



Goodenough College Employee Terms & Benefits

Contractual

- Normal office working hours 9.00am to 5.00pm (except those who are working shift patterns)
- 25 days Annual Leave (Receptionists get 26.5 days or those on '4 on 4 off' 12 hours shifts get 19 days). Pro rata for part time employees.
- 2 Extra days are given at Christmas, these are set each year according to how Christmas falls.
- ½ day Maundy Thursday.
- Contributory pension scheme with up to 5% matched contribution.

Non-Contractual

- One free meal per day/shift when working on site at Goodenough premises. This is not a taxable benefit.
- ½ hour early finish on Friday, work permitting (1 day extra annual leave to shift staff in lieu).
- The opportunity to work from home one day a week, subject to business need, role and the need for office cover.
- New employee introduction: An employee who introduces a candidate directly to HR, who is then recruited will receive a taxable introduction bonus of £300, once that candidate has successfully completed their probation period.
- Interest free travel loan after successful completion of probation period.
- 'Cycle to work loan' to purchase a bike after successful completion of probation period.
- Discounted gym membership at Nuffield Gym -part of the College building (College & Hotel employees only).
- The College provides a Medicash scheme to all employees. You will be automatically enrolled from the commencement of employment unless you prefer to opt out. Employees joining the scheme will incur an annual income tax liability.
- Death in Service – You will be automatically enrolled. This is not a taxable benefit.
- Income Protection scheme. You will be automatically enrolled once probation has been completed. This is not a taxable benefit.
- Discounted stays at The Goodenough on Mecklenburgh Square or the Burn in Scotland.
- Use of the garden on Mecklenburgh Square.
- Voluntary employee social events and participation in College activities.