



Working for Cross Keys Homes

Cross Keys Homes employs more than 250 staff in a wide variety of jobs – from providing frontline services for residents to central services support which is essential for the running of any organisation.

The frontline staff are supported by specialist teams such as finance, ICT, office services, human resources, administration, corporate and the communications team.

Learning and development

Cross Keys Homes is committed to 'investors in people' and supports the learning and development of all its employees. Our staff review and development scheme (SRD) aims to ensure continuous supportive management to enable all staff to deliver quality services for our customers.

We run in-house training courses and offer support to staff studying for professional qualifications.

Equality and diversity

Cross Keys Homes is committed to equality and diversity which is enshrined within our One Equality Scheme. We strive to provide homes and services fairly to Peterborough's diverse community and to employ a workforce that reflects the communities we serve. This commitment is backed by our support as an 'Age Positive' and 'Positive about disabled people' employer. We also actively seek initiatives to facilitate equal opportunity to career progression and employment opportunities.

At the heart of our equality and diversity policy is a commitment to valuing diversity, treating people with dignity and respect, eliminating discrimination and promoting community cohesion.

In addition to legislative requirements, we expect Cross Keys Homes' employees and contractors undertaking work on our behalf, to promote the spirit of our equality and diversity policy and to recognise that they have a duty not to discriminate against anyone while carrying out their duties.

At Cross Keys Homes, we:

- Value and respect the identities and cultures of our employees, and encourage all employees to reach their full potential
- Make sure that all employees and job applicants receive fair and equal treatment in recruitment and selection
- Ensure that all staff have fair and equal access to promotion and training opportunities
- Make sure the workplace is free from discrimination and harassment and act promptly on all complaints of such
- Provide a workplace that is accessible to disabled people and where possible, retain in suitable employment employees who become disabled or ill

- Maintain records in recruitment, employment and training and use this information to identify areas of inequality
- Establish a formal consultation mechanism for senior managers, union representatives and elected members of staff to discuss equality issues relating to employment
- Provide training and guidance to our employees and board members to enable them to fulfil their responsibilities under this policy

Pay

Salaries are paid on the last Thursday of every month in accordance with Cross Keys Homes' pay scales and job evaluation. We have a recognised agreement with a number of unions and work in partnership with them to improve our terms and conditions of employment.

Hours of work

The full working week is 37 hours for all employees. Part-time posts will receive pay and benefits in direct proportion to the full-time equivalent. Flexible working arrangements exist in most office areas subject to the needs of the service and the agreement of the departmental head.

Annual leave

Entitlement is 25 days (in addition to public holidays). This rises to 30 days after five years of completed service, 31 days after 10 years and 32 days after 15 years.

Buying and selling annual leave

Cross Keys Homes' staff are able to buy or sell up to three days annual leave in any one leave year on a salary sacrifice basis.

Sick pay scheme

Cross Keys Homes operates an occupational sick pay scheme to supplement statutory sick pay. Entitlement increases with length of service up to six month's full pay and six month's half pay.

Pension scheme

Staff can join the Local Government Pension Scheme which is a contributory final salary scheme.

Emergency leave

Cross Keys Homes grants emergency leave to staff in times of family difficulty such as sudden illness. This may be paid or unpaid depending on the circumstances. We also give paid bereavement leave.

Maternity leave

In addition to all statutory leave and pay entitlements, Cross Keys Homes has an enhanced maternity pay scheme. The scheme gives an employee with more than one year's service (at the 11th week before the baby is due) full pay for six weeks provided she returns to work for a minimum of three months.

Paternity leave

In addition to the statutory leave and pay entitlements, Cross Keys Homes has an enhanced paternity pay scheme. The employee is paid their normal salary for the first week's leave in addition to the statutory entitlement for the second week (subject to qualification).

Adoption leave

Eligible adopters will be entitled to up to 26 weeks' ordinary adoption leave (OAL) and statutory pay, followed immediately by up to 26 weeks' unpaid additional adoption leave (AAL) (a total of 52 weeks' leave).

Parental leave

In line with statutory provisions to staff who become parents, including adopting, Cross Keys Homes grants up to a total of 13 weeks unpaid parental leave. A maximum of four weeks per year may be taken for a child up to five years of age, or longer for a child with a disability.

Flexible working for parents and carers

Cross Keys Homes will consider any requests to work flexibly from employees who are parents of children up to the age of 16 or carers.

Flexible working hours scheme

Some departments within Cross Keys Homes operate a 'flexi-time' scheme which enables staff to work flexibly whilst maintaining the service. Under this scheme, staff can vary their start and finish times, and take any additional hours worked over their contracted hours back as time off (up to a maximum of 8 hours per month) with the agreement of their line manager.

Child care vouchers

Cross Keys Homes offers staff the opportunity to save up to £1,195 a year by using a salary sacrifice child care voucher scheme. This will enable you to choose to sacrifice a proportion of your salary to purchase child care vouchers, without paying tax and national insurance contributions on that proportion of your salary.

Staff relations

Cross Keys Homes recognises the unions, UNISON and Unite and staff may join any of these if they choose. Staff representatives meet with management regularly to discuss issues affecting all staff.

Business mileage

An essential user car allowance is paid to approved users. Staff who occasionally use their own car for Cross Keys Homes' business are reimbursed for these miles.

Mobile phones

Cross Keys Homes provides a mobile phone where it is essential that the employee is contactable when working away from their office base.

Free car parking

Is provided at our offices.

Cycle to work scheme

Under this scheme, staff can hire a bike and accessories of their choice up, through a hire agreement, to a value of £800 from Cross Keys Homes for commuting to work and personal use. This operates on a salary sacrifice arrangement resulting in a benefit from tax and national insurance savings.

Free gym

We have a gym at our head office at Shrewsbury Avenue which all staff can use and a number of agreed corporate discounts with gyms across the city.

Occupational health

Cross Keys Homes uses an occupational health doctor to advise us on any medical issues affecting staff employment (to ensure we do everything we can to make sure a person's health is not affecting or being affected by their job). We also provide periodically, mini-medicals to staff, free eye sight testing for all display screen equipment (DSE) users and where appropriate reimburse the cost of glasses for DSE use.

Voluntary healthcare cash plan

Cross Keys Homes offers this scheme via Healthshield, a leading provider of healthcare cash plans and a non-profit making friendly society. For as little as £1.85/week you will get a range of benefits including 100 per cent cash back on your healthcare bills.

Employee Assistance Programme counselling scheme

Cross Keys Homes offers a 24 hour-a-day, 365 days-a-year free confidential counselling and legal advice telephone line for all staff and their families which offers advice and guidance on medical, legal and other issues. This includes telephone and face-to-face counselling for health, bereavement, drug/alcohol abuse, debt, marital, relationship and family issues. This service is totally confidential and free to staff and family living at the same address.

Work place giving

Through this scheme staff can make regular tax efficient donations to charities of their choice direct from their salary. For example if you are a 20 per cent taxpayer, you could pledge a monthly £10.00 donation, but it would cost you just £8.00 from your salary. As a 40 per cent taxpayer, you would pay £6.00 per month on a £10.00 pledge.

**If you have any queries on the terms and conditions of employment with Cross Keys Homes, please do not hesitate to contact our human resources department on:
01733 385010**

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