

Pay and Pension



What you need to know...

Payday

Your salary will be paid calendar monthly on the 28th day of each month by means of credit transfer into a bank/building society account of your choosing. If the 28th falls on a weekend or bank holiday, your salary will be paid on the previous working day.

Pension

You will be auto-enrolled into the Local Government Pension Scheme when you join ODS (providing you meet the earnings and age thresholds), more detail can be found at <https://www.lgpsmember.org/>

Contribution bands for 2022/2023

If your actual pensionable pay is:	You pay a contribution rate of:
Up to £15,000	5.50%
£15,001 to £23,600	5.80%
£23,601 to £38,300	6.50%
£38,301 to £48,500	6.80%
£48,501 to £67,900	8.50%
£67,901 to £96,200	9.90%
£96,201 to £113,400	10.50%
£113,401 to £170,100	11.40%
£170,101 or more	12.50%

NB: The Oxfordshire LGPS employer contribution rate is 20.6%

Wellbeing



What you need to know

ODS has a duty of care to support the health, safety, and wellbeing of all employees.

ODS has Mental Health First Aiders (MHFA) an Employee Assistance Programme (EAP) and Occupational Health (OH) support.

MHFAiders

ODS has MHFAiders trained throughout the company. Their role is to be a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation to supporting the person to getting appropriate help.

MHFAs are not trained to be therapists or psychiatrists but they can offer initial support through non-judgemental listening and guidance.

A full list of MHFA's can be found on [ODS Buzz](#)

Employee Assistance Programme

PAM Assist provides our Employee Assistance Programme (EAP), a professional independent service that offers support, guidance and counselling for a wide range of issues and concerns you might have. The service is confidential, available 24/7 and free to employees.

How to contact PAM Assist

- Free phone: 0800 882 4102
- Webchat: pam-assist.co.uk, activate ORG code OCC
- Email: counsellingteam@pamassist.co.uk

Benefits

Annual Leave

What you need to know...

The annual leave calendar year runs from 1 April to 31 March.

The annual leave entitlement is 28 days per annum (excluding bank/public holidays). After five years of continuous service, the entitlement increases by an additional four days to 32 days overall (excluding bank/public holidays).

All entitlements are pro-rata for part-time employees or employees working compressed hours, including bank/public holidays.

Holiday Purchasing and Selling

ODS is committed to protecting the health and wellbeing of its workforce and supporting employees in balancing their home and work life. Our Annual Leave Purchase Scheme was relaunched in 2022 to include the option of selling annual leave.

Extra holidays may appeal for a variety of reasons - the chance to spend more time with loved ones, for a special trip or event, or time to complete a project of your own. Alternatively, you may want to use less leave, this gives you the opportunity to exchange some leave for extra salary.

The purchasing of extra annual leave gives you the opportunity to work part-time without the need to make permanent changes to your contract. Working parents and guardians could use those extra days to work term time only, giving you the flexibility to spend time with your children and reducing the stress of covering school holidays.

As long as you do not go below the legal minimum of 5.6 weeks, this scheme allows you to alter your entitlement by:

Buying up to 24 extra days per year

Selling up to five days per year

Purchasing is invited all year round, a minimum of two months' notice is required, whereas selling leave is invited between 1 April and 1 December.

There are Tax, NI and pension implications when selling annual leave, more details are available within the procedure for purchasing and selling annual leave, which can be found on [here](#) or on the [intranet](#)



Benefits

Family Friendly Policies

What you need to know...

We support employees to spend more time with their families, the Family Leave Policy allows you different options, making it possible for flexibility in your lives, such as:

- Maternity, paternity and adoption leave
- Shared parental leave
- Flexible working
- Keeping in Touch days
- Other leave

Full details can be found on [ODS Buzz](#).

Additional Benefits



What you need to know...

Doing Good rewards

ODS has a strong set of values and a commitment to paying back into the community. We reward our workforce when they demonstrate these values - as nominated by their colleagues.

Staff discount

ODS employees have access to Vectis discount scheme. They offer a range of savings on shopping, travel, eating out, days out, home & garden, health & beauty, and more.

Discounts can be used online, via the app, with reloadable cards and gift vouchers. To register follow the link below, have your payroll number ready and the company scheme number 9630 to hand.

<https://www.odsstaffoffers.co.uk/about/vectis-card/>

Staff Leisure Card

Our leisure membership offers a value-for-money opportunity to maintain or improve personal health, fitness, and wellbeing for the whole family, whilst enjoying modern and diverse leisure facilities. Facilities include:

- Pools
- Gyms
- Sports halls
- Crèches
- Spinning studios
- Children's soft play
- Community and group exercise halls
- Squash courts
- Ice skating
- Cafeterias

Additional Benefits

Cont ...



Oxford Bus Company

Full details of the companies and zones where you can claim travel discount can be found at <https://www.oxfordbus.co.uk/occstaff/>

How to order:

Order your key at www.oxfordkey.co.uk and you can top up online to collect on any Oxford Bus Company service.

After you purchase, the top-up will be available to use within 48 hours.

The discount code is `occstaffoffers`

The screen to enter the discount code is the 'Review Order' screen, after you select your Travel Product.

Cycle Scheme

Cyclescheme is the UK's number one provider of tax-free bikes for the Government's Cycle to Work initiative.

It's a brilliant programme where everyone wins - employees make big savings on new bikes and employers get a healthier workforce.