Pension Contributions

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We will enroll you on into our pension scheme after three (3) months if you meet all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age.

You can opt out of the pension scheme if you want to, but if you stay in you will have your own personal pension when you retire. Your pension will belong to you, even if you leave us in the future.

Both you and we will pay contributions into it every pay period, and the government will also contribute through tax relief.

The enclosed information will tell you everything you need to know about automatic enrolment. You will also receive a starter pack of information from the pension scheme.

Why have I been automatically enrolled?

- All employers now have to put their workers into a pension scheme if they earn over £10,000 per year, are aged 22 or over and are under state pension age. This is the law, because the government wants to get more people to have another income in addition to the state pension when they retire.

What if I don't want to join the scheme?

- If you don't want to join the scheme, you need to 'opt out'. You can opt out in the one month period starting on the date you were put into the pension scheme. You can opt out by completing the form available from our pension provider "The People's Pension" and following their instructions.
- Please contact the HR Department to request an 'opt out' form. You will need to complete and sign the form, then send this back to the HR Department.
- The pension provider will also be able to tell you when the one month opt-out period started, if you aren't sure.
- If you opt out during this period any contributions to your pension you have already made will be refunded and you will not have become a member of the scheme on this occasion.
- If you want to stop making contributions after the end of this one month period you can. The contributions you have made already may be refunded but this will depend on the pension scheme we are using and how long you have been contributing.

What if I opt out of the scheme but then change my mind in the future?

- You can ask to rejoin the scheme by contacting us in writing by sending a letter which has to be signed by you. Or if you send it electronically, it has to contain the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.'
- If you earn more than £112 a week (£486 a month) we will pay contributions into the pension scheme as well.
- You can only re-join once in any 12 month period.

If I opt out, what happens after that?

- Anyone who opts out or stops making contributions will be automatically enrolled back into a pension scheme at a later date (usually every three years if they meet certain criteria). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens and you can opt out again if it's still not right for you.

If I want to stay in the scheme do I have to pay in?

- You will pay in **5% of your qualifying earnings** each pay period. This will be taken directly from your pay and will include tax relief from the government. We will also pay in **3% of your qualifying earnings** each pay period. Therefore, the total contribution to your pension pot will be 8% of your qualifying earnings.