Wages & Benefits Structure

Applicable to probationary members and co-op members

Hours

For most parts of the co-operative, the standard working day runs from 09:00 to 18:00. There are a number of positions that do have a general requirement for working outside these standard hours. When this is the case then it will be made clear in the Job Description and will be discussed at interview. In all positions - as a member of the co-op sharing the responsibility for keeping the business running successfully - there is a general requirement for flexibility in working hours.

There are two paid tea breaks (one a.m. and one p.m., length proportionate to hours worked) and one unpaid hour lunch-break in each working day.

Hourly Rate

A probationary member currently earns £8.25 per hour. With the recommendation of your sector you would become a member at 8 months giving you a share of the business and a pay increase to £8.75 per hour. Further pay increases in line with length of service.

Casual & temporary workers earn £8.25 per hour.

Pay is reviewed at least once a year. There may also be an annual pay rise linked to inflation.

Overtime

We do not pay 'standard' overtime, any hours worked over contracted hours during the week are 'banked' and can be used as time off in 'lieu' (as arranged with your sector), or to pay towards a 'staff account' (food bought from the warehouse).

Staff Discount

You are eligible for a 25% discount on items purchased at the Harvest shops, and a 10-15% discount on items purchased from the warehouse (20% on bulk items with immediate payment).

Sick Pay

At present, employment for a full year contracted at full time (40 hours a week) qualifies for an allowance of 10 days of sickness absence on full pay. This is pro-rata according to your weekly contracted hours.

After the initial 10 days (pro-rata & accrued) of full pay, if there is any period of sickness absence, the first day of any absence will not be paid. Subsequent connected or linked days of sickness absence will be paid at the rate of 50% of full pay. This contractual sick pay allowance is an addition to statutory sick pay, which will be considered to be being paid during this period. After 6 months of sickness absence the statutory minimum will apply.

Profit Distribution

Members of the co-operative may be entitled to a quarterly payment from any profit that the business makes. The recommendation for a distribution from profits

is reviewed on a quarterly basis and must be agreed by the General Meeting. Payments are not guaranteed.

Pension

If you qualify, you will be automatically enrolled into our business pension scheme (NEST). If you do not qualify you can, if you wish, make your own arrangements to make payments into the business's pension scheme.

Life Insurance

For members. Payable under discretionary powers to a beneficiary (e.g. dependent or relative) in the event of your death whilst a permanent employee of the co-op. This is equal to four times your salary.

Healthcare Plan

Upon becoming a member of the co-operative you will be eligible join the non-contributory (co-operative paid) healthcare plan.

Holidays

The holiday year runs from the beginning of the tax year in early April until the end of the tax year. You are entitled to 20 days paid holiday (pro rata) per working year. For the first 6 months of employment holiday is accrued, thereafter the years holiday balance may be used in advance. The statutory bank holidays each year are an additional paid entitlement. You will also receive one day extra holiday for every full year of membership up to 5 years, and for every 2 years of membership thereafter up to a maximum of 10 extra days in total. A maximum of 10 days holiday (pro rata) entitlement may be carried forward from one working year to the next.

The warehouse normally closes for the period over Christmas and the New Year. Workers should be aware that this generally means that they will require three or sometimes four days of holiday or lieu time (pro rata) to be paid for the entire closed time. Workers without sufficient holiday or lieu time are automatically given unpaid leave with none of the normal knock-on affects of taking unpaid leave.

Membership Loan

After successful completion of a probationary period you will be expected to invest £500 into the Co-op. This is done by an automatic deduction from your salary per week, say, £5.00 for a 40-hour per week worker, and then pro rata. This can be reclaimed three months after leaving the co-operative. You are entitled to borrow against the balance of what you have invested in the co-op once a member. Also upon becoming a member there will be a one-off payment of £1, which entitles you to a vote at meetings.

Meetings

Members of the co-op are obliged to attend the quarterly General Meetings of the co-operative and Extraordinary General Meetings. Extraordinary General Meetings will be announced at least two weeks in advance of the meeting date. Probationary members are not obligated to attend, but it is advised that they should do so and attendance points may count towards any calculation of a profit distribution, if and when membership has been attained.