

MOPAC

MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

CONTRACT OF EMPLOYMENT

BETWEEN

THE MAYOR'S OFFICE FOR POLICING AND CRIME

AND

NAME

COMMENCEMENT OF EMPLOYMENT

This statement is given to you under the Employment Rights Act 1996 (section1). The following paragraphs summarise your main conditions of service as they apply at present. Further details of the conditions of service are contained in the [HR Policies and Procedures](#) and the [Code of Conduct](#). Any significant changes will be notified to you in writing in accordance with Section 4 of the Employment Rights Act 1996.

You have been appointed as a JOB TITLE by the Mayor's Office for Policing and Crime (MOPAC).

Your employment with MOPAC will begin on START DATE.

Your appointment is for a fixed term period ending on [insert date].

No employment with a previous employer will count as part of your continuous period of employment with MOPAC

The first six months of your employment will be subject to a probationary period and your employment may be terminated during this period at any time on one months' prior notice or payment in lieu of notice. MOPAC may, at its discretion, extend the probationary period up to a further three months. During the probationary period your performance will be reviewed at regular intervals by your line manager.

If you are absent from work due to incapacity during your probationary period for an extended period your probationary period may be extended by up to three months.

Following successful completion of your probationary period, your appointment will be confirmed in writing provided you have shown that you have satisfactorily met the requirements of your role in terms of your performance, attendance and conduct. You can find [the Probation Policy here](#).

DUTIES

In addition to the duties which this job normally entails, you may, from time to time, be required to undertake additional or other duties which are within your skill and competence and appropriate to your position as necessary to meet the needs of MOPAC's business.

You warrant that you are entitled to work in the UK without any additional approvals and will notify MOPAC immediately if you cease to be so entitled at any time during your employment with MOPAC.

BUSINESS INTERESTS

During the course of your employment with MOPAC you must not engage in any other occupation or profession or business or work, whether paid or unpaid, for any other organisation, company, firm or person without first obtaining written consent from Human Resources. Any business interest or secondary employment must be notified to Human Resources.

PAY

The full time salary for this post is £(insert) per annum. As you will be working part time, (insert number of hours) per week, your actual pay will be £(insert actual pay) per annum which shall accrue from day to day at a rate of 1/260 of your annual salary. This daily rate shall be used if we have to calculate a day's pay, for example, if you take any unpaid leave, which is not subject to any specific method of calculation set out elsewhere in this contract. This meets the national minimum wage requirements.

Your salary will rise by annual increments on each anniversary of your start date until you reach the top of the grade in which you are employed. MOPAC reserves the right to withhold any annual increment due to you if the formal stage of the Capability Procedure has been invoked against you at the time when the annual increment falls due. The annual increment will be withheld until the required standard of performance has been met. Further increments will then continue to take place on your normal anniversary of your start date.

MOPAC will undertake an annual salary review (normally in June of each year unless a different month or period is agreed with the recognised trade union). Any pay increase granted as a result of that salary review will be notified to you. There is no obligation on the part of MOPAC to award an annual pay increase.

Your salary includes any pension contributions and will be paid to you in twelve equal monthly instalments.

Your salary will be paid monthly in arrears on or about the last day of each month by credit transfer into a bank or building society account nominated by you.

We pay you on the last working day of each month, unless it is a weekend or statutory holiday, in which case we will pay you on the Friday beforehand. You will be paid a month in arrears.

We pay you straight into your bank or building society account. You must always have a suitable bank or building society account that we can pay your salary into (we cannot pay into Building Society Share accounts).

You must give the HR unit your bank details. If you change your banking arrangements, you must give HR one month's notice of the change to allow us time to make the necessary amendments. If you do not give us these details, it will delay payment of your salary.

As a MOPAC employee, you are eligible to access the rewards platform using the MyLifeStyles portal. Details on how to access this portal will be notified to you on commencement of employment. The various benefits which you may be provided with during your employment, subject to any rules applicable to the relevant benefit are set out at Schedule 1 of this contract.

We may replace or withdraw such benefits, or amend the terms of such benefits, at any time.

DEDUCTIONS FROM WAGES

For the purposes of Part II of the Employment Rights Act 1996, you hereby authorise MOPAC to deduct from your salary any sums due from you to MOPAC, including without limitation any overpayment of salary or accrued holiday pay.

PLACE OF WORK

Your normal place of work is City Hall, Queen's Walk, London, SE1 2AA or such other place within the Greater London area which MOPAC may require for the proper performance and exercise of your duties.

You may be required to temporarily work at, or travel on the business of MOPAC to, such places as may be reasonably necessary for the proper performance of your duties, both inside and outside the UK. You will not be required to work outside the UK for more than one month.

HOURS OF WORK

Your normal hours of work are between [TIME] and [TIME] Monday to Friday inclusive [change as necessary]. These hours and days are not variable [if the working hours may vary from day to day this should be stipulated along with how they may vary]. You will be expected to work x hours per week (not including lunch breaks) during normal office hours. You are not permitted to take less than half an hour for lunch.

You may be required to work additional hours to meet the needs of MOPAC's business.

MOPAC has in operation a flexible working hours scheme to give employees the opportunity to carry out their duties during as wide a range of working hours as possible. The scheme is a major contributor to enabling staff to achieve a work/life balance. There is no requirement to opt into the scheme. Further details are contained on SharePoint.

The standard working hours are counted as 7 hours 12 minutes per day and 3 hours 36 minutes per half day (Monday to Friday). This is based on a 36-hour week (excluding lunch breaks). The core times in which you must be present (except for authorised absences) are 10.00 am until 12.00 pm and 2pm until 3pm.

PENSION SCHEME

You are eligible to join the Civil Service pension arrangements. MOPAC offers a choice of two types of pension:

- **alpha.** This is a defined benefit occupational pension scheme. When you start employment with us, you are automatically admitted to our pension scheme, under the Civil Service Pension Scheme. This scheme is a voluntary, contributory scheme, where both you and the MOPAC pay contributions, which make up a pension that is calculated using your career average salary when you retire.
- Your contribution rate is dependent on your salary. Currently contributions are in

accordance with the pay bands set out below. The pay bands will be adjusted each April in line with the cost of living.

Pay range	Contribution rate
Up to £15,000	4.6%
£15,001 - £22,600	4.6%
£22,601 - £54,900	5.45%
£54,901 - £150,000	7.35%
£150,001 and above	8.05%

- **partnership** pension account. This is a stakeholder pension with a contribution from us. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related employer contribution mentioned above.

You will automatically be entered into the alpha scheme on appointment and will remain a member of that scheme unless you subsequently opt out. Contributions will be deducted from your salary with effect from your start date. If you wish to be entered into the partnership pension account scheme, you must advise MOPAC within 3 months of your start date by completing a form which can be provided by the HR department. Should you elect to enter the partnership pension account scheme, contributions into the scheme will be backdated to your start date.

If your pay rate changes in the future we will need to check whether, due to that change, you should be reallocated to a different contribution band. The change might be caused by an incremental rise, a promotion, regrading or receipt of an additional payment. We will make any required change from the time when your rate of pay changes for any reason.

You do not have to join the Civil Service pension arrangements. If you opt out, you will build up benefits in the State Second Pension Scheme (S2P) instead.

ANNUAL LEAVE

MOPAC's holiday year runs from 1st April to 31st March. Your annual leave includes your legal right to paid holiday under the Working Time Regulations 1998. Your manager must approve any leave before you take it.

If your employment begins part way through the annual leave year, your holiday entitlement for that year will be calculated on a pro-rata basis. For that annual leave year, your annual leave entitlement will be accrued at the rate of one twelfth of the yearly annual leave allowance for each completed month of paid service. Your paid annual leave entitlement for the current leave year will be notified to you when you commence employment.

Thereafter, your annual leave allowance will be 32.5 days each year (pro-rata if part-time). In addition, you will receive 8 days public holidays.

Paid time off for public holidays is apportioned on a pro-rata basis, regardless of the days on which you work.

Holidays must be taken at times convenient to MOPAC and should be agreed in writing with your line manager. Reasonable notice of your intention to take holiday must be given to your line manager who will then confirm to you whether the requested dates are acceptable. No single period of leave may exceed ten working days without the express prior written consent of your line manager. MOPAC encourages employees to take all of their holiday entitlement in the relevant leave year. However, with the express prior written consent of your line manager, you may carry over up to 10 days' accrued leave into the next holiday year.

We may require you to take (or not to take) holiday on particular dates, including during your notice period.

We shall not pay you in lieu of untaken holiday except on termination of your employment. The amount of such payment in lieu will be paid at 1/260th of annual salary for each day owing. If you have taken more holiday than your accrued entitlement at the date your employment terminates, we shall be entitled to deduct from any payment due to you the excess holiday pay (calculated on the same basis as set out above for payment in lieu of untaken holiday).

MANDATORY INDUCTION TRAINING

MOPAC employees are required to complete mandatory induction training using the online training platform. Details of the training and how to access it will be provided to you upon commencement of employment, or alternatively you can find it [here](#). You are required to complete the mandatory induction training within the first 6 months of your employment.

You are entitled to take part in various training courses as discussed with your line manager when agreeing your training and development needs with the aim of improving job performance. MOPAC may provide from time to time these courses through our external suppliers. Specific details of what courses might be available can be found on the intranet.

SICKNESS ABSENCE AND SICK PAY

MOPAC has a Sickness Absence policy and procedure which contains the requirements for sickness absence notification. MOPAC reserves the right to withhold payment of contractual sick pay due to you in the event that you fail to comply with these requirements.

MOPAC reserves the right to ask you to produce a medical certificate and/or to undergo a medical examination at any time during your absence subject to the provisions of the Access to Medical Reports Act 1988. You agree to consent to any such medical examination. You also agree that any report produced in connection with any such examination may be disclosed to MOPAC and that MOPAC may discuss the contents of the report with the doctor who undertook the

examination.

MOPAC reserves the right to withhold payment of contractual sick pay due to you in the event that you fail to comply with the requirements of this clause of this contract.

For the purpose of calculating your Statutory Sick Pay, “qualifying days” are Monday to Friday.

You will be entitled to receive the following payments for periods of absence due to incapacity during the first 6 months of your employment:

- full pay (inclusive of SSP) less any social security benefits received, for the first 1 month of any such absence; and
- half pay (inclusive of SSP) for the next 1 month of any such absence;
- No more than 365 days of sick pay in 4 years

Full pay means your annual basic salary.

MOPAC employees who have 6 months’ service and over are entitled to the following:

- full pay (inclusive of SSP) less any social security benefits received, for the first 6 month of any such absence; and
- half pay (inclusive of SSP) for the next 6 months of any such absence; subject to;
- No more than 365 days of sick pay in 4 years

If your attendance is unsatisfactory because of frequent or continuous sick absence, action may be taken under the Sickness Absence Procedure which can be found on SharePoint or from the HR department, up to and including dismissal, even where the absence arises from a genuine medical problem.

If you have received (or claimed but not yet received) a benefit from DSS or unemployment benefit during the period beginning 57 days before commencement of your employment with MOPAC, you will have received a letter (SSP1L) from the DSS to this effect. If you have not already handed this letter to your line manager, you should do so immediately as this may affect your entitlement to SSP.

Medical assessment

We have the right to refer you to our medical advisers when necessary, so we can seek advice on your fitness to undertake your role and carry out your duties and responsibilities. You must attend any medical appointment that we make for you.

OTHER PAID LEAVE

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and MOPAC’s rules applicable to each type of leave in force from time to time:

- (a) statutory maternity leave and you may be eligible to receive occupational maternity pay subject to the rules set out in MOPAC's work-life balance policy from time to time;
 - (b) statutory paternity leave and you may be eligible to receive occupational paternity pay subject to the rules set out in MOPAC's work-life balance policy from time to time;
 - (c) statutory adoption leave and you may be eligible to receive occupational adoption pay subject to the rules set out in MOPAC's work-life balance policy from time to time;
 - (d) shared parental leave and you may be eligible to receive occupational shared parental pay subject to the rules set out in MOPAC's work-life balance policy from time to time;
 - (e) parental bereavement leave and you may be eligible to receive occupational parental bereavement pay subject to the rules set out in MOPAC's parental bereavement leave policy from time to time;
 - (f) time off for official duties as set out in Schedule 1;
 - (g) bereavement leave subject to the rules set out in MOPAC's work-life balance;
 - (h) career break subject to the rules set out in MOPAC's work-life balance;
 - (i) dependency leave subject to the rules set out in MOPAC's work-life balance;
 - (j) special leave subject to the rules set out in MOPAC's work-life balance;
 - (k) fertility treatment leave subject to the rules set out in MOPAC's work-life balance;
 - (l) public duties subject to the rules set out in MOPAC's work-life balance;
 - (m) special constables leave subject to the rules set out in MOPAC's work-life balance;
- and;
- (n) study leave subject to the rules set out in MOPAC's learning and development policy.

Further details of such leave and your pay during such leave are available on the intranet.

We may replace, amend or withdraw MOPAC's policy on any of the above types of leave at any time.

NOTICE

Permanent/Fixed-Term Contract

After successful completion of your probationary period, either party may terminate employment by giving the other:

- three months' notice

This notice should be submitted in writing to your line manager **DMPC**.

MOPAC may, at its discretion, terminate your employment without notice and make a payment of basic salary in lieu of notice.

If we end your employment for gross misconduct during your probationary period, you will not be entitled to any notice.

A description of the duties of your job is set out in the attached job description. We have the right to update your job description to reflect changes in or to the job. We will consult you about any proposed changes.

You will need to have a flexible approach to the duties and responsibilities of your job. You may be required to do other duties that are not listed in the job description or that are suitable for the level of your job. This also includes working across organisational and professional boundaries, where necessary.

NO OBLIGATION TO PROVIDE WORK

During any period of notice, MOPAC reserves the right to require that you do not attend for work and/or do not undertake any or all of your duties. During such “garden leave”, you will remain entitled to your normal pay and your duties to MOPAC of good faith, confidentiality and exclusive service will continue to apply.

SUMMARY DISMISSAL

MOPAC reserves the right to terminate your employment without notice, and without compensation or payment in lieu of notice;

- if you are guilty of gross misconduct, examples of gross misconduct can be found in MOPACs Disciplinary Policy (but are not limited to these).
- commit any serious or (having been give notice in writing) persistent breach of any of your obligations, whether under this Agreement or in relation to any Code of Conduct in operation at MOPAC
- cease to be entitled to work in the United Kingdom

RETURN OF MOPAC PROPERTY

On termination of employment for whatever reason you will immediately return to MOPAC in accordance with its instructions, all equipment, confidential information (as described in clause confidentiality), documents, reports, notes, correspondence and any copies thereof and any other property belonging to MOPAC which is in your possession or control.

CONFIDENTIALITY

You must not disclose to any person, firm or company, otherwise than in the proper course of your duties or with the written consent of MOPAC, matters of a politically or market sensitive nature, or sub judice matters, or any information of a confidential nature concerning the business of MOPAC and/or of any client or prospective client, including any “exempt item” within the meaning of the relevant Local Government Acts.

You undertake to use your best endeavours to prevent unauthorised publication or disclosure of any politically or market sensitive information or sub judice matters, or other secret or

confidential information.

The provisions in the first two paragraphs of this subheading shall continue to apply after termination of employment, for whatever reason, without any time limit but shall cease to apply to any information or knowledge which may at any time come into the public domain other than through unauthorised disclosure.

Nothing in this clause shall be construed or interpreted as preventing you from making a “protected disclosure” within the meaning of the Public Interest Disclosure Act 1998. In circumstances where you feel it is necessary for you to make such a disclosure, you should raise the issue with the Human Resources team.

INTELLECTUAL PROPERTY RIGHTS

Subject to the Patents Act 1977 and the Copyright, Designs and Patents Act 1988, any invention, design, or copyright work, including without limitation all documents, data, articles, reports or other items (“Works”), made by you during the course of your employment with MOPAC (whether or not in the course of undertaking your duties) shall immediately upon creation vest in and shall be and remain the sole and exclusive property of MOPAC, and you hereby irrevocably and unconditionally assign to MOPAC, all rights, title and interests in and to the same.

The terms and obligations of this clause shall survive the expiry or termination of your employment for any reason.

DATA PROTECTION

MOPAC collects, holds and processes information relating to you in order to fulfil MOPAC’s obligations to you under your employment contract and/or for reasons relating to your employment with MOPAC, which may include the processing of sensitive personal data (including information about your health). You can find out more about the MOPAC’s compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2018 by reading our ‘privacy notice’.

USE OF OFFICIAL INFORMATION

You must not use MOPAC systems to create, transmit or store documents, such as e-mail messages or attachments:

- which contain racist, sexist, defamatory, offensive, illegal or otherwise inappropriate material;
- for purposes other than official or semi-official MOPAC purposes. In this context, “semi-official” is defined as meaning officially sanctioned sports and social events, locally sanctioned notice board items and communications by and with the recognised Public and Commercial Services Union (PCS).
- which contain personal data, unless the use is covered by MOPAC notifications to

the Office of the Information Commissioner.

You owe a duty of confidentiality and loyal service to MOPAC. This duty requires you to exercise care in the use of information, which you acquire in the course of your official duties, and to protect information, which is held in confidence. This especially applies to information held on computer, which is for police use only.

In most cases it will be clear to individuals whether information in their possession is required to be held in confidence.

Information held on computers or the inappropriate use of MOPAC systems may result in disciplinary action being taken against you and/or, in certain circumstances, criminal or civil proceedings being instigated.

You work within an organisation that deals with sensitive matters. Your job requires you to maintain high professional and ethical standards at all times. In order to ensure that these sensitivities and high standards are maintained, telephone conversations, fax, modem and e-mail transmissions may be recorded or monitored. You are therefore reminded that your conversations and communications using the aforementioned MOPAC facilities may not be private.

Any breach of this clause is likely to result in disciplinary action being taken up and including to summary dismissal.

EXTRA clause here

FREEDOM OF INFORMATION ACT (FOIA)

You acknowledge and accept your personal responsibility, as a member of MOPAC, relating to all information created and held in any media by you and the organisation, under the provisions of the FOIA.

CAPABILITY AND MISCONDUCT

You are expected to render regular efficient and effective service and to conduct yourself in a responsible manner at work.

In addition, you should not do anything, which might discredit MOPAC either at work or in your private life. All members of staff are subject to the discipline policy and procedure and capability policy.

EXTRA CLAUSE HERE

MOPAC reserves the right to suspend you with pay for the purposes of investigating any allegation of misconduct against you.

If you find that you are in one of the following situations, you must notify your line manager immediately. Failure to disclose relevant circumstances or information may affect your employment with MOPAC. Any information provided will be treated in strict confidence.

Examples of circumstances or characteristics which may not have been covered elsewhere are noted below, this list is not exhaustive:

- significant financial difficulties (i.e. – bankruptcy, financial debt, recovery of monies through court summons),
- civil or criminal offences
- conduct which may lead to susceptibility to pressure or improper influence

COMPLAINTS

Any complaint made against you by a member of the public, or any other allegation, complaint or report alleging or indicating misconduct on your part will be dealt with in accordance with the 'Complaints against members of staff' policy, a copy of which can be found on SharePoint.

GRIEVANCES

The MOPAC has a grievance policy and procedure that provides a framework within which you can resolve a grievance or potential grievance as soon as possible. It ensures that grievances are dealt with effectively, fairly and confidentially. A copy of the grievance policy and procedure can be found on Sharepoint. If you wish to raise a grievance, you should do so in writing to your line manager.

EQUALITY AND DIVERSITY

MOPAC will not discriminate against a person on the grounds of their age, disability, gender reassignment status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

It is the policy of MOPAC that all eligible persons shall have equal opportunity for employment and advancement on the basis of their ability, qualifications and aptitude for work. MOPAC is committed to being an equal opportunities employer and to the creation of an entirely non-discriminatory working environment.

HEALTH AND SAFETY

In accordance with the provisions of the Health and Safety at Work Act 1974, you are expected to have regard to the requirements of the Act while you are at work by taking reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions and by co-operating with management so far as is necessary to enable it to perform or comply with any duty laid upon it by the Act or otherwise to fulfil its responsibilities adequately.

SMOKING AT WORK

In order to comply with current legislative requirements and contribute to the provisions of a clean, safe and healthy working environment a no smoking policy applies to all MOPAC premises.

TRADE UNION MEMBERSHIP

Trade unions can support you to represent your point of view on a range of different issues. It is your decision whether to join a trade union. The recognised Trade Union for staff in MOPAC is the Public and Commercial Services Union (PCS).

During your employment with MOPAC your terms and conditions of employment will be subject to local collective agreements with the Trade Union(s) recognised by the organisation.

You will be notified of any such changes to your terms and conditions which result from such negotiations. Such notification may be in writing or communicated via email, intranet etc indicating where the details of the agreement(s) can be found.

POLITICAL RESTRICTIONS

Under the Local Government and Housing Act 1989 (as amended by the Police Reform and Social Responsibility Act 2011), you are politically restricted without the right to apply for an exemption.

The Local Government Officers (Political Restrictions) Regulations 1990 deems that the terms of appointment and conditions of employment incorporate additional terms and conditions which prohibit the following activities:

- Candidacy for election to public office
- Acting as election agent or sub agent
- Holding office or committee membership within a political party
- Canvassing on behalf of a political party or
- Candidate for election to public office

Political restriction does not prohibit membership of a political party.

If you take part in activities that may be regarded as political you should bear in mind that you are a public servant and you should take care to avoid embarrassment to MOPAC that could result from your actions, which bring you to prominent public notice through political controversy.

COLLECTIVE AGREEMENT

There is no collective agreement which directly affects your employment.

MISCELLANEOUS

This Agreement supersedes and is in substitution for all previous letters of engagement, agreements and arrangements whether oral or in writing relating to the subject matter hereof between MOPAC and yourself, all of which shall be deemed to have been terminated by mutual consent.

MOPAC has a number of employment policies and procedures covering such matters as grievances, whistleblowing and flexible working. These can be found on SharePoint or from the

HR team and are non-contractual unless otherwise stated.

SECURITY VETTING

Security clearance is necessary to protect premises, personnel and the information assets of MOPAC and minimise the risk of unauthorised entrance to premises or disclosure of information that would compromise national security, policing operations, the safety of police officers and police staff as well as safeguarding personnel information relating to police officers and police staff. The level of security clearance will be reviewed in accordance with the MOPAC policy.

The level of vetting for this post is: xxx

APPLICABLE LAW

English law shall apply to this contract and the parties to this contract submit to the jurisdiction of the English courts.

I acknowledge receipt of a copy of this contract of employment, which contains my statutory particulars of employment, and accept the terms and conditions set out herein.

Signed by

Print Name in BLOCK CAPITALS

Date

Signed for and on behalf of
MAYOR'S OFFICE FOR POLICING AND CRIME.....

Print Name in BLOCK CAPITALS

Date

Schedule 1

Name	Benefit
Adoption Leave	<i>See work-life balance policy</i>
Annual Leave	32.5 days + 8 bank holidays with 10 days carry over
Bereavement Leave	Up to 5 working days with a further 2 days for funeral and additional 3 days for travel or estate administration for dependants or close relatives. <i>See work-life balance policy</i>
Blood Donation	Time off at Manager's discretion. <i>See work-life balance policy</i>
Career Break	Unpaid and discretionary after 3 years' service. <i>See work-life balance policy</i>
Childcare*	Child care Vouchers and emergency childcare
Civil Service Pension Scheme	NUVOS: This is an occupational pension scheme that has a tiered member contribution rate. As your employer we meet the rest of the cost of the scheme. PARTNERSHIP: This is a stakeholder pension with a contribution from MOPAC. You will be sent a pensions booklet as a new starter but more information can be found on the Civil Service website http://www.civilservice.gov.uk/pensions
Civil Service Recreation Centre*	Discounts on cinema tickets and sports centres
Compressed hours	Subject to business needs. <i>See work-life balance policy</i>
CS Healthcare*	Health insurance
Cycle to Work Scheme*	Reduced price bicycle purchase
Disability	Reasonable Adjustments: Equipment, facilities and flexible working for staff with disabilities. If you require reasonable adjustments, please speak with your line Manager
Domestic Emergency /Dependants Leave	Up to five days (but not normally more than two days at a time) <i>See work-life balance policy</i>
Expenses	Out of pocket expenses reimbursed. <i>See expenses policy.</i>
Eye Tests	Up to £70 paid for glasses and reasonable cost for eye test. <i>See expenses policy</i>
Fertility Treatment Leave	Up to five days (staff member undergoing treatment) and half day for partner attendance. <i>See work-life balance policy</i>
Flexible Working	<i>See work-life balance policy</i>
Flexitime	Work between 7.30 and 19.00 and be at work between core time of 10.00 and 15.00. At least half an hour lunch break between 12.00 and 14.00. <i>See work-life balance policy</i>
Further education	Sponsored funding on a case by case basis up to 100% if business needs met. <i>See Learning and Development policy</i>
Gender Reassignment	<i>See work-life balance policy</i>
Gym membership*	Corporate membership through MPS or GLA
Healthcare*	Benenden or CS Healthcare discount on BUPA
Home working	Subject to business needs. <i>See work-life balance policy</i>
Honoraria	<i>See allowances policy</i>
Job Share	Subject to business needs. <i>See work-life balance policy</i>

Long service award	£300 every five years. <i>See allowances policy</i>
Maternity Leave	9 months full pay, 3 months nil pay (subject to eligibility period). <i>See work-life balance policy</i>
Met Rewards*	Discounts on shopping, eating out, holidays and finance
Nursery Discounts*	Nursery Discounts
Occupational Health	Health referrals plus counselling and rehabilitation services
On Call (out of hours)	<i>See allowances policy</i>
Overtime	<i>See allowances policy</i>
Parental Leave	Up to eighteen weeks unpaid leave for each child and up to four in any year (subject to eligibility period). <i>See work-life balance policy</i>
Part time working	<i>See work-life balance policy</i>
Paternity Leave	Two months paid time off (subject to eligibility period). <i>See work-life balance policy</i>
PCS Union	Access to union membership
Public Duties	Special Paid Leave. School Governors: Up to 5 working days; Member of Local Authority: 40 working days (7 paid and 33 unpaid); Magistrate duties: 18 working days; Statutory Tribunals or Statutory Committees: <i>See policy</i> ; Jury Service: Paid minus compensatory payments which must be claimed; Judicial Proceedings: Special Paid Leave; Reservists Call Up: Unpaid Special Leave. <i>See work-life balance policy</i>
Remote Working	<i>See work-life balance policy</i>
Season Ticket Loan	Loan must be used to purchase a ticket and receipt forwarded. <i>See Expenses policy</i>
Secondments	Within GLA family (GLA, TFL, LFEPA, LDA, MOPAC)
Sickness Absence	6 months full pay and 6 months half pay (subject to eligibility period). <i>See Sickness absence policy</i>
Special Constables	Paid time off. <i>See work-life balance policy</i>
Study Leave	Up to 10 days plus examination days. <i>See Learning and Development policy</i>
Temporary Promotion	<i>See allowances policy</i>
Trade Union Duties	Time off for official duties.
Training	Generous learning and Development budget
Travel*	Car sharing schemes and discounted motoring offers
Travel time	<i>See allowances policy</i>

*To access MPS benefit information you will need an Aware account set up. This can be arranged via your line manager. This will allow you to have access to the MPS Intranet (Foundation system) and all staff benefit information can be found via the 'PeoplePages', MetOffers Intranet page and by accessing www.mylifestylehub.co.uk