**Pension Saver**

**A valuable way to save you money!**

Our Pension Saver scheme allows you to make your pension contributions in a more effective way. Pension Saver is open to all pension scheme members.

Under Pension Saver we will pay pension contributions for you, and in return your salary will be reduced by the same amount. This will result in you paying lower National Insurance contributions and therefore increases your net pay.

**How does it work?**

By using Pension Saver to make your pension contributions, you pay lower National Insurance. The actual savings will depend on personal circumstances such as your salary and pension contribution.

**How does pension saver affect my pension?**

We will make the same payments into the pension scheme as you would have made based on the pension scheme rules. Therefore the overall amount of contributions will be unchanged and your benefits from the pension scheme will be the same.

**Does the scheme impact on any Additional Voluntary Contributions (AVCs) I pay?**

No. AVCs are not included in the Pension Saver scheme so these will continue to be deducted in the usual way.

**Will my employment contract/terms and conditions change?**

Yes. There will be a change to your terms and conditions of employment as you will be reducing your basic salary and Electricity North West will be making an additional payment into your pension. All other terms and conditions of employment remain unchanged.

**What is Notional Salary?**

By joining Pension Saver you are agreeing that a deduction can be taken from your salary which is equivalent to your pension contribution. This means your basic salary will be lower, so we call your pre Pension Saver salary your ‘Notional Salary’. To ensure that you do not lose out in salary reviews, overtime payments, bonuses etc, we will retain a record of your Notional Salary. This is the salary you earn before deductions for Pension Saver and any other qualifying flexible benefits you may receive. Notional Salary will be used as a reference point for salary related payments such as bonuses or pay rises, and also for loan applications.

**Will my future salary reviews and bonuses be affected?**

No. Pension Saver has no impact on future salary reviews and bonuses, and salary increases will be calculated on Notional Salary before Pension Saver is applied.

**Is Pension Saver suitable for all employees?**

Joining Pension Saver will bring benefits to virtually all our pension scheme members, except for a few employees in the following circumstances:

• Employees who do not pay UK National Insurance contributions

• Employees whose earnings are close to the National Minimum Wage level

• Employees due to start maternity or adoption leave

• Employees due to start a period of unpaid leave

• Employees who have reduced earnings due to prolonged sick leave

**How do I join Pension Saver?**

Complete the Pension Saver application form at the end of this factsheet and send to People Services. You can opt back out if your circumstances change and Pension Saver is no longer suitable for you. If you have previously opted out you can re-join Pension Saver.

**Summary**

• By using Pension Saver to make pension contributions you pay less National Insurance and therefore increase your take home pay.

• Your pension benefits are not affected by joining the Pension Saver scheme.

• This benefit will continue unless you notify us otherwise.

**Pension Saver Salary Sacrifice Agreement**

Name:

Employee number:

Contact Number:

* This Salary Sacrifice Agreement constitutes a notice of a variation to the terms of my employment agreement for the period of variation, set out in the following paragraphs.
* The term for this variation shall commence from the date of the next available salary deduction.
* I agree that my salary will be reduced by the amount I would have paid into the pension scheme based on the pension scheme rules.
* I agree that my membership of Pension Saver will continue unless:
	+ I opt out of the scheme
	+ Electricity North West gives me one month’s notice to stop Pension Saver
	+ I leave the employment of Electricity North West for whatever reason

By signing below I confirm that I understand the terms of this agreement and am agreeing to the variation in my terms and conditions of employment as described in this Salary Sacrifice Agreement.

Signed:

Print Name:

Date:

**Please return this form to:**

**People Services, Electricity North West,**

**304 Bridgewater Place, Birchwood Park, Warrington, WA3 6XG**

**Email: Peopleservices@enwl.co.uk**