

# Working for Melin the benefits...

At Melin our objective is to be an excellent employer and to provide our employees with a vibrant place to work.

We are looking to employ people who are enthusiastic, committed and willing to go the extra mile.

In return we offer a competitive salary, staff training and a very attractive benefits package.

This booklet contains the range of benefits we currently offer.\*

Have a read, we think you might like them!



## Annual leave

25 days paid leave rising to 30 days with length of service.

## Statutory holidays

Paid leave for bank holidays in addition to annual leave entitlement.

## Training

We are dedicated to staff development and provide support and financial help for relevant training courses.

## Car mileage

If you need to use your car for business you can claim mileage.

## Passenger rates

If you take a passenger(s) with you on a business journey - therefore saving them from making the same journey - we give you an extra 5 pence per passenger per mile.

## Free Financial Advice

Every member of staff has access to a free annual meeting with an Independent Financial Advisor to help them organise their money more effectively

## Pension

Every new employee is eligible to join a defined contribution scheme. This is provided by Scottish Life.

## Enhanced maternity and paternity benefits

Our family-friendly policy offers maternity and paternity benefits in excess of the statutory minimum requirements.

## Flexi-time

Flexi-time is available for all office-based staff (except receptionists).

## Flexible working hours

Flexible working hours are available for most posts.

## Christmas Party

All staff are invited to Melin's Christmas party. Food, entertainment and transport are provided.

## Children's Christmas party

We hold a Christmas party for the children and grandchildren of staff.

## Mobile phones

Staff who go off-site are provided with mobile phones. Personal calls are permitted although you will have to pay for these when your monthly bill arrives.

## Payroll giving

Staff can contribute to any charity, church, school etc. of their choice and gain tax relief on their donation by making a deduction from their salary.

## Enhanced sick pay

If you are off work due to illness our sick pay is in excess of the statutory minimum requirements.

## Refreshments in work

We provide free tea and coffee all day to keep you going.

## Protective clothing / equipment

All staff will be issued with protective clothing and equipment appropriate to their job.

## Community Development

All staff have the opportunity to be involved in the numerous community initiatives that Melin supports.

## Team-building days

At Melin we work as one team. To help promote this we organise regular team-building events (often away from the office) during work time.

## Staff savings scheme

Deductions can be made from your salary between January - October

## Internet and email

All computer users have access to the internet and email. You can use both outside of working hours (e.g. at lunchtime) to send email and view authorised websites.

## Staff tuck shop

A staff tuck shop is available in our Pontypool office.

## Gateway Credit Union

All staff are eligible to join the Gateway Credit Union which provides loans at low rates. You can opt to save with them through a deduction from your wages.

## Annual eye tests

If you use a computer as part of your everyday work we will pay for your eye test. We will also contribute to new glasses if your prescription changes.



# Added benefits...

In addition to the previous benefits, staff can 'spend' up to 6 points on the following:

## Annual health screening - 2 points

HR can help you arrange a biennial health screening with St Woolas' Occupational Health Services.

## Childcare vouchers - 2 points

Please visit [www.childcarechoice.co.uk](http://www.childcarechoice.co.uk) for further details.

## Discounted AA membership - 1 point

Melin will pay the annual premium and a deduction will be made from your salary as repayment. Cover includes Homestart, Roadside and Relay.

## Access to the car loan scheme - 3 points

Melin can offer staff in posts designated as essential car users a loan of up to £5,000 with an interest rate that is half the base interest rate that the Bank of England offers.

## Private health insurance - 3 points

Our scheme is offered through Bupa and includes optical, dental and consultant referral. Melin will pay the annual premium. This is a taxable benefit.

## Private health insurance for spouse / partner / child - 1 point

You can opt to include your spouse, partner or child in your private health insurance policy. Melin will pay the annual premium and a deduction for the extra costs will be made from your salary.

## Payment of relevant / approved professional fees - 2 points

Melin will pay for one membership fee per year.

## Discounted gym membership - 1 point

Melin staff are eligible for discounts at the following council gyms: Torfaen, Newport, Blaenau Gwent and Monmouthshire.

