



# **Pensions Policy**

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## Document control table

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## Document History

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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 automatically become members of the Teachers' Pensions Scheme. Details of the scheme are provided directly to teaching staff by the Teacher Pension Scheme.

## **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 by the relevant LGPS provider.

## **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 point of contact 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.

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.