


YOUNG WORKERS

KNOW

YOUR

RIGHTS





USDAW SUPPORTING YOUNG WORKERS

Young workers are a vital part of the workforce but unfortunately are often undervalued, underpaid, discriminated against and even bullied at work.

All workers, irrespective of their age should be treated in a fair and consistent manner by their employer.

Usdaw works hard to protect the rights of young workers and improve their terms and conditions. Usdaw is campaigning for the National Minimum Wage adult rate to be paid at 18, and has negotiated the removal of youth rates in many workplaces.

Whether you work full-time, part-time, or you are a student, Usdaw will make sure your voice is heard and your issues are dealt with.

This guide answers some of the common questions about your rights at work.



“I have been told
that the
company
don't like
staff
joining the Union
and that being
a member will
stop me
getting on”

YOUR RIGHTS ON JOINING A UNION

- ☺ All workers have a legal right to join a trade union, and your employer cannot prevent you from doing this.
- ☺ If you work in a company that recognises Usdaw, then they should support you joining.
- ☺ Your employer cannot discriminate against you for being a member of Usdaw. In fact, hundreds of Usdaw members and reps have been promoted to bigger roles with their employer.



“

**My manager
says**

**I am
not**

**entitled
to paid**

holidays”



YOUR RIGHTS ON PAID HOLIDAYS

- ☺ You are legally entitled to a minimum of 28 days paid holiday per year (pro rata for part-time staff).
- ☺ To ask for leave you need to follow your company's holiday booking process.
- ☺ Your manager must allow you to take at least the legal minimum leave from work. If you have difficulties, your Usdaw rep will help you get leave booked.

- ☺ Scan this code with your smartphone to see **Leaflet 352 – Your Rights to Breaks and Paid Holidays.**



“My
manager



has told me

I'm not

entitled


to any

breaks”

YOUR RIGHTS ON BREAKS

- ☺ You are legally entitled to a minimum unpaid 20 minute break if you work longer than six hours a day.
- ☺ Many companies will offer better break entitlement than the legal minimum. This should be detailed in your contract or staff handbook.
- ☺ If you are unsure, speak to an Usdaw rep.



A black silhouette of a muscular man in a bodybuilding pose, standing on the left side of the image. The text is overlaid on the right side of the silhouette.

“My manager
says
I am only
entitled to
time off in lieu
when I work
overtime or
Bank Holidays/
Sundays”

YOUR RIGHTS ON SUNDAYS, BANK HOLIDAYS AND OVERTIME

- ☺ Pay arrangements for overtime, Sunday and Bank Holiday working will vary between employers.
- ☺ Payments may range from single time, double time or time off in lieu, depending on your contract.
- ☺ If you are not clear about your rights, please speak to your Usdaw rep.



“I was

late

for work

and my

manager

told me I

would

lose

pay”

£

YOUR RIGHTS ON GETTING TO WORK ON TIME

- ☺ Unless it says so in your contract, you cannot be deducted pay for lateness.
- ☺ However, it is your responsibility to turn up to work on time.
- ☺ Bear in mind that if you are regularly late this may lead to disciplinary action.
- ☺ Where possible always notify your employer if you are going to be unavoidably late.



“ My work
schedule is
constantly
being
changed,
CAN
they do
this?”

YOUR RIGHTS ON YOUR WORK SCHEDULE

- ☺ This will depend on your contract.
- ☺ Your manager can ask you to change your schedule if you don't work set hours, however the Union would expect these changes to be reasonable, and discussed and agreed with you in advance, giving plenty of notice.
- ☺ If you have already made plans, they should be taken into account by your manager.



“ My manager
told me
they intend
to change
my
contracted hours
and if I don't
change
I will have to
leave ”

YOUR RIGHTS ON CONTRACTED HOURS



- ☺ Employers should never introduce contract changes without consulting either the Union or the individual employee.
- ☺ The Union would expect any changes to be reasonable and agreed by both parties.
- ☺ If you believe the changes are unreasonable then you have the right to challenge this through the appropriate grievance procedure and be represented by Usdaw.
- ☺ Make sure any challenge is done immediately and ideally before the change is introduced, otherwise it may appear that you have accepted the change.

“I don't
believe I am
getting paid
the
correct
rate for the job”



YOUR RIGHTS ON MINIMUM WAGE

- ☺ All employers are obliged by law to pay at least the National Minimum Wage.

Age 21+	Age 18-20	Age 16&17
£6.50	£5.13	£3.79
Apprentice Rate: £2.73		

*Rates correct at 1 October 2014.

- ☺ Usdaw is campaigning for the adult minimum wage to be paid at 18.
- ☺ Usdaw has negotiated higher rates of pay and the abolition of the youth rate in many companies – your pay rate should be detailed in your contract. If in doubt, speak to your Usdaw rep.
- ☺ Scan here for more information on the National Minimum Wage
www.usdaw.org.uk/nmw



**“I have
been underpaid
and told
I’ll have to wait
until
my next
pay date
for it to be
rectified”**



YOUR RIGHTS ON INCORRECT WAGES



- ☺ You are entitled to receive your contractual pay on your pay date.
- ☺ It is unreasonable to make you wait until your next pay date. This could be classed as an unlawful deduction of wages and your employer should rectify this as soon as possible.
- ☺ Most companies have arrangements in place to rectify any errors within a few days. Your Usdaw rep will be able to help you sort this out.

“I’ve got
exams
coming up
and
could do with
some extra
time off to
prepare”



YOUR RIGHTS ON STUDY LEAVE

- ☺ Usdaw has negotiated time off for study leave with many employers.
- ☺ Even if your employer doesn't have a specific scheme it's worth asking your manager. Your Usdaw rep will be able to help you try to arrange this.
- ☺ Try to speak to your manager as soon as possible to give them plenty of time to arrange cover.





“I **need**
some
time off
to look after
my child
who has
fallen ill at
school”

YOUR RIGHTS ON TIME OFF FOR DEPENDANTS

- ☺ The law allows workers to take reasonable time off to deal with an unexpected emergency involving a dependant.
- ☺ You are protected by law from dismissal or victimisation for using this right.
- ☺ In most cases one or two days should be enough to deal with an emergency.
- ☺ This time off is often unpaid.
- ☺ Scan here with your smartphone to download **Leaflet 349 – Time Off for Family Emergencies.**



“I’ve had

an

accident

at work

what

should I

do?”

”



YOUR RIGHTS IF YOU HAVE AN ACCIDENT AT WORK



- ☺ All accidents must be recorded by the appropriate procedure in your workplace and reported to your Usdaw Health and Safety Rep so they can investigate. The Union would expect any absence as a result of the accident not to count in sickness absence calculations.
- ☺ Usdaw has a free accident claim line for members – FirstCall Usdaw **0800 055 6333***.
- ☺ Scan here for more information on FirstCall Usdaw www.usdaw.org.uk/legalplus



*Free, only if calling from a landline. Calling from a mobile will incur your contract rate charges. Alternatively ring 01455 255227 from your mobile.

“ Because I’m
young

the manager
gives me the

heaviest

workload and worst

shifts.

I feel

vulnerable working

late nights

”



YOUR RIGHTS ON WORKLOAD AND SHIFT

- ☺ All workers, irrespective of age, have the right to be treated in a fair and consistent manner by their employer.
- ☺ Young workers must be treated in the same way as all other staff.
- ☺ If you feel vulnerable, or your health and wellbeing is at risk, then you should speak to your Usdaw rep who will be able to support you in raising your concerns.
- ☺ Scan here for more information on Usdaw's Freedom From Fear Campaign
www.usdaw.org.uk/fff



“ I feel like I am
being **bullied**
by my
manager,
I don't know
what to do
to make
them
stop ”



YOUR RIGHTS ON BULLYING AND HARASSMENT

- ☺ No-one should be subjected to bullying or harassment in the workplace.
- ☺ Usdaw has negotiated anti-bullying and harassment policies with most companies that we deal with – many have a zero tolerance policy.
- ☺ Please speak to your Usdaw rep. They will be able to help you report any incident and support you in dealing with the situation.



“If I have
a **problem**
at work
who
do I go
to?”



YOUR RIGHTS IF YOU HAVE A PROBLEM AT WORK

- ☺ We hope that problems don't arise, however Usdaw membership acts as insurance in case you need support at work.
- ☺ This could be a disciplinary matter, a grievance or some other workplace issue.
- ☺ Usdaw reps provide professional support and advice when you need it.
- ☺ If you don't have an Usdaw rep in store, you can contact Usdaw on **0845 60 60 640** to get help, advice and representation.



“I don't need
to join
the Union.
I don't plan
on staying
here that
long”




DON'T GAMBLE WITH YOUR FUTURE

😊 Even if you don't plan on staying long, while you are there, you could have an accident or problems at work that could have a major impact on your future employment and wellbeing.



😊 Your employer has lots of support and legal advisors to help them in the workplace. Usdaw provides professional support to back you up in the same way.

A black silhouette of a man in a suit, standing with his hands in his pockets, positioned on the left side of the image.

**“What
else
do I get
from my
Usdaw
membership?”**



USDAW HAS LOTS TO OFFER



- ☺ Problems with your landlord? Usdaw offers free initial legal advice to all members.
- ☺ Had an accident? See if you can claim through **FirstCall Usdaw**, Usdaw's free accident claim line on **0800 055 6333**. Family that you live with can also get free assistance for road traffic accidents.
- ☺ Usdaw has also negotiated exclusive discounts and offers for members. Scan here for information about member offers www.usdaw.org.uk/offers



JOIN USDAW TODAY

This is not a comprehensive list of your rights at work but hopefully you are now better informed. Don't accept what you are told as necessarily being your company's official policy, or even what the law says. The Union is always here for help and advice.

Stand up for your rights at work and join Usdaw and we will:

- 😊 Protect you at work and represent you if you have a problem.
- 😊 Negotiate with your employers to protect and improve terms and conditions of employment, including pay.
- 😊 Provide you with free legal cover.
- 😊 Ensure you are treated equally and with respect.



If you're not already an
Usdaw member and want to
join, scan here or visit
www.usdaw.org.uk/join



Usdaw

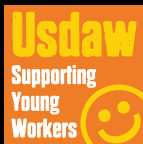
*Union of Shop, Distributive
and Allied Workers*



eBook

For more information about Usdaw
or to join call **0845 60 60 640***
or visit **www.usdaw.org.uk**

**Improving workers' lives
– Winning for members**



Scan the QR code above with your smartphone
to be taken to the young workers website**

www.usdaw.org.uk/youngworkers

**to scan the code, download a QR reader
app from your app store. A charge may
be applied by your network provider.

#YoungWorkers



Follow us
@UsdawUnion



Subscribe to
UsdawUnion



Follow us
UsdawUnion



Follow us
UsdawUnion

Published by Union of Shop, Distributive and Allied Workers
188 Wilmslow Road, Manchester M14 6LJ
Leaflet 397

October 2014

*calls charged at local rate.