



# Pensions Policy

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1Version	Date	Author	Note of revisions
V3	July 21	Jo Wilby	Amend reference to the Human Resources Department to read Business Manager

## **1 INTRODUCTION**

ENLUTC is a Teachers' Pension Scheme and Local Government Pension Scheme employer and complies with these schemes' pension regulations. Membership of a pension scheme will be promoted to all members of staff.

## **2 TEACHING STAFF**

On appointment to the college, teaching staff will be given a copy of 'Your Pension' which provides details of the Teachers' Pension Scheme and the full range of benefits available within the Scheme. Teaching staff will automatically become members of the Teachers' Pensions Scheme on appointment.

## **3 SUPPORT STAFF**

On appointment to the college, support staff will automatically join the local government pension scheme. Staff will be provided with details of the benefits available within the scheme.

## **4 ENQUIRIES**

It is essential that pension matters are handled with care. Pension matters can be complex. A pension can be expected to constitute a major element of a member of staff's financial planning. Therefore, the Business Manager shall be the sole contact point for matters relating to pensions.

It is not anticipated that the Business Manager will have the skills or experience to be able to advise staff on all pension matters. However, they will be able to indicate where advice may be sought. They will also maintain a supply of guidance booklets.

No other member of staff, other than the Business Manager, may act on behalf of the college in relation to pensions.

## **5. OPTING OUT**

Staff have the option to opt out of either pension scheme. The necessary paperwork can be obtained from the Business Manager.

