

# KNOW YOUR RIGHTS



As casualised staff it is very important that you know your rights so that you can exercise them. This card outlines your employment rights and provides links to further information.

- **You should have a contract with a full statement of your terms and conditions when you start your job:**

[www.ucu.org.uk/writtenterms](http://www.ucu.org.uk/writtenterms)

- **You should have the same access to work facilities as other members of staff including computing facilities, photocopying and secretarial support.** If you don't and the reason is because you are part-time or fixed-term then you may be able to challenge your employer.
- **You have the legal right to join a union.**
- **Your employer has a legal responsibility for the health, welfare and safety of staff.**

This extends beyond the physical environment and includes workload and stress.

- **You should have a safe and healthy workspace:** [www.ucu.org.uk/safemembers](http://www.ucu.org.uk/safemembers)
- **Employment law provides protection for workers against discrimination at work on the grounds of sex, sexual orientation, race, disability, religion or belief and the membership of or non-membership of a trade union.**
- **If you have been working for more than two years you are entitled to redundancy pay.**

■ **Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002:** this legislation states that you should not be treated less favourably than other comparable staff. This includes pay, inductions and career development. Also, that after four years with the same institution you may be entitled to a permanent/open ended contract: [www.ucu.org.uk/ftregs](http://www.ucu.org.uk/ftregs)

However, your right to a permanent contract will not tackle poor terms and conditions so you need to talk to your branch first.

■ **The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000** state that part-time staff and hourly-paid staff should not be treated less favourably than comparable full-time staff. This includes: the same equivalent hourly rate of pay; sick pay; maternity pay; parental leave; holidays and access to staff development

and training: [www.ucu.org.uk/ptregs](http://www.ucu.org.uk/ptregs)  
For Wales see: [www.ucu.org.uk/1952](http://www.ucu.org.uk/1952)

Further details go to: [www.ucu.org.uk](http://www.ucu.org.uk) and the TUC's Worksmart site for a wide range of issues, including agency workers' rights: [www.worksmart.org.uk/rights](http://www.worksmart.org.uk/rights)

UCU members can also get advice from their union and Recourse ([recourse.org.uk](http://recourse.org.uk)). Legal remedies are a last resort and issues are best dealt with first at a local level by experienced UCU officers supported by regional and national officials. Subject to scheme rules, if needed, UCU provides an excellent legal service. The best way to tackle issues is to join your union and resolve them collectively.

**Join the union: [www.ucu.org.uk/join](http://www.ucu.org.uk/join)**

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