



Working Arrangements

- Whenever you start a job you will be given “working arrangements”

- e.g. what time you start work

- These are usually stated in a “**Contract of Employment**”

- This is

- a legal document

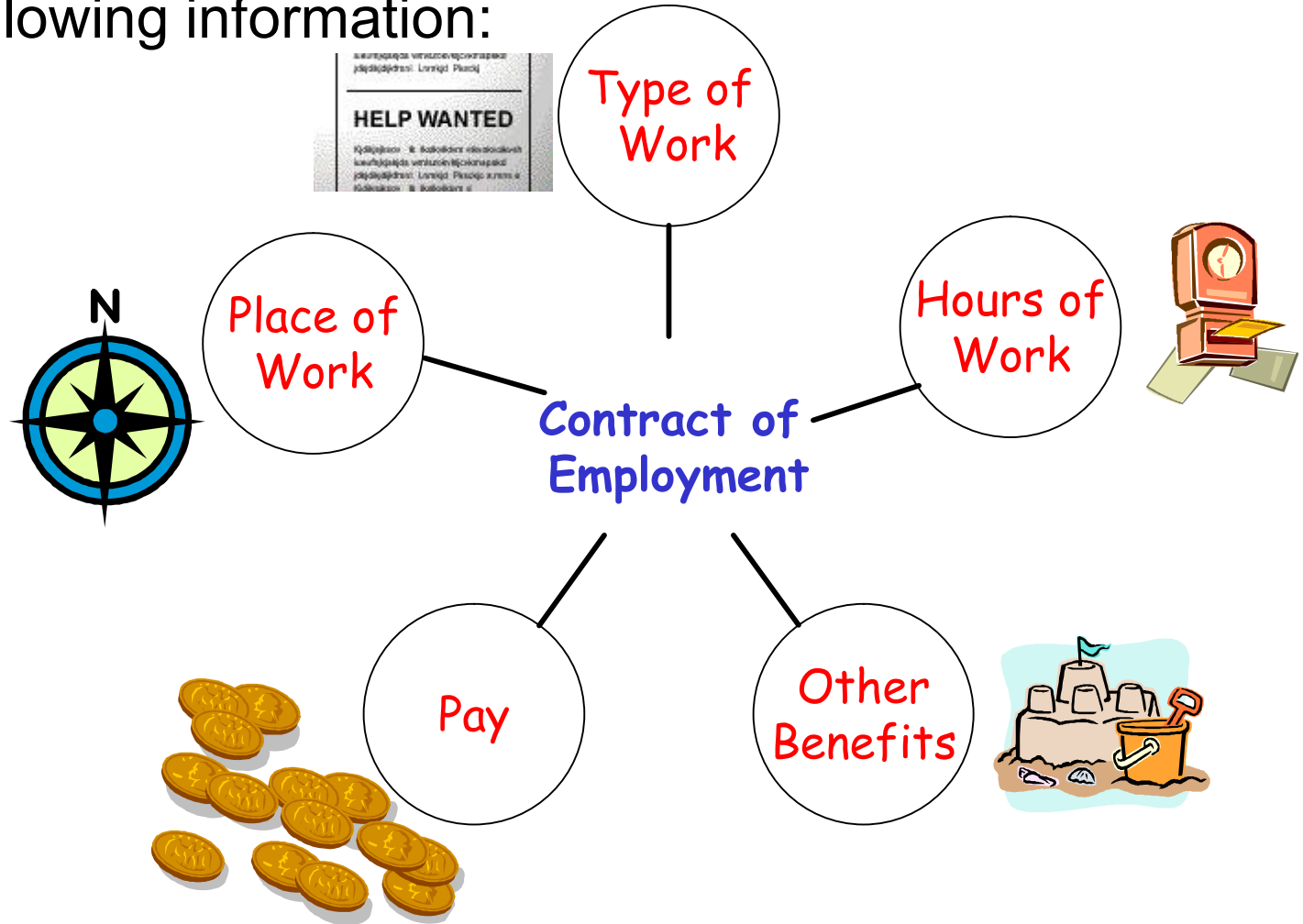
- Something every worker must have within 2 months of starting a new job





The Contract of Employment

- This is an important legal document that must contain the following information:





Type of Work

- The contract of employment will state either:
 - **Full-Time**
 - Usually involves working about 37 hours per week
 - They may work less than this
 - **Part-Time**
 - Usually works fewer hours per week, e.g. 12
 - The number of hours worked can vary from person to person
- Often the contract will state a number of hours
- In addition a worker can be offered 2 types of contract:
 - **Permanent**
 - This job will usually only end when the worker wants it to
 - **Temporary**
 - This job is usually for a given number of days or weeks, and will often have a specific end date



Hours of Work

- The number of hours that a worker must work will be stated in the contract of employment
- The times of work can vary:

➤ Shifts

- Workers do a particular shift not the usual 9 a.m. to 5 p.m.

➤ Flexitime

- Workers can choose their own start and finish times



➤ Overtime

- Extra hours spent at work above the normal working week. This may be unpaid!

➤ Breaks from Work

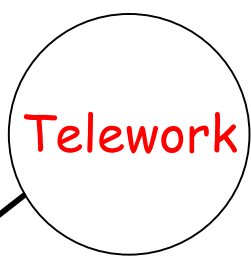
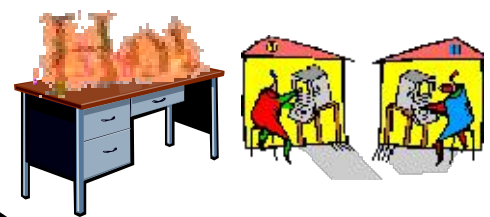
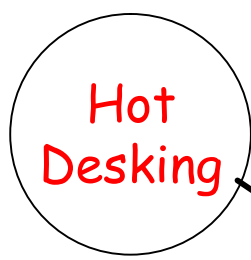
- Legal absences
 - ◆ eg maternity/paternity leave



Places of Work

- Most people still have a fixed place of work
- This will usually be stated in the contract of employment

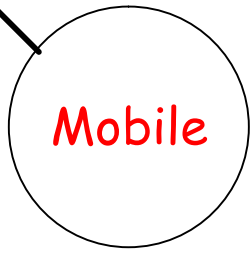
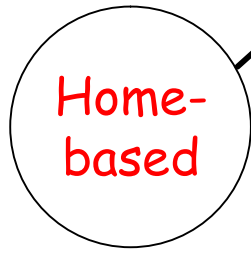
Workers do not have their own desk since they may not be in the office much



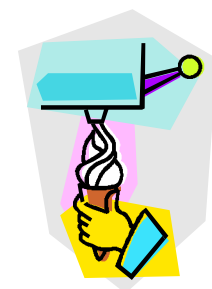
Working from home – but using ICT to communicate with the workplace

Possible Work Places

Working from home – but less likely to be using IT. These jobs are usually poorly paid



Where workers travel as part of their job, e.g. mobile hairdresser, or ice-cream seller!





- The contract of employment should answer the following questions regarding pay:
 - How much the worker is paid
 - Are they paid hourly?
 - Are they paid according to how many products they have made or sold?
 - Are they paid any bonuses?
 - How often the worker is paid

- Every employee is entitled to a **pay slip**

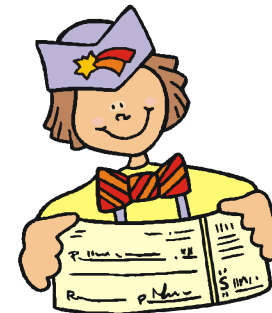
- BUT:
 - Workers have no right to demand payment in cash!





Paying Workers

- When workers are paid they should receive a pay slip
- This should include the following information
 - **Gross Pay**
 - How much was earned
 - **Statutory Deductions**
 - Money taken out for things that have to be paid, including
 - ◆ Income Tax (PAYE)
 - ◆ National Insurance Contributions
 - **Voluntary Deductions**
 - Money taken out for things the worker has chosen to pay, including
 - ◆ Pension Contributions
 - ◆ Trade Union Fees
 - **Net Pay**
 - This is the amount that is left.
 - Often called “Take home pay”





A Simple Pay Slip

- A simple pay slip might look something like this:



CARLTON PRESS LTD.			
Date: 28 March, 2006		Name: Sunil Mandraker	
Emp No. 22548		Nat Ins. YW523784A	
<i>Pay and Allowances</i>	£	<i>Deductions</i>	£
Salary	1100.00	Income Tax	196.10
Commission	108.80	National Insurance	84.62
		Pension	113.48
Total Gross Pay	1208.80	Total Deductions	394.20
NET PAY		814.60	



Other Benefits

- The contract of employment should contain information about:



Holiday entitlement

- How many days workers are allowed
- Full time workers are allowed a minimum of 4 weeks

➤ Sick pay

- How much you will get paid if you are off sick
- What you must do if you are off sick



➤ Pensions

- Whether a pension scheme is offered

➤ Period of Notice

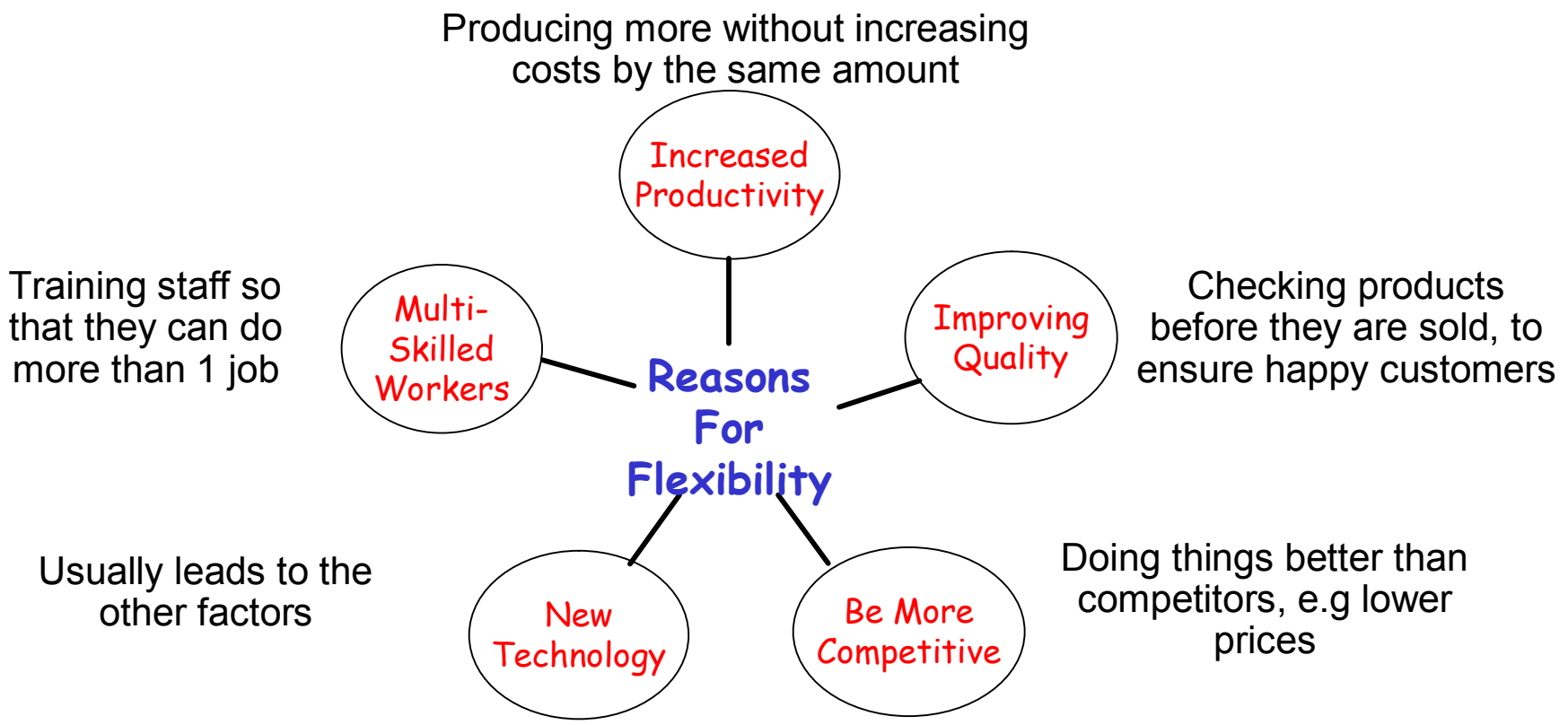
- How many days or weeks in advance the firm or the worker must give if they wish to end the contract





Flexibility In The Work Place

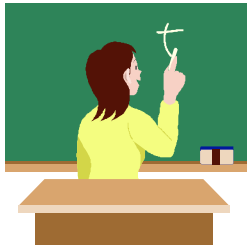
- Within a contract of employment a firm will allow some flexibility
- There are 5 reasons why they want flexibility:





Obtaining Flexibility

- There are a number of ways in which businesses can obtain a more flexible workforce:



- **More temporary workers**

- This makes it easy to get staff when they are needed

- **Use “annualised” hours**

- Covers jobs that have “quiet” periods, e.g. teaching!

- **More part-time workers**

- Are more likely to work evenings and weekends

- **Use contractors**

- Often cheaper than paying your own staff, e.g. cleaning





The Effects of Flexibility

- Becoming more flexible will affect both the firm and the workers:

- **Effects on the firm:**

- **Positive**

- Save money
- Can react to change

- **Negative**

- Regular changes in staff
- Increased training



- **Effects on the worker:**

- **Positive**

- Can fit work in around life
- Less likely to be bored

- **Negative**

- Lack of job security
- Less contact with other workers