

Rights at work

It's good to know that there's a lot of legislation aimed at protecting workers (including protection against discrimination because of your age). Some rights apply to all employees as soon as they start work, and some depend on other factors (such as how long you have worked for your employer).

Lots of useful information can be found at: www.adviceguide.org.uk/england/work
www.gov.uk/browse/working

Health & safety

Employers have a duty to take care of the health and safety of all their employees. When you start work you should receive a health and safety induction. It will cover a number of areas, such as how to report hazards/incidents and what to do if there is a fire. If you don't receive this induction, ask for it.

If you are 16 or 17 years old you may have a right to take reasonable time off from work for study or training. Some conditions apply though, so if you're interested, call freephone 0800 085 4448 and speak to someone from Children and Young People's Services.

Other stuff

Working hours

Your working hours will probably be longer than the hours you had to spend at school or college. A lot of jobs are 9am to 5pm, but hours can vary.

If you are over school leaving age and under 18, the law says that you must not work more than eight hours a day, or more than 40 hours a week (although there are some exceptions).

Holiday

- ◆ You are entitled to a minimum of 5.6 weeks of annual leave
- ◆ if you are working part-time you are entitled to the same level of holiday on a pro-rata basis
- ◆ you start building up holiday as soon as you start work
- ◆ your employer can control when you take your holiday
- ◆ you get paid your normal pay for your holiday
- ◆ when you finish a job, you get paid for any holiday you've not taken.

Welcome to the Source

Courses, jobs, apprenticeships, careers, money, free time, life, housing and health.

A source of information at your finger tips. So start searching now at www.thesource.me.uk

Contact the Source

- ◆ Email thesource@suffolk.gov.uk
- ◆ Call freephone on 0800 085 4448 and ask to speak to someone from Children and Young People's Services

Or join us at www.facebook.com/thesourcewebsite

Or follow us at www.twitter.com/sourcesuffolk

If you need help to understand this information in another language please call **03456 066 067**

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067 **Portuguese**

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067 **Polish**

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন 03456 066 067 **Bengali**

Jeigu jums reikia šios informacijos kita kalba, paskambinkite. 03456 066 067 **Lithuanian**

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067 **Romanian**

Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067 **Russian**

If you would like this information in another format, including audio or large print, please call **03456 066 067**.

Starting work

A guide for new employees



Congratulations on your new job! Now that you are about to start work you'll have to become familiar with some new words and terms. But don't worry if it seems confusing, this leaflet will help you make sense of it all.

If you want to look at any of the websites listed in this leaflet, don't forget that Internet access is free in Suffolk libraries – and they are open on Sundays too!

Conditions of employment

Many of your conditions of work will have been decided by the Government (such as how much income tax and National Insurance you will have to pay). Your employer will decide on other terms, such as how much you will be paid and how much holiday you will have.

Within the first two months of starting work you should receive a written statement from your employer describing the main features of your contract of employment (such as job title, details of pay, disciplinary and grievance procedures, working hours and holiday entitlement).

Pay

There are lots of great things about starting work, but the thing that you are probably looking forward to most is getting paid. Some people are paid weekly, and others are paid monthly. You'll normally be paid at the end of the first week or month. But some employers require people to work 'a week in hand'. If so, you'll get your pay at the end of the second week's work.

National Minimum Wage (NMW)

There is a right to a national minimum wage, which covers almost all workers in the UK. There are actually three levels of minimum wage.

The rates from 1st October 2014 are:

- ◆ **£6.50** - per hour for workers aged 21 years and older.
- ◆ **£5.13** - per hour for workers aged 18 - 20.
- ◆ **£3.79** per hour for workers aged 16 - 17.
- ◆ **£2.73** per hour for apprentices under 19.

Pay and Work Rights Helpline on **0800 9172368** or visit www.gov.uk/national-minimum-wage-rates

Pay slips

Here are some of the different items that will appear on your pay slip.

Gross pay is the amount you have earned before income tax and other deductions are made.

Net pay is the amount that you are left with once all the deductions have been made.

Income tax *Compulsory*

This is paid to the Government and how much you pay depends on how much you earn. You'll see a 'tax code' on your payslip which will be used by your employers to work out how much income tax to deduct. This system is called Pay As You Earn (PAYE).

National Insurance (NI) *Compulsory*

You pay National Insurance contributions to build up your entitlement to certain social security benefits, including the state pension.

Every person over the age of 16 is given a National Insurance (NI) number presented on a card. If you don't have a NI number, or you lose it, contact **0845 600 0643**. Or visit www.gov.uk/apply-national-insurance-number.

Pension *Optional*

A pension is a source of regular money to live on in your retirement. If your employer has a company pension scheme, and you decide to join it, your contributions (and any employer contributions) will be shown on your payslip.

Make sure you **check** that the details are correct on your pay slips and if you don't understand something, ask. It's your money!

Find out more details about pay slips visit www.gov.uk

P45, P46 and P60 forms

P45

You get a P45 from your employer when you stop working for them. It's a record of your pay and the tax that you've paid so far in the tax year.

P46

If you go straight into a job when you leave full-time education, your employer may give you a P46 which you can sign to say that this is your first job since leaving school.

P60

At the end of each tax year (5th April) your employer will give you a P60 which shows your total gross pay for the year and how much tax you've paid. Keep it somewhere safe.