

A - Z directory

of employee rewards and benefits



**Our employees are at the heart of what we do.
You help us to achieve our vision of 'better
homes, friendlier communities... together'.**

This A-Z guide will tell you about all the rewards
and benefits you can receive as part of the
Watford Community Housing team.



A - B

Annual leave

All of our staff enjoy a generous leave entitlement of at least 28 days per year, plus bank holidays. You can add to this by purchasing up to three extra days a year. You can also take up to two days each year to volunteer in the community.

Annual awards

All of our employees are eligible to win an annual award. These awards recognise our shining stars and the employees who are committed, work together, show integrity and are customer focused.

Adoption leave

An employee must have a minimum of six-months' service to be eligible for adoption leave. They are entitled to 52 weeks' leave in total – 26 weeks' ordinary adoption leave and 26 weeks' additional adoption leave.

Buying holidays

Eligible employees can purchase an additional three days of annual leave through our salary sacrifice scheme, increasing their entitlement for that year to 31 days, plus bank holidays.

Car parking

For essential car users, free car parking is available at our head office.

Competitive salary

We offer competitive salaries based on qualifications and experience. Our salaries are reviewed annually, with increases based on performance.

Cycle to work

Buy a new bike through our salary sacrifice scheme and save on tax and National Insurance.

Dependency leave

We recognise that employees with carer responsibilities may need support to combine work with care. All employees are entitled to take a reasonable amount of time off during working hours to take necessary action – up to five days per year.

Development

We want our employees to grow with us, so we offer a great range of training and development opportunities here at Watford Community Housing. This includes paying for professional qualifications and subscription fees.

Dress-down Fridays

The first Friday of every month is dress-down day, when employees are allowed to dress in casual clothes!

Eyecare

Everyone's job involves technology, but we know using screens can sometimes put strain on your eyes. This is why we subsidise eye tests for all employees, as well as contributing towards the cost of glasses and contact lenses.

Employee Assistance Programme (EAP)

We like to look after each other. If you have problems, whether they are at home or work, financial or personal, our free, independent and confidential Employee Assistance Programme is able to support you. You can also access face-to-face counselling if you need it.

Flexible working

We know that life can be complicated and everyone has different needs and responsibilities at home. We want you to maintain a healthy balance between your home and your work, and can offer remote working and flexible working arrangements if needed.

F-I-H

Flu jabs

Prevention is better than cure, as the saying goes. We agree, so that's why we offer free annual flu jabs.

Fruit

Fruit is delivered to Watford Community Housing every Wednesday for employees to enjoy a healthy snack – for free!

Gateway Rewards

Through our online benefits portal, Gateway Rewards, we are able to offer you a huge range of exclusive commercial discounts, cashback deals and instant vouchers which all help make your pay go even further.

Health cash plan

We understand that there are some things which aren't covered by the NHS, such as new glasses or urgent dental treatment. That's why we offer a health cash plan. For a monthly fee these items are covered so you can spread the cost across the year without having to worry about paying the full cost up front.

Health and safety

Watford Community Housing has an in-house Health and Safety Business Partner who provides support to all employees. We also ensure relevant training and assessments are available.

Involvement and communications

We encourage all employees to use our intranet, which is updated regularly in order to share information. We have annual staff conferences and quarterly briefings to keep staff informed and engaged, and a staff gateway, who meet to discuss how we can make further improvements for you.

Jury service

Called to be a juror? No problem! We will pay for up to one week of jury service.

Kitchens

Every floor of Gateway House has a kitchen for all employees to use. This includes hot water, free tea and coffee, a dishwasher and a fridge to keep your lunch in.

Life assurance

Your family are important to us, so if anything happens to you we ensure that they receive a payment of three times your salary. We hope we don't have to do this, but it's good to know it's there should the worst happen.

Learning and development

We are proud to invest in our employees' continuous development. Contributing to your progression brings benefits to both the organisation and your future employability. We offer a range of learning opportunities via e-learning, external conferences and workshops, as well as in-house training.

Long service awards

On your five-year anniversary of employment, you will receive an extra three days holiday for that year, in recognition of your long service.

Massages

Whether you have back or joint issues, or just want to relax, we offer all staff weekly subsidised massages (25 or 55 minutes each) right here in the office.

Mileage

Lots of our employees work out and about in our communities and we know that getting around costs money. We pay mileage at the generous rate of 52p per mile – plus any parking and congestion charges!

Maternity

We are committed to providing a supportive and caring work environment for all employees who have parenting responsibilities.

New employee induction

Starting a new role can be daunting, so we try to make your first day, week and month as easy as possible. We ensure you are introduced to all your colleagues and make sure you know where you are with a tour of our office. Usually, you'll spend your first day with HR, learning the systems and receiving a warm welcome from the team, your Director, and the Chief Executive.

Occupational health

When an injury or illness is affecting your ability to come into work, or is stopping you performing your duties, our occupational health service can help by providing qualified medical advice.

Office space

Our core office hours are 8am-6pm. Office space is available to all employees, including break-out areas, desks, training rooms and other meeting spaces.

Pension

We offer a generous and competitive contributory pension scheme, which exceeds the minimum legal requirements. In order to help you plan for your retirement, we offer a range of contribution rates. As your employer, we will put in between 7% and 11% depending on what you choose to put in yourself.

Performance-related pay

As well as recognising how individuals perform, we like to reward great organisational performance. That's why we offer everyone who helps us reach our corporate targets an annual bonus – which could be worth up to 10% of your salary!

Professional fees

We believe in providing a professional service, so Watford Community Housing will pay for one job-related professional fee or subscription per individual in any tax year.

Paternity leave

Once you've been with us for more than six months, you're entitled to two weeks' paternity leave on full pay.

Parental leave

Employees with one year's service or more are entitled to up to 18 weeks' unpaid parental leave for children under the age of 18.

Qualifications

Watford Community Housing will support you if you wish to study for a professional qualification relevant to your role. A minimum of six months' continuous service is required to make a request.

Quarterly awards

Our quarterly awards recognise our employees for going above and beyond.

Recognition

We recognise employees in many ways and for lots of different things. Whether you've gone out of your way to help a customer or improved a process or experience, we're always looking to shout about the things you do best.



Smart pay (SmartTech/SmartFit)

We give you the opportunity to spend up to £600 on SmartTech or SmartFit items and pay this back interest-free! SmartTech covers a wide variety of products from Currys PC World, while SmartFit includes a range of health club and gym memberships.

Salary sacrifice

Through our salary sacrifice schemes, employees can pay for things like a new bike, electrical goods or extra holiday days by having it deducted straight from their salary – making it a more tax-effective way to pay!

Sick pay

We recognise that you might be absent from work for good reason, such as ill health or injury. Depending on service length, we offer between two weeks' and six months' full pay.

Staff conference

Our annual staff conference brings the organisation together to revisit the achievements of the past year, as well as looking ahead and considering our objectives for the future. It's a great chance to enjoy spending time with colleagues.

Season ticket loans

If you buy a season ticket to get to work then you can get an interest-free loan to help pay for it!

The lounge

So that you can enjoy a well-deserved break, we provide a comfortable and relaxed eating area which includes microwaves, toasters, refreshments and a TV.

Time off in lieu (TOIL)

If you work additional hours, you can have them back as TOIL (with the agreement of your line manager).

Total rewards statement

Every year we send you a 'total rewards statement', bringing all the benefits you have received over the last 12 months into one place. This sets out your pay, pension contributions, performance-related pay and benefits.

'Thank you' cards

Everyone likes to know they are appreciated. 'Thank you' postcards stand on their own as a powerful way of thanking your colleagues, however big or small the reason.

Unpaid leave

All employees with two years of service are eligible for unpaid leave. This is for a minimum of 3 months and a maximum of 2 years.

Uniform

If you are based in the office there is no formal dress code, while employees such as GRT members, scheme officers or estates officers will be provided with smart and comfortable uniforms.

Volunteering

All our employees are entitled to use two days of work a year to go and do some volunteering – fully paid!

Wellbeing

We want you to enjoy life, both inside and outside of work. Our employee benefits offer is designed to give you a range of health, wealth and happiness options to help you get the best out of life.

Wheel of fortune

Do you have a good performance rating? If so, you'll be entered into a draw each month in which one lucky employee will be able to spin the wheel of fortune and win a prize.

Xmas

We run a range of activities in December to help you get in the festive spirit, as well as raising money for charity. Every year we take part in 'Christmas jumper day' for Save the Children and we hold a Christmas raffle to raise money for the Peace Hospice. Employees do not need to work on Christmas day unless they are on call.

Yearly appraisals

Appraisals take place before the financial year ends, in the first quarter of the year. Good performance leads to an organisational bonus, but it's also a chance to look at your development for next year.

You

We believe every employee is a benefit to Watford Community Housing! You are important because you help us achieve our vision of 'Better homes, friendlier communities... together!'

Zzz... time out

At our head office we provide many quiet areas for working. Our quiet room is also available for relaxation, meditation and prayer.



watford
community
housing