

Staff Benefits

- 1. Cycle to Work Scheme (www.cyclescheme.co.uk)** (after probation completed)
 - Log onto the site and find a participating store
 - Go to the store, select a bike and get a quote
 - For more details contact the Payroll Officer

Alternatively, assistance can also be given with a cycle loan from College, contact the Payroll Officer for more details.

- 2. Bus/Train Annual Travel Pass Loan Scheme**

The College recognises the importance of supporting staff in their journey to work and provide loans to permanent members of staff specifically to purchase bus or train passes, once they have completed their probation. Loans are provided for annual travel passes only. Repayments are spread over 12 months and deducted from salary following completion of a signed agreement. For more details or to apply contact the Payroll Officer.

- 3. Eye Care Vouchers Scheme**
 - The College will reimburse £25 for an annual eye test. £75 towards the cost your glasses may be claimed once every two years, subject to receipt of optician's prescription.
 - For more details see the [Reimbursement of Eye Tests & Corrective Devices Guidelines](#) or contact the Payroll Officer

- 4. Childcare Vouchers**
 - Childcare Vouchers are supplied by [Computershare Voucher Services](#)
 - The part of your gross salary you exchange for childcare vouchers is tax-free (i.e. deducted from your salary before it is assessed for tax) and is exempt from National Insurance contributions
 - For more details contact the Payroll Officer.

- 5. Employee Assistance Programme**

Brasenose offers an independent counselling service to its employees. This is provided by Care First, and can be reached 24/7 on 0800 174319 or www.carefirst-lifestyle.co.uk username - Brasenose and password - employee. For further details, please speak to HR.

- 6. Flu Inoculations**

The College books two sessions of flu jabs at the start of the Michaelmas term, available to any staff who would like one, free of charge. This is entirely optional.

- 7. Gym/Swimming Pass for Iffley Road Leisure Facilities**
 - Produce your BOD card at the Iffley Road Leisure Facility to receive a reduced rate –
 - <https://www.sport.ox.ac.uk/home>

- 8. Discounts with BOD card**
 - A number of local companies/shops/cafes offer discount to University staff. See <https://hr.admin.ox.ac.uk/discounts> for a full list.

- 9. Online Training**
 - There are two sources of free online learning available to all employees using your Single Sign On to access: [LinkedIn Learning](#) and the [IT Learning Portfolio](#)

- The University of Oxford also offers a wide range of courses work related and personal development, which can also be accessed for free using your Single Sign On <https://pod.admin.ox.ac.uk/>
- Free online courses for Line Managers are also available from [ACAS](#), enabling you to work at your own speed through the theory of a range of management issues, exploring practical case studies, and testing your knowledge through interactive questions.

10. Professional Study and Examination Support

The College has a policy of [Support for Professional Studies](#) that allows individuals to study relevant qualifications to support their role and future development. Financial assistance, support and time off work as study leave may be available for employees where the additional qualification would enhance their performance and career development at work.

11. Celebrations and Events

The College hosts a wide variety of events throughout the year, intending to celebrate our successes and bring the college together as a community. All staff are warmly invited to these events. Annual staff events usually include the following:

- o JCR and HCR Garden Parties
- o Principal's Drinks
- o Carol Service
- o Departmental Christmas Lunches / Parties

Hard copies of the policies mentioned are available on request from either the Lodge or HR.

Contacts:

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