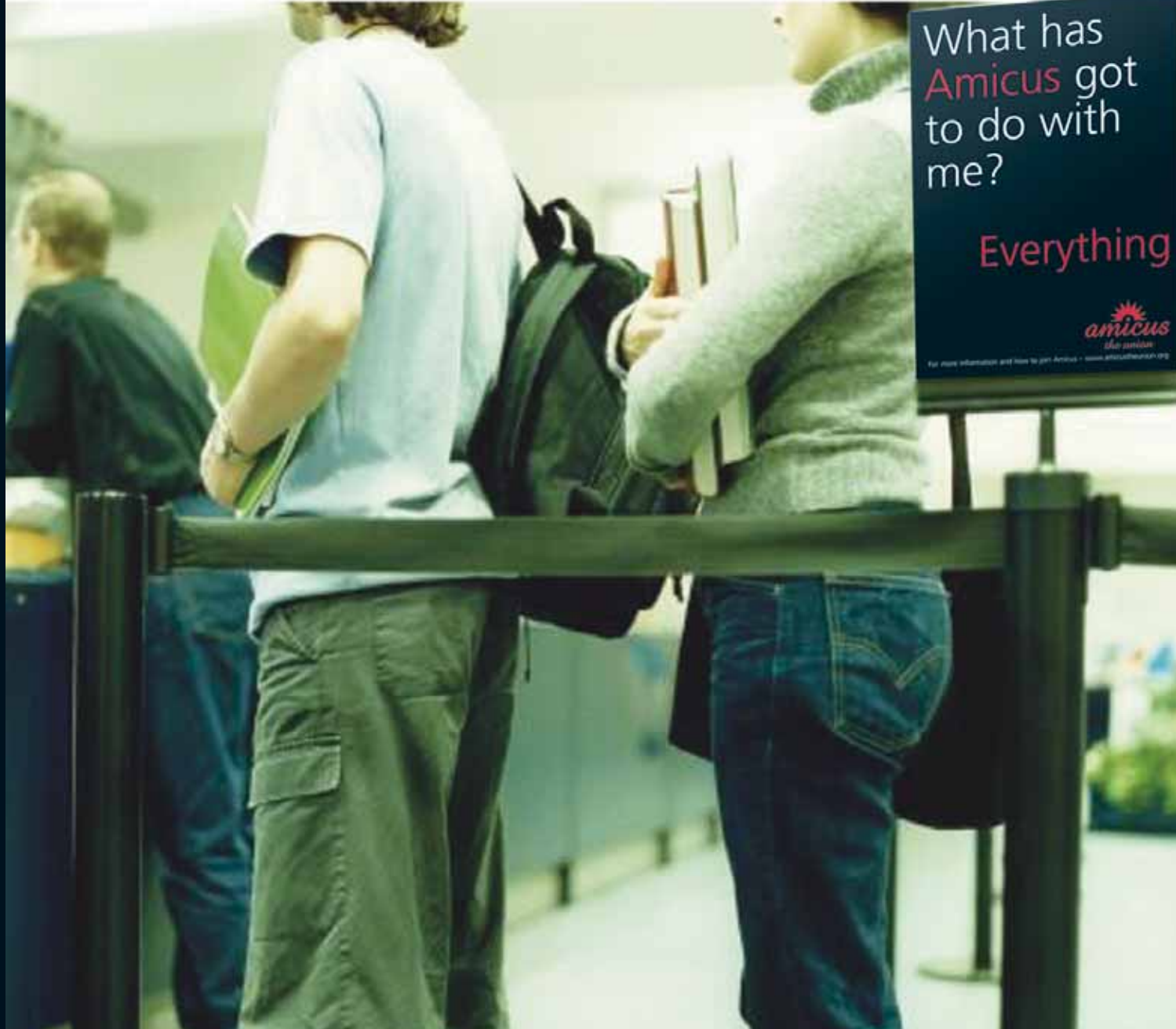


Amicus is backing you all the way to improve your life at work.

It makes sense to have someone on your side. Only a union with the massive financial, legal and industrial back-up of Amicus can really provide the representation and influence in the workplace that **YOU** need.

Our aim is to get you the best terms and conditions of service and provide the advice and support on any matter you may need related to your job.



For more information and how to join Amicus –
0800 587 1222 or online at www.amicustheunion.org

Know your rights – a
beginner's guide to work



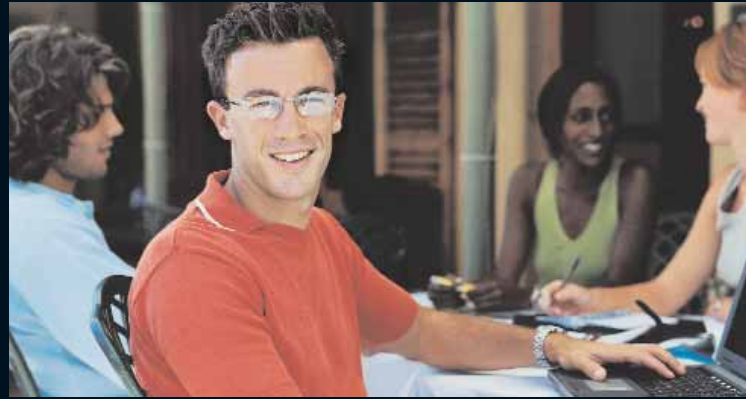
A beginner's guide to work

1. Before you start working, ring the Inland Revenue and get them to send you a tax code (Revenue inquiry line: 020 7667 4001 – open Monday to Friday 08.30 to 17.00). Without the correct code, you will probably be put on emergency tax, which is much higher than most students should be paying. Waiting to claim tax back can leave you skint and is also a hassle. Ask your employer to complete form P38(S) which means your wages will be paid gross. Amicus runs a service for all its members which tells you if you are owed tax.

2. Make sure you read your contract of employment and any staff handbook so that you are aware of your rights. Keep a copy of all letters and documentation your employer gives you. Under the Employment Rights Act you are entitled to receive a fully itemised pay slip.

3. If you are unsure that you are being paid correctly, ask your employer to explain your wage slip to you. Ask what any deductions are for, and check that they are the right amount.

4. Under the Working Time Regulations you are entitled to four weeks' paid annual holiday. You get pro-rata time off during the first year. You are entitled to contractual holiday pay, sick pay and any company pension even if you are working just a few hours per week. The piece of legislation which helps part-timers is called 'The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000'.



5. The minimum wage is £4.10 for people aged 18-21, and £4.85 for those 22 years or above. There is no minimum wage for those under 18. Unions continue to campaign for the amounts to be raised and to raise the rate for younger workers to the same level as older workers.

6. Under the Working Time Regulations, you are entitled to at least a 20 minute break if you work more than six hours in one shift, and you shouldn't be asked to work longer than eight hours in 24 if you work at night. If you are under 18 and still at school, the maximum number of hours you can work in a school week is 12 hours.

7. You are not legally entitled to extra pay or even time off for Bank Holidays. However, paid time off and extra pay are part of many contracts, and any extra pay the full-time workers get for working Bank holidays, weekends, or unsocial hours should be paid to any part-timers. Check your contract and ask full-timers if you are unsure.

8. Your employer cannot fire you with immediate effect after you have been in a job for a month: you then have the right to a minimum of one week's notice.

9. Join Amicus! Know your rights and use them. Then if you have any problems at work, call us for support and legal advice.

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