

## A guide for working part-time

You are entitled to the same range of benefits as your full-time colleagues if you work or are thinking about working part-time. However, your contributions and benefits will be based on the part-time hours you work. Here we answer some of the questions that you might have at this time, such as:

- How are my contributions calculated?
- When will my contributions change?
- Will my benefits be affected?
- How is my membership calculated if my hours have changed throughout my employment?
- Will any other areas be affected?
- Where can I find more information?

### How are my contributions calculated?

Your contributions are calculated using the full-time rate of section pay for your job but will be reduced for the hours you work. For example:

$$\begin{array}{l} 20 \text{ (part time hours)} \\ 40 \text{ (full time hours)} \end{array} \times \text{£25.00 (full time contribution)} = \text{£12.50 (part time contribution)}$$

Your part time hours are divided by the full time equivalent hours, this is then multiplied by the full time contribution rate which will give you your part time contribution.

### When will my contributions change?

These will change from the first Monday that either:

- You start working part-time;
- Your part-time or full-time equivalent hours change; or
- You start working full-time.

### Will my benefits be affected?

Yes. Your pension and lump sum benefits are calculated in the same way as your contributions by using the full-time rate of pay and adjusting this to take into account the hours that you have worked. For example:

$$\begin{array}{l} 20 \text{ (part time hours)} \\ 40 \text{ (full time hours)} \end{array} \times 20 \text{ (years worked at 20 hours)} = 10 \text{ years membership}$$

Your part time hours are divided by the full time equivalent hours, this is then multiplied by the number of years membership you have in the Scheme.

### How is my membership calculated if my hours have changed throughout my employment?

If, throughout your employment you change your part-time hours or move between working full-time and part-time, each of these periods of membership will be calculated separately and then added together to make your total membership.

For example if you worked full-time and then worked part-time but changed your hours, your membership would be calculated as follows:

- **40 (hours worked per week)**  
**40 (full time hours)** X 4 (years worked) = 4 years membership
- **20 (hours worked per week)**  
**40 (full time hours)** X 20 (years worked) = 10 years membership
- **16 (hours worked per week)**  
**40 (full time hours)** X 5 (years worked) = 2 years membership

**Total calculated membership = 4 + 10 + 2 = 16 years membership**

Your pension benefits will be calculated on the 'total calculated membership'.

### **Will any other areas be affected?**

Any dependant's benefits will be calculated using the same principal as your benefits.

Your retirement age and options are the same as your full-time colleagues and you can also contribute to the scheme's AVC arrangements on the same terms.

### **Where can I find more information?**

You can find more information by:

- Visiting [www.railwayspensions.co.uk](http://www.railwayspensions.co.uk)
- Phoning the Helpline on 0800 012 1117
- Contacting your employer

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