

# Working For UK Biobank

The following is some useful information which should answer a few questions you may have about working with UK Biobank and the main terms and conditions of employment.

## **Flexible working**

As a small organisation frequently breaking new ground, UK Biobank recognises the benefits both of collaborating in person with colleagues, and having flexibility in how, when and where you work.

Whilst staff are typically expected to work the majority of their time alongside colleagues at their location of work (office/laboratory/imaging sites), UK Biobank has a flexible working policy, and offers informal flexible working allowing staff to work an element of their time remotely (subject to a risk assessment and the nature of the role).

## **Salaries**

You will be paid by bank credit transfer on the second to last working day of each month in arrears. If this is a Saturday or Sunday, you will be paid on the second to last working week- day of that month.

Staff are paid at the median salary range for their role. An annual salary review takes place each December with any approved award being paid from the 1st of January of the next year. Salaries are externally benchmarked at 3 yearly intervals e.g. 2022, 2025. Roles within the Imaging, Laboratory and Participant Contact Centre who work a shift pattern, which includes weekends are entitled to receive an enhanced payment for these shifts.

### **Overtime**

Wherever possible Time Off in Lieu will be provided first as an alternative to paid overtime. Overtime payments will be made if Time Off in Lieu arrangements is not practical as determined by the line manager.

Senior members of staff are not entitled to receive payment for overtime over their contracted hours.

Overtime will only be paid when approved in advance for eligible staff, in line with the organisation's overtime rules.

### **Annual Leave**

All employees upon commencement of employment receive the equivalent of 26 days annual leave, which increases to the equivalent of 28 days upon two years' service and the equivalent of 30 days upon four years' service. Shifts that includes bank holiday working as part of the contractual hours, will receive an equivalent annual leave allocation including bank holidays.

### **Sick Pay**

All employees are entitled to enhanced company sick pay equivalent to 1 month during the first year of employment, increasing by 1 month each year up to a maximum of 6 months full company sick pay after 5 years' service.

### **Hours of Work**

Hours of work are stipulated in the offer letter. Standard hours for full time office staff are 35hpw. Hours for imaging staff vary with an FTE being 36 hours (3x12hour shifts) and laboratory staff being 37.5 hours (5 shifts a week) and clinic staff 42hpw

### **Pension**

A generous contributory salary sacrifice pension scheme is provided with USS (the contribution rates are 9.8% for employees, which is then supplemented by a 21.6% employer contribution). The scheme is a hybrid scheme which contains an element of defined benefits, with earnings above a prescribed salary threshold being on a defined contribution basis. Further information on the scheme can be found [here](#).

All new starters will be automatically enrolled into the USS Pension scheme.

## Other Benefits

- 26 Days Annual Leave (increasing with length of service) + Bank Holidays
- USS salary sacrifice pension scheme (9.8% employee contribution & 21.6% employer contribution)
- Life Assurance Cover
- Enhanced maternity/paternity/adoption/shared parental leave
- Enhanced Compassionate Leave
- Enhanced Reserve Forces leave
- Enhanced company sick pay scheme
- Cycle to work scheme
- Health and wellbeing initiatives including
- Employee Assistance Programme (EAP)
- Eye-care scheme
- Annual Flu vaccination
- Employee discount platform scheme
- Active social committee
- Flexible work life balance policy
- Onsite restaurant (Park Square)
- Free onsite parking (Park Square)
- Gym facilities, we even have a putting green (Park Square)

## Probationary policy

All new appointments are made subject to the satisfactory completion of a six-month probationary period, unless notified otherwise.

## Immunisations and Vaccinations

UK Biobank recognises the risk from infectious diseases that could be acquired whilst at work and is committed to preventing, as far as is reasonably practicable, the spread of infection to its employees, participants, and others.

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is a personal choice, sometimes dictated by personal circumstances such as health or religion. However, we strongly encourage our employees to take up the opportunity of any immunisations / vaccines recommended for their role, which may vary from time depending on the project they work on, and in line with HSE / Government advice and guidelines.

All staff are expected to be up to date with their routine immunisations, e.g., tetanus, diphtheria, polio and MMR. Whilst all staff are encouraged (via this document) to ensure their routine immunisations are up to date, this is neither managed nor tracked by UK Biobank.

## **Hep B and Influenza**

UK Biobank offers all staff the Hep B and influenza vaccination.

In line with guidance for health and laboratory staff (Green Book, Part 1, Chapter 12) UK Biobank highly recommend all employees who work in our clinic, quality, facilities, laboratory environments and members of the Executive Management Team who work at Cheadle have the Hep B and annual Influenza vaccinations.

If staff in these categories do not have these vaccinations prior to commencement of employment UK Biobank will offer and arrange for them to be provided. Any member of staff who does not wish to take up the Hep B vaccination offered must sign an opt-out form.

## **COVID-19 Vaccinations**

As an employer, we have a duty to ensure the safety of our employees and our participants who volunteer. In addition, the Health and Safety at Work Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety, and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, the coronavirus vaccine provides a greater level of personal safety against serious illness, and also reduces the risk that staff may transmit the virus to participants or other colleagues.

Further information on COVID19 vaccination is detailed in the Green Book - Part 2, Chapter 14a.

Because of this, we strongly encourage our employees to take up the opportunity to have the coronavirus vaccine, and any recommended booster injections, when they are offered to them.

## **Equality and Diversity Policy**

UK Biobank wants an inclusive and diverse workforce that represents the community it serves, one where people can bring their whole self to work and feel like they count.

Our commitment is to create an environment both for staff, participants, and visitors:

- that promotes dignity and respect for all
- in which people are treated fairly and according to their needs
- in which no form of intimidation, bullying or harassment is tolerated
- in which individual differences and the contributions of all are recognised and valued

This applies to all:

- board members and executive members of staff
- contractors and subcontractors
- employees, whether part-time, full-time, or temporary, and all job applicants

## **Smoking policy**

UK Biobank operates a No Smoking and No Vaping Policy.