human Resources Adviser

A to Z Staff Handbook – Holiday and Holiday Pay

Staff Handbook (Ref. copy) – Holiday and Holiday Pay

LJMU Website – Working at LJMU

Cultural and Religious Observance

Should you require time off to participate in your personal cultural/religious festivals, your Line Manager will always give appropriate consideration to your request.

What it means for you

- The opportunity for you to participate in your cultural/religious festivals

More answers

Talk to your Line Manager

Your Human Resources Adviser

Equal Opportunities

A to Z Staff Handbook – Cultural and Religious Observance

Staff Handbook (Ref. copy) – Cultural and Religious Observance

LJMU Website – Equal Opportunities – Equal Opportunities Policy

Special Leave

When you have to deal with distressing situations, such as a close family bereavement, you need to have time away from work to help the healing process and to allow you to sort out family arrangements.

In addition there are a number of public duties that can draw on your time and commitment. If you need to take leave to fulfil

your role as a magistrate, attend for jury service or TA duties for instance, you can do so under the special leave policy.

What it means for you

- Peace of mind, knowing that you do not have to deal with work at the same time as trying to cope with something really difficult in your life
- You can contribute to your local community by giving public service, knowing that you will be supported by LJMU if you need to take some time off work to fulfil your duties.

More answers

Talk to your Line Manager

Your Human Resources Adviser

A to Z Staff Handbook – Special Leave

Staff Handbook (Ref copy) – Special Leave

LJMU Website – Working at LJMU

Unpaid Leave

Unpaid leave will only be granted to you in exceptional circumstances.

What it means to you

- That you can apply for unpaid leave in exceptional circumstances that are not covered in any of the University's established policies.

More answers

Talk to your Line Manager

Your Human Resources Adviser

A to Z Staff Handbook – Unpaid Leave

Staff Handbook (Ref copy) – Unpaid Leave

LJMU Website – Working at LJMU

Time Off for Dependents

There comes a time for all of us when our families need more from us than usual, perhaps because of sickness, injury or simply getting older. Recognising these extra demands that sometimes affect people during their lives, LJMU gives you the chance to take reasonable time off work, without pay, to deal with unexpected or sudden emergencies concerning a dependant.

What it means for you

- It allows you to balance your job and your home life and to give your time and care where it is most needed to support your family in times of unexpected/sudden emergencies

More answers

Talk to your Line Manager

Your Human Resources Adviser

A to Z Staff Handbook – Time Off for Dependents

Staff Handbook (Ref copy) – Time Off for Dependents

LJMU Website – Working at LJMU

development...

... as a higher education establishment, we realise how important it is for staff to learn and develop not only for their own purposes but also to help LJMU achieve its mission and vision of “Dream – Plan – Achieve”. There are numerous development opportunities available to you as an employee of the University.



Centre for Staff Development

LJMU's Centre for Staff Development provides you with the opportunity to seek advice, receive coaching, attend core and open courses to support your individual development, as well as those of your team and the organisation.

Your individual needs can be met through the following:

- Core and Open Programmes
- Leadership and Management Modules
- Bespoke Programmes and development activity
- Team Development
- 1:1 coaching
- Development Needs Analysis
- Myers Briggs Personality Type Indicator Analysis and feedback
- Information and Communication Technology (Learning Information Services and European Computer Driving Licence)
- Development Events
- PG Cert/Diploma/MA in Learning and Teaching in Higher Education

The Centre can also provide you with learning and resources information such as videos, self-directed workbooks and CD-ROMs.

What it means for you

- When you start at LJMU the focus is training you for your new job
- As time progresses, you may start thinking about how to develop further
- You have access to the resources at LJMU, including those of the Centre for Staff Development
- Informal training is also available through workplace development, such as 1:1 coaching, secondments, work shadowing and mentoring

More answers

Your Line Manager
 Centre for Staff Development
 A to Z Staff Handbook – Staff Development Policy
 Staff Handbook (Ref. copy) – Staff Development Policy
 LJMU Website – Centre for Staff Development

Work Shadowing

Work Shadowing is an opportunity for you to find out about other roles within LJMU.

What it means for you

- It provides you with an opportunity for self-development and career progression
- You can share best practice, improve your networking, cross-departmental empathy and communication

More answers

Talk to your Line Manager
 Centre for Staff Development
 A to Z Staff Handbook – Work Shadowing
 Staff Handbook (Ref. Copy) – Work Shadowing
 LJMU Website – Centre for Staff Development

Induction

As a new member of staff you will receive an individual induction and Professional Development Programme, which will be completed locally with the support of your line manager.

What it means for you

- Assistance to obtain the knowledge and skills necessary to enable you to settle into and perform effectively in your new role.

More answers

Your Line Manager

Centre for Staff Development

A to Z Staff Handbook – Induction

Staff Handbook (Ref. copy) – Induction

LJMU Website – Centre for Staff Development

Personal Development and Performance Review Scheme (P DPR)

You do not know how well you are doing at your job or what your development needs might be, unless you know what you are supposed to be aiming for. Through the P DPR Scheme you agree with your Line Manager a clear set of objectives and any development needs you may have for the year ahead. This is followed up with regular conversations and sometimes a half yearly review with your Line Manager to see how you are doing against those objectives.

What it means to you

- It helps you reach your full potential, encourages you to aspire to excellence and maintain high standards
- It gives you a clear grasp of what is expected of you and what you can do about achieving your goals, as well as the behaviours required
- It gives you the chance to identify areas you feel you need help with and take advantage of the learning opportunities available
- It involves you in identifying your personal contribution to the development and delivery of the University/ Faculty/Service objectives
- It is an opportunity to celebrate your successes and identify areas for development

More answers

Talk to your Line Manager

Centre for Staff Development

A to Z Staff Handbook – P DPR

Staff Handbook (Ref. copy) – P DPR

LJMU Website – Centre for Staff Development

Professional Development

Having a professional qualification can really help with your career progression and give you a boost in your current role. To help you achieve this, LJMU considers requests for financial or other support such as time off for attendance. The qualification needs to be relevant to your current job and could include

National Vocational Qualification (NVO), or

Continuing Professional Development (CPD)

You should talk to your Line Manager before you start studying to agree the level of support LJMU is willing to provide.

What it means to you

- You gain a tangible and valuable qualification whilst continuing in your job and with the support of your Line Manager

More answers

Talk to your Line Manager

Centre for Staff Development

A to Z Staff Handbook – Professional Development

Staff Handbook (Ref. Copy) – Professional Development

LJMU Website – Centre for Staff Development



benefits...

... as a large organisation we are able to offer you a number of benefits you may wish to take advantage of.



Car Parking

If you come to work by car you can, for a modest cost, use the parking facilities in the city centre and at the IM Marsh campus on a first come first served basis.

What it means to you

- You will have access to the limited parking facilities in the city centre and IM Marsh campus
- The cost of your parking permit will be deducted via your salary each month

More answers

Security Services

A to Z Staff Handbook – Car Parking

Staff Handbook (Ref. copy) – Security and Car Parking

LJMU Website – General Information

Car Sharing Scheme

Have you ever thought about car sharing as a means of travelling to and from work? LJMU has introduced such a scheme. It is an online database system that staff and students can access from either home or work via the Travel Plan web page. The system allows you to arrange journey details and share the costs of travel.

What it means to you

- It will reduce your travel costs
- Provide company for you on your way to and from work
- Encourage more efficient use of your car
- Reduce congestion and pollution

More answers

www.ljmu.ac.uk/infrastructure/travelplans

LJMU Website – Travel Plan page

Annual Travel Season Ticket Loans

Should you travel to and from work on public transport, you can take advantage of our LJMU interest free annual season ticket loan, which does not qualify as a taxable benefit.

What it means to you

- You will receive an interest free loan to purchase your annual travel ticket
- It is tax free and it does not qualify as a taxable benefit
- The cost of your loan will be spread over 12 months, being deducted from your net pay in 12 monthly instalments

More answers

Team Co-ordinator (Pensions)

A to Z Staff Handbook – Season Ticket Loan Scheme for Travel Purposes

Staff Handbook (Ref. copy) – Annual Season Ticket Loan Scheme for Travel Purposes

LJMU Website – Working at LJMU

Bicycle Loan Scheme

Should you wish to travel to work by bicycle the University has introduced this scheme to give you the opportunity of an interest free loan to contribute to the purchase of a bicycle.

What it means to you

- You will receive an interest free loan of up to £500 towards the cost of purchasing a bicycle from a store of your choice
- It is tax free and it does not qualify as a taxable benefit
- The cost of your loan will be spread over 12 months, being deducted from your net pay in 12 monthly instalments (or less than 12 if required)

More answers

Team Co-ordinator (Pensions)
 A to Z Staff Handbook – Bicycle Loan Scheme
 Staff Handbook (Ref. copy) – A Bicycle Loan Scheme
 LJMU Website – Working at LJMU

Removal Expenses (new employees only)

If you are recruited from outside of LJMU and it is necessary for you to move home then, in exceptional circumstances, you may be eligible for removal expenses.

What it means to you

- Assistance to you as a new member of staff, on a contract of a minimum duration of two years, in meeting your removal expenses

More answers

Your Human Resources Adviser
 A to Z Staff Handbook – Removal and Disturbance Policy
 Staff Handbook (Ref. copy) – Removal and Disturbance Policy (for new employees only)
 LJMU Website – Working at LJMU

Shuttle Bus Service

To enable you to travel between sites the University operates a shuttle bus service for your use during semester time only.

What it means for you

- Free use of the shuttlebus service during the semester

More answers

Shuttle bus driver, via Postal Services Department
 A to Z Staff Handbook – Shuttlebus Service
 Staff Handbook (Ref. copy) – Shuttlebus Service
 LJMU Website – General Information

Catering and Vending Services

Feeling hungry, need to refuel? LJMU has a number of catering units spread over its three campuses that you can use. If you require special dietary foods a selection of such are available on a call order basis. In addition, there are vending machines located throughout the University for snacks and drinks.

What it means for you

- You will have access to a catering unit near your place of work
- Special dietary foods are available to you on a call order basis
- Provision of vegan/vegetarian food, seafood and various other dishes including Halal and Kosher
- Access to vending machines for snacks and drinks

More answers

A to Z Staff Handbook – Catering Service
 Catering Manager 0151 231 4161
 LJMU Website – Property Services - Catering

Laptop Rental Scheme

If you are in need of a Laptop computer then you can take advantage of a rental scheme run by ABK Ltd, known as Unique Computer Rentals, based at the Aquinas Campus Centre, Mount Pleasant.

Learning and Information Services

Unlimited access to the Learning and Information Services facilities can be of great assistance to you in the pursuit of your learning, teaching and research goals.

What it means to you

- It gives you free access to the Learning Resource Centres at Aldham Roberts, Avril Roberts and IM Marsh
- Access to books, journals and web resources and much more
- Access to computer user support and IT training courses and other services and facilities

More answers

Learning Resource Centres
 A to Z Staff Handbook – Learning and Information Services
 Staff Handbook (Ref. copy) – Learning and Information Services
 LJMU Website - LIS

Travel and Personal Accident Insurance

Please refer to this section under HEALTH.

Costco Warehouse Membership

As a member of staff at LJMU, you can join Costco, an exclusive wholesale cash and carry membership warehouse club, which is not open to the general public. To join all you have to do is take your LJMU Card or payslip plus 1 home utility bill along to the store.

What it means to you

- For an annual fee you will be able to purchase a wide

What it means to you

- A choice of three latest specification laptop rental packages
- Flexible rental periods from 1 month to 3 years
- Cover for accidental damage and theft
- Full manufacturer's warranty
- On-campus Help Desk
- Prices start at £30/month
- Should you choose a three year rental deal you have the option to purchase on completion
- Laptops come with Windows XP, Microsoft Office, and anti virus software installed, and wireless network access

More answers

ABK helpdesk during opening hours on 3874
 abk@livjm.ac.uk
 http://www.ucrentals.co.uk

Home Use of Software

If you have a home computer you can obtain access to a number of software products used on the University network at home, free of charge.

What it means for you

- You can download the software for home use
- Free access to the following packages – Microsoft Office 2003, Visio 2003, Project 2003, McAfee Antivirus, SPSS, Minitab, Nud*ist and Nvivo
- Windows XP operating system upgrade, Office for Mac, and Frontpage can be obtained for a nominal fee of £10 via Viglen Ltd

More answers

CIS
 www.ljmu.ac.uk/cis/software/homeuse/index.htm

range of nationally branded and selected private label products at substantially reduced prices

- You will have access to quality fresh foods departments, including fresh meat, produce and bakery
- Wide assortment of non-food items, including Digital Photo Centre and Tyre Centre
- Self-service purchase of your supplies from one source, with products packaged and sold in bulk quantities.
- Membership is valid at all of their 470 locations worldwide.

More answers

Your Human Resources Adviser

Costco Liverpool
30 Waterloo Road
Liverpool L6 7HY
Tel: 0151 227 3945
www.costco.co.uk



community...

... we are all part of a community whether it is at home or in work.
But sometimes it is difficult to see how we can make a difference.
At LJMU we provide a number of different ways that you can contribute,
or just be a part of your community.



Staff Volunteering

People volunteer for all sorts of reasons. Working at LJMU offers a variety of volunteering opportunities open to you no matter what level you work at or area you work in. Some projects are one off (such as fund raising, theme days, team challenges) whilst others require an ongoing commitment such as helping children to read at a local school.

What it means to you

- It is an opportunity for you to gain some extra skills/experiences that may not be practical for you to get in your day-to-day work situation
- It could assist you in your professional life and career development
- It provides you with an opportunity to meet people and to give something back to your community
- Provides assistance for you to develop new projects involving volunteering

More answers

The Staff Volunteering Co-ordinator

Centre for Staff Development

LJMU Website – Student Recruitment and Widening Participation

LJMU Website – Centre for Staff Development

Team Volunteering (Team Challenges)

One-off team challenges can be used as a form of team building. A number of LJMU departments have already participated in this process over the last few years. For example the Administration team consisting of staff from the Secretariat, Human Resources and Corporate Services, spent a week renovating the grounds and building of a local after work playgroup scheme. The

feedback from the team, manager and the playgroup was very positive.

What it means to you

- An opportunity to work with colleagues to put something back into the community
- It provides you with an opportunity to get to know the members of your team better and consequently improves relationships within your team

More answers

The Staff Volunteering Co-ordinator

LJMU Website – Student Recruitment and Widening Participation

LJMU Website – Centre for Staff Development

Staff Support Groups

A number of staff support groups operate across LJMU:

Lesbian, Gay, Bisexual and Transgender Group

Cultural Diversity Group

Disability Equality Group

What it means for you

Each group provides its members with the opportunity:

- To provide a forum for discussing appropriate issues
- To provide support and networking
- To share best practice
- To raise issues in a safe environment
- To contribute to staff development
- To hold meetings
- To organise social events
- To contribute to staff development
- To arrange an annual event to celebrate diversity

More answers

Equality and Diversity Adviser

A to Z Staff Handbook – Staff Support Groups

Staff Handbook (Ref. copy) – Equal Opportunities Staff Support Groups

LJMU Website – Corporate Services

Give as you Earn Scheme (Charities Trust)

Give As You Earn (GAYE) is the most tax-effective way for you to give regularly to charity.

It is a very simple process, which can make a real difference. You can give as much as you want through the scheme (a minimum of £2 per month) which will be deducted directly from your salary before tax to be donated to a charity of your choice, including LJMU's Staff Sponsored Scholarship Scheme which gives students the best possible chance of succeeding in their studies and achieving their dreams.

What it means to you

- With very little effort on your part you are really making a difference to people who need the extra help

More answers

Payroll – to set up GAYE for you

Charities Trust (who administer our Give As You Earn Scheme) www.charitiestrust.org

Development and Alumni Relations Office -

0151 231 3580 or www.ljmu.ac.uk/daro

LJMU Clubs and Societies

LJMU Golf Society

The Golf Society provides an opportunity to meet with staff, their guests and students who have an interest in golf and the society runs golfing events.

What it means for you

- An opportunity to take part in two annual events in early May and October

More answers

Golf Society Chair/Organiser – Mark Power

LJMU Website – each event is advertised via the intranet

Alumni

The LJMU Alumni Association was set up in 1991 with the aim of keeping in touch with former students of LJMU, Liverpool Polytechnic and all of our former colleges.

What it means for you

- As a member of staff who is a graduate of LJMU, Liverpool Polytechnic or any of our former colleges you can gain instant, free and lifelong membership of the Alumni Association
- An opportunity to be reunited with former students
- Access to the Alumni website
- Attendance at numerous social events and reunions
- Receive quarterly e-newsletters and frequent invitations to events

More answers

Development and Alumni Relations Office

alumni@livjm.ac.uk

LJMU Website – Alumni

www.ljmu.ac.uk/daro

Roscoe Lecture Series

As a member of the University staff you can attend Roscoe lectures, which are hosted by LJMU's Foundation for Citizenships, whose aim is to promote the development of 'ethical' students and an ethos of citizenship in the wider community. One of the most prestigious lectures in the series was given by His Holiness the Dalai Lama, to an audience of 2,200 people at Liverpool Cathedral.

What it means for you

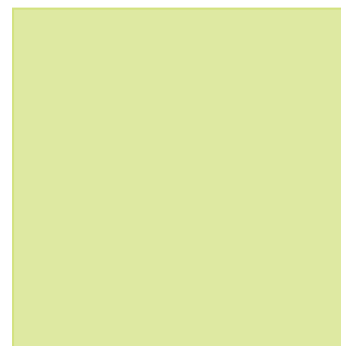
- An opportunity to listen to interesting and eminent speakers at no cost
- By adding your name to the mailing list you will receive prior notification of the series speakers, dates, times and venues.

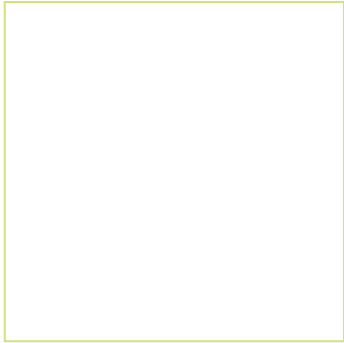
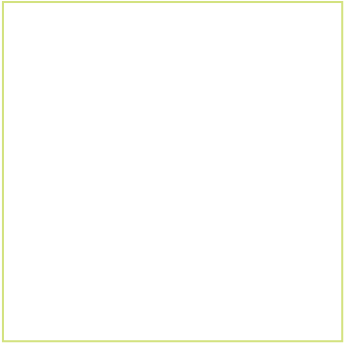
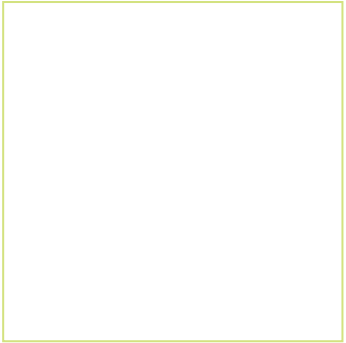
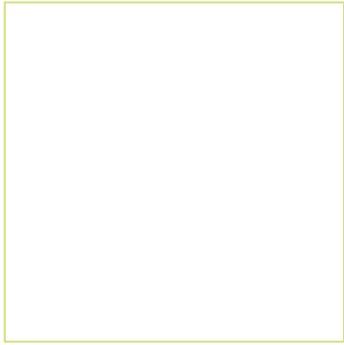
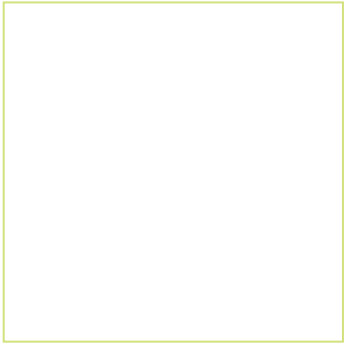
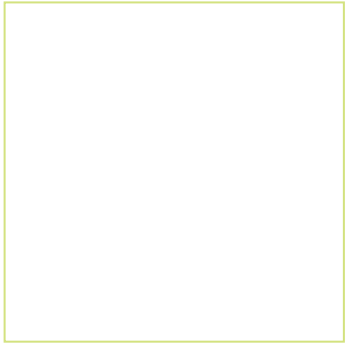
More answers

Foundation for Citizenship Manager

LJMU Website – Corporate Communications –

Foundation for Citizenship





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www.
ljmu.
ac.uk

