



Royal
Botanic Garden
Edinburgh

Staff Benefits



Breaks, support and savings 2018

Staff Benefits

In addition to salary, we offer staff a wide range of benefits.

Our additional benefits include:

■ Family friendly policies supporting work-life balance:

- Flexible working arrangements
- Generous annual leave/public and privilege holiday entitlement with opportunity to purchase additional annual leave
- Enhanced contractual maternity, paternity, adoption and shared parental leave
- Career breaks
- Special paid leave

■ Generous pension arrangements

■ Staff support and advice;

- Trade Union membership
- Free and confidential Employee Assistance service
- The Charity for Civil Servants

■ Salary sacrifice schemes;

- Childcare vouchers
- Cycle to work scheme
- TechSave

■ Employee savings scheme

■ And much more!



RBGE successfully gained the Athena Swan Research Institute Bronze Award in 2016. This is in recognition of a thorough assessment of where we are now, and our ambitious future plans for promoting further equality of opportunity at RBGE.

Family friendly policies

We recognise the importance of a good work-life balance to allow staff to have time for family, friends, community participation, personal growth, and other personal activities, in addition to the demands of the workplace. We have a number of initiatives aimed at helping you achieve this balance:

Flexible Working Arrangements

We actively promote flexible working wherever possible in the workplace. Permanent part-time working requests and home working requests are considered sympathetically in line with the business needs.

Holidays

Staff are entitled to 25 days annual leave on joining us and this increases to 30 days after 5 years' service. In addition, you also receive 11.5 days public and privilege holidays each year. There is also the opportunity to purchase up to two weeks additional annual leave in any leave year.

Contractual Maternity, Paternity & Adoption Leave

Once you qualify, our contractual maternity, paternity and adoption leave schemes entitle you to the following:

Maternity leave	26 weeks on full pay followed by 13 weeks on Statutory Maternity Pay
Paternity leave	2 weeks on full pay
Adoption leave	26 weeks on full pay followed by 13 weeks on Statutory Adoption Pay

Shared Parental Leave

We recognise that work and parenthood can create conflicting pressures. Shared parental leave is therefore aimed at encouraging a culture of flexible working to assist staff to balance family and work commitments. Providing you meet the eligibility conditions, we allow our staff up to 39 weeks shared parental pay, paid at the same rate as our maternity pay.

Career Breaks

Requests are considered from any member of staff wishing to undertake a career break for a minimum period of 6 months. We will guarantee you will be able to return to the same or — in the case of a longer absence — a broadly similar role on the same terms and conditions.

Special Leave

We offer staff up to 10 days of paid “flexible leave” each year over and above annual leave and public and privilege holidays. This includes special leave for bereavement and domestic emergencies but could also include other situations such as:

- Accompanying a parent or partner to a medical appointment
- Caring for a family member after surgery or illness
- Attending funerals of those outwith the immediate family
- Unexpected responsibilities for those with carer responsibility
- Collecting children due to school closures
- Looking after children or family members during illness
- Pet emergencies
- Transport strikes
- Extreme weather situations where travel is inadvisable

This list is illustrative rather than exhaustive, and other situations may also be considered.

Pension Arrangements



Your pension is a valuable part of your pay package. We offer staff the opportunity to join the Civil Service pension arrangements. If this is the first time you have worked for a public service employer, you will be able to choose between — ‘alpha’, which is a ‘career average’ scheme and ‘partnership’ which is a ‘defined contribution’ arrangement.

Staff Support and Advice

Trade Union Membership

RBGE works in partnership with the Prospect trade union and attaches importance to ensuring the effective consultation and involvement of staff. Staff are encouraged to join the trade union and to play an active part within it, making sure that your views are represented.



Employee Assistance Service



Help Employee Assistance is a free support service available to all our staff, their partners and any dependent children under 21 living in the same household. The service provides support to staff who have emotional, practical, health and social issues. The service is free and completely confidential and operates 24 hours a day, 7 days a week.

Charity for Civil Servants

The Charity for Civil Servants provides help, advice and support to current and retired staff on a range of issues including money, relationships, caring and wellbeing. You can find out more on their website or Freephone 0800 056 2424.



Salary Sacrifice Schemes

Our salary sacrifice schemes do not attract a charge for national insurance so your pay goes further. Staff can also make tax savings with our childcare voucher and cycle to work schemes. We offer the following salary sacrifice schemes:



Childcare vouchers are a simple and cost-effective way of helping to pay for childcare. They can help you find childcare to suit your family's needs — and because you don't pay tax and national insurance on the vouchers, you can save up to £1,000 per year. Further information can be found on the mylifestyle website.

We operate a cycle to work scheme in association with the Edinburgh Bicycle Co-operative. The scheme is open throughout February and March each year, and staff can elect to buy a bicycle/cycle equipment up to a maximum value of £1,000.



TechSave offers discounts on a wide variety of home technology products: mobile phones, laptops, TVs, games consoles, sound systems etc. We usually offer this scheme to staff once every year.

Employee Savings Scheme

The mydiscounts portal within mylifestyle allows staff to save money with a huge variety of retailers, and because this is an RBGE benefit you receive a discount on the actual cost of whatever goods you buy.



More Benefits

Contribution towards the purchase of glasses



We can re-imburse staff up to £60 towards the cost of glasses if these are required when using display screen equipment.

Season Ticket Loan

An interest free season ticket loan for bus or train travel is available to all staff on permanent and fixed term appointments over one year in duration. The loan is paid back via monthly payments deducted from your salary.



Free access to Museums, Galleries and Gardens



Your RBGE staff pass can gain you free access into our Glasshouses and each of our Regional Gardens. You can also use your staff pass to gain free entry into the National Museums of Scotland, the National Galleries of Scotland, the National Libraries of Scotland and Kew.

Discounts on Gym Membership

Anytime Fitness offer our staff a 10% discount on membership when you show your pass. Associate memberships are also available for the Edinburgh University Sports Centre on production of your staff pass.



Botanics Shop and Restaurant discounts



Use your staff pass to receive a 10% discount on purchases at the Botanics Shop and in the John Hope Gateway restaurant, terrace café and East Gate coffee bar. You will also receive a discount at the Regional Garden catering facilities when you show your staff pass.

