



# Retail Benefits Document

At the British Heart Foundation we offer our retail employees a competitive salary and benefits that increase with service. Our employee benefits vary depending on role and are detailed below.

## All Retail Staff

### Salary:

Salary is paid in arrears in 12 equal instalments; payments are made by direct transfer into your personal bank account.

Salaries are normally reviewed annually. Any adjustment to your salary, which will take into account a review of your performance, will be notified to you in writing.

### Probationary Period:

Probationary period for retail staff is 6 months.

### Notice Period:

All employees - 1 week during probation, rising to 4 weeks on completion of the probationary period.

4 -12 years service a week for each year of service rising to a maximum of 12 weeks' notice.

After 12 years' service 12 weeks.

### Loyalty Awards:

Long service awards are given to recognise employee's loyalty and experience with BHF. Recognised milestones are 5, 10, 20, 25 and 30 years' service.

### Employee Assistance Programme:

We offer all staff access to a range of services designed to help resolve everyday situations that affect work performance.

## Assistants/Assistant Managers/Warehouse staff

### Annual Leave:

20 days (pro-rata for part-time employees) entitlement per annum exclusive of bank holidays.

### Sick Pay:

Foundation Sick Pay is 6 weeks for all Assistants/Assistant Managers/Warehouse staff regardless of service.

When the Foundation Sick pay has been exhausted and an employee remains ill, he/she will continue to be paid any Statutory Sick Pay under the rules.

## **Shop Managers**

### **Annual Leave:**

20 days rising to max 25 after 5 years service (pro-rata for part-time employees) entitlement per annum exclusive of bank holidays.

### **Sick Pay:**

Foundation Sick Pay is 6 weeks for all shop managers regardless of service.

When the Foundation Sick pay has been exhausted and an employee remains ill, he/she will continue to be paid any Statutory Sick Pay under the rules.

### **Bonus:**

The BHF likes to reward success and retail shop managers may be entitled to a bonus based on controllable profit. All bonus' are discretionary and only paid where a shop has exceeded set profit targets.

## **Assistants/Assistant Managers/Warehouse staff**

All staff will be auto enrolled into the pension scheme under the auto enrolment pension scheme rules. Should staff not wish to participate in the pension scheme they will have to opt out via the pension provider.

### **Pension:**

We offer a Group Personal Pension Plan where BHF make contributions of 2% and employees currently do not contribute. The contributions rates will change in 2017/18 when employees will also make contributions and the employer contributions will increase.

## **Shop Managers**

We offer a Group Personal Pension Plan. The plan is a contributory scheme where the minimum contributions are 3% by the employee and 5% by the BHF with the option for increased contributions by both parties to a maximum of 8% by the employee and 10% by the employer.