

Hourly-paid staff make a huge contribution to the education sector but are often badly paid and undervalued.

This leaflet contains key information about your rights at work.



Five great reasons to join your union...

1 **UCU gives you peace of mind** We are officially recognised by your employer to negotiate your pay and conditions and we can represent you if you have a problem at work. Our legal scheme is provided by specialist employment lawyers and covers employment rights, personal injury and police enquiries.

2 **UCU helps you to develop your career** Free training for our members includes *classroom management, voice care* and *help getting published*. We see it as our job to look after you in your job and help you to have a rewarding career. See: cpd.web.ucu.org.uk

3 **UCU is your voice at work** We are the collective voice of the profession – campaigning to defend education and lobbying government for more funding for colleges and universities. We stand up for your pension rights and work to protect your work-life balance.

4 **UCU gets you a better deal** Research shows that union members in the UK receive higher pay, better sickness and pension benefits and more holiday entitlement than staff who aren't union members. It makes sense to be a member of UCU.

5 **As a UCU member, you are not alone** At a time when life in our profession is becoming harder, joining UCU makes you a member of a special community, one that understands what it means to be an educator and stands up for your interests.

join.ucu.org.uk

Not a member? Join us today!
join.ucu.org.uk

Are you hourly paid?



and working in further or higher education?

UCU
University and College Union

Hourly-paid staff are a priority for UCU. We campaign for increased job security, equal pay and fair treatment for all hourly-paid employees



YOUR RIGHTS

Your pay

You should receive equal pay for work of equal value and you should be paid for all the hours you work. This includes teaching and associated duties such as preparation, marking and administration.

Your rights

Under the **Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000** and the **Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002** your employer cannot treat you less favourably than a comparable full-time or permanent employee unless such treatment can be objectively justified.

This relates to all terms and conditions including your pay, and benefits such as career development and training.

The Fixed-Term Regulations state that once you have had four years' continuous service on two or more contracts (or have had your contract renewed) the contract automatically becomes indefinite unless the

continued use of a fixed-term contract is objectively justified. You can be continuously employed even where there is a gap between successive contracts (for example, the summer months). This would be determined on a case-by-case basis. UCU provides guidance to members wanting to challenge their employer's objective justification.

Your length of service

This can affect your entitlements so it is important to know how it is calculated.

All consecutive periods of employment with the same institution form part of your length of service even if you have changed departments or jobs.

Redundancy

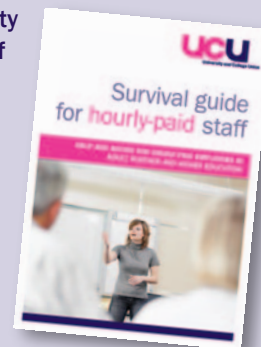
Part-time and fixed-term employees have the same individual redundancy rights as permanent full-time staff. If your contract is due to end your employer should consult with you about avoiding your dismissal and your union about ways to avoid redundancies. If you have been working for your employer for more than two years you are entitled to redundancy pay.

Your health

Employers have a legal responsibility for the health, welfare and safety of their staff. This includes workload and stress.

www.ucu.org.uk/safemembers

For more information on all these issues download a copy of UCU's **Hourly-Paid Survival Guide**:
www.ucu.org.uk/hpsurvivalguide
For a free hard copy email campaigns@ucu.org.uk



WHAT UCU IS DOING

Hourly-paid staff are a priority for our union. We're campaigning in all sectors to win better contracts and better pay for hourly-paid staff.

We've worked hard to expose the abuse of precarious work in post-secondary education and especially the use of zero-hours, agency and 'as and when' contracts.

As a result of our campaigning, the profile of precarious work has never been higher, and as a result of the work that our branches do every day, many hourly-paid staff are seeing their pay improve. In addition, many are getting the opportunity to move to more secure fractional contracts.

Our strength lies in numbers and organisation. If more hourly-paid staff join our union and get active we can speak up more strongly for you and can win better pay and working conditions.

Join us

The best thing you can do for your career is to join your union. It's very cheap for the lowest earners and it will give us greater power to win change in our workplaces.

You can join online at www.ucu.org.uk/join



For information about membership benefits go to www.ucu.org.uk/ucuplus