



INTELLECTUAL
PROPERTY OFFICE

THE
BENEFITS
OF WORKING AT THE
INTELLECTUAL
PROPERTY
OFFICE
– A quick guide –

PAY

The Intellectual Property Office salary is made up of two key elements for staff below Senior Civil Service (SCS):

- **Basic Pay** – this is your annual salary paid to you on a monthly basis
- **Performance Pay** – this is the money paid to you on the basis of your performance*

* *Subject to satisfactory performance. Further details on pay bands and also the current award are available on the office's internal web pages.*

The Intellectual Property Office pay structure is made of a number of pay bands. Each pay band is based on annual progression up the pay scale towards the target rate salary for the job. The steps to maximum vary with each grade, details of which can be found on the internal web pages.

For SCS staff, pay arrangements are different and we follow arrangements made within Central Government.

PERFORMANCE PAY

This is money paid to you on the basis of your performance. Your performance marking is agreed as a part of the annual performance management process and the marking given is used to determine the amount of performance pay you receive.

You can choose to receive your performance pay as either a one off lump sum payment or in monthly payments.

PENSIONS INFORMATION

All employees of the Intellectual Property Office are entitled to join the Civil Service pension arrangements, subject to eligibility and the rules of the schemes.

If you are joining the office, we will tell you about your pension choices, and how to apply, in your letter of appointment.

If you are already in service, and are a member of Classic, Classic plus, Premium or Nuvos, you should be receiving annual benefit statements from our pension's administrator.

The annual benefit statement shows you how your pension is building up and what you may receive when you retire. Please take the time to look through your statement and keep it in a safe place for reference.

If you are in a partnership scheme, you will receive an annual benefit statement from your chosen pension provider.

For more information, and to find the full range of benefits offered under the Civil Service pension arrangements, visit www.civilservice-pensions.gov.uk

For specific enquiries, ask your pensions administrator:

Surnames A-J 0292 038 0873
GTN 1210 2873

Surnames K-Z 0292 038 0868
GTN 1210 2868

benstatqueries@berr.gsi.gov.uk

SALARY ADVANCES

You can apply for interest free loans for the following purposes:

- **Season Tickets** – to assist in the purchase of a season ticket for journeys between your home and office
- **Bicycle Purchase** – to assist you in the purchase of a bicycle for journeys between your home and office.

HOLIDAY ADVANCES

Prior to annual leave you can request an advance in salary. You may receive only one advance of your salary in any 12 month period to the maximum amount of 60% of your gross monthly salary.



HOURS AND LEAVE

HOURS

If you work full-time you will work 37 hours per week (36 if you are permanently based in London). These are your conditioned hours and do not include your lunch breaks. The office also operates flexible working hours and supports flexible working patterns for those who qualify, these include compressed hours, flexitime, job sharing, term time working and home working if feasible.

ANNUAL LEAVE

You will be eligible for 26 days annual leave per year which rises to 30 days after 5 years service. In addition you are also entitled to 8 Bank holidays and an additional 2½ days privilege leave. This leave will be pro-rata should you work part-time hours. You can borrow up to 10 days annual leave from the coming year and in addition you can carry over 10 days annual leave from the previous year.

MATERNITY LEAVE

Paid maternity leave of 26 weeks on full pay followed by an optional period of up to 26 weeks leave, 13 weeks paid at Statutory Maternity Pay rate and 13 unpaid (subject to qualifying periods).

PATERNITY LEAVE

You are entitled to 15 days paid paternity leave. This can be taken either as single days, in blocks or a combination of both.

ADOPTION LEAVE

You are entitled to adoption leave as long as you have been employed by the office for one year and if you are to be the main carer. Paternity leave can also be taken in the case of adoptions.



PARENTAL LEAVE

You can take up to 15 weeks unpaid leave in the first 5 years of your child's life. For a disabled child this is up to the age of 18 years.

SPECIAL LEAVE

Paid and unpaid special leave can be given at the office's discretion. This can be for reasons such as domestic distress, bereavement, jury service etc.

CAREER BREAKS

Is a period of unpaid leave which can be given at the office's discretion and can be from three months to five years. It can be granted for the specific reasons of domestic caring, studying, travelling or voluntary work. Requests for career breaks must be approved by a Director.

SALARY SACRIFICE

You can sacrifice an element of your salary towards the cost of childcare and/or you can also sacrifice an amount for the purchase of a bicycle for use to and from the office.

CHILDCARE VOUCHERS

If you have a child under the age of five and not yet in primary school education you are entitled to vouchers towards your childcare costs. (The amount is pro-rata for part-time staff).

EASTER/SUMMER PLAYScheme

The office offers staff the opportunity for their children to attend "Acorns" Easter and summer holiday playscheme. The playscheme caters for children from 4 to 14 years with qualified supervisors and helpers employed and the scheme has been approved by Social Services. The cost of this is subsidised by the office.

TRAINING AND DEVELOPMENT

TRAINING

The office is highly committed to training for all staff, with paid study leave, internally run diploma courses and NVQs, and additional funding available for those wanting to pursue further education.

PROFESSIONAL SUBSCRIPTIONS

The office will pay your annual subscription fees for membership to professional bodies which are relevant to your work.

HEALTH AND WELLBEING

EYE CARE

Free eyesight tests are available to all staff who use Display Screen Equipment as part of their normal work. If single lens glasses are needed then the office will contribute towards the cost of these.

STAFF COUNSELLOR

The office provides staff counsellors who can offer advice in a confidential environment on any problems that staff may have either personal or work related. (Information on contacting them is available on the Intranet).

BENENDEN HEALTHCARE

Benenden Healthcare provides an alternative to private health insurance for public service employees and their families. Further information can be found at www.benenden.org.uk

SPORTS AND SOCIAL

POSSA

POSSA organises all sports and social activities in the office. POSSA organises events including trips to London and the annual Fun Day which is organised alongside the Office for National Statistics.

GYM

The office has an on-site gym which requires you to be a member of CSSC Sports and Leisure. In addition there is a small yearly membership charge for the use of the facilities.

TRADE UNIONS

The office encourages members of staff to join their respective unions to ensure that their views are represented.





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HOLIDAY ADVANCES

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ADOPTION LEAVE

PARENTAL LEAVE

SPECIAL LEAVE

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CHILDCARE VOUCHERS

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PROFESSIONAL SUBSCRIPTIONS

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STAFF COUNSELLOR

BENENDEN HEALTHCARE

POSSA

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