

Tandridge District Council
Employment Information (Office Based Staff)

Website	www.tandridge.gov.uk
Place of work	Council Offices, Station Road East, Oxted RH8 0BT Hybrid Working
Hours of work	Hours of work are 37 per week with 30-minute unpaid break. Office staff opening hours are Monday to Friday 8m to 6pm.
Flexible working hours	There is a scheme of flexible working (flexi time). Flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time. Authorisation of flexi leave will be solely at the discretion of the Line Manager. The scheme enables employees to strike a better work/life balance. Flexitime, allows for the alteration of start/leave times and length of lunchtime break, time off in lieu of longer hours worked, and a flexible working system. Employees are expected to manage their time and keep working hours within acceptable limits.
Annual Leave	The basic holiday entitlement is 23 days per annum (pro rata), rising to 29 days (pro rata) after six years continuous local government service. One day of annual leave will be deducted on the Council's discretionary day off around Christmas. The exact annual leave entitlement will depend on the working pattern agreed and will be calculated in hours.
Pension	Eligible employees will be automatically enrolled into the Local Government Pension Scheme, to which both the employee and employer contribute. Employees are able to transfer funds into the Local Government Scheme. However, employees can also choose to opt-out of the scheme and make their own arrangements. Employee pension contribution rate will depend on annual salary. Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1st April each

	year. Membership and contributions Surrey Pension Fund
Car parking	Car parking in the council car park is available on a first come, first served basis.
Travel Loans	The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase quarterly or yearly rail season tickets.
Cycle Scheme	The Council offers staff the opportunity to purchase a bicycle and related safety equipment as a tax-free benefit. The scheme is an optional employee benefit, available to all directly employed staff who have successfully completed their probationary period. Employees are required to use the bike mainly for journeys between home and work.
Health Cash Plan	The council offers a voluntary part funded Cashplan at Level 1. Employees have the option to join the scheme and pay their contribution via monthly salary. There is also the option to add a partner and to upgrade the level of cover by self-funded direct debit.
Smoking policy	Smoking, including e-cigarettes are not permitted in or around the Council buildings or Council vehicles. Any breaks for smoking must be taken in an employee's own time.
Training & education	Tandridge District Council actively encourages employees continued professional development.
Professional Subscriptions	Where membership of a professional body is a requirement of your post, the Council will reimburse you for one subscription fee per year.
Probationary period	New employees are subject to a period of six months' probation during which time progress will be reviewed and discussed with you.
Employee Assistance Programme	A free, confidential 24-hour helpline service is available to assist you in dealing with everyday situations and more serious problems including financial, legal, relationships, stress, debt management and any work-related issues.

NB not all the above information is contractual