

Lesson 7.2. Employment Rights and Responsibilities (ERR)

Employers and employees have rights and responsibilities relating to areas such as health and safety, working conditions, employment law, and Employment and Equal Opportunities. These are formally called Employment Rights and Responsibilities (ERR). ERR are applicable no matter what sector.

This UKFT presentation below provides an overview of the rights and responsibilities of employers and employees.

Employment rights and responsibilities

This presentation covers:

- Your statutory (legal) rights as an employee
- Your employer's rights and responsibilities
- How ways of working are agreed



What is meant by rights and responsibilities

A right is something you are entitled to

A responsibility is a duty

Rights and responsibilities are a two-way street, in the workplace. Both the employer and the employee have rights and responsibilities. For example

- You have the right to be protected and work in a safe the workplace
- Employers have the responsibility make sure the workplace is safe and to put procedures in place
- You have a responsibility to work safely and abide by the health and safety procedures



Employment law and legislation

Employment laws and legislations are complex, they are subject to continual change and can take years to be approved. Employment law and legislation is passed by government and will ensure you have -

- An employment contract
- Regular working hours, breaks and holidays
- Fair treatment at work
- A safe working environment

These are statutory (legal) requirements, companies who do not abide by these laws often face prosecution.



Employment contracts

Your employment contract is a legal, binding document that outlines the terms and conditions of your employment.

By law the contract will include

- Working hours
- Working location
- Working entitlements (Salary, Holidays etc)
- Terms and conditions of your employment (hours, sick/absence rules, grievance and discipline)



Your pay slip

Your pay slip is also a legal document, and it is important that you understand the information contained. All pay slips must include:

- Your name
- Your national Insurance number and your contributions
- Tax code (from which your tax is calculated)
- Basic pay
- Your pay before and after tax
- Deductions for sickness and holiday
- Company name
- Pension deductions (if applicable)

Keep your pay slips safe for a minimum of twenty-two months, just in case there is a tax discrepancy. After this time period destroy your slips (shred) to keep your personal data safe.



How to raise a grievance

Sometimes things do not go smoothly at work, and you may feel the need to officially complain. This is called a grievance and there will be procedure to follow. The process is usually:

- Let your employer know promptly
- Try for an informal resolution
- Employer will carry out a formal investigation and arrange a meeting
- Someone can accompany you at the meeting
- You will have the right to appeal against any decisions made
- Full grievance procedures are usually found in the employee handbook



What have you learnt?

This presentation provides an overview

- Your statutory rights as an employee
- Your employer's rights and responsibilities
- How ways of working are agreed

The information is general across the Fashion and Textiles Industry. There is more detail within the course content and the Groundwork project will help you to align the information to your employment policies and procedures.



Employment Contracts



ERR are agreed formally via a contract of work. This agreement is between an employee and an employer and is usually put into place as soon as an offer of employment has been made. This agreement specifies the conditions of the employment and must cover a range of statutory responsibilities and rights under employment law. Once agreed and signed, employers and

employees are governed by the terms and conditions contained within the contract of employment.

Employment contracts are legally binding on both the employer and employee side and serve to protect each other's rights and responsibilities.



The terms (legal parts) of the contract can be in a variety of forms, such as:

- Verbal agreement
- Written contract
- Employee handbook
- Company notice board
- Offer letter from your employer

A contract of employment comes into force as soon as an offer of employment has been made and accepted. The contract may include:

- Duties and responsibilities
- Conditions of employment i.e. notice periods
- Salary/wages, benefits, work hours)
- Discipline/grievance procedure

- Sick leave and holiday pay
- Deductions short-term working or lay-offs terms.

Employment contracts may be open-ended (permanent); for temporary periods of employment or for fixed terms; or for full or part-time work.

Acas is an independent public body that receives funding from the government to provide information and free and impartial advice to employers, employees, and their representatives on:

- employment rights
- best practice and policies
- resolving workplace conflict

Access the Acas website via the link below:

The screenshot shows the Acas website homepage. At the top left is the logo 'acas working for everyone'. To the right is a search bar labeled 'Search website'. Below the logo are five navigation tabs: 'Advice', 'Dispute resolution', 'Training', 'Research and commentary', and 'About us' (which is highlighted). Below these tabs is a teal navigation bar with five links: 'What we do', 'Our purpose and ambitions', 'How we are governed', 'Contact us', and 'News and announcements'. The main content area starts with a 'Home' link, followed by a large heading 'About us' with a vertical bar to its left. Below the heading is the text: 'We're Acas, the Advisory, Conciliation and Arbitration Service.' and 'We work with millions of employers and employees every year to improve workplace relationships. We're an independent public body that receives funding from the government.'

<https://www.acas.org.uk>

Knowledge Challenge 7.2

1. What do we mean by employment rights and responsibilities?
 - The entitlements and duties of employers and employees
 - Employee entitlements and benefits
 - The 'Duty of care' required when employing staff

2. To comply with Employment law and legislation, your employers must provide 4 key things. Select them from the list below:
 - An employment contracts
 - A pension
 - Regular working hours, breaks and holidays
 - Health insurance
 - Fair treatment at work
 - A day off on your birthday
 - A safe working environment

3. How are employment rights and responsibilities agreed?
 - Via a verbal agreement, between the employer and employee that follows discussion on conditions of employment
 - Via a legally binding, signed Employment contract that stipulates conditions of employment and statutory rights and responsibilities
 - Via a work trial, followed by discussion and agreement to continue between the employer and employee



GROUNDWORK: Completing this groundwork is an option, it will help you to better understand your role, your company, and internal processes and procedures. For those undertaking an apprenticeship these activities will help you gather information relevant to the End Point Assessment.

Note: For those learners, who are independent and not yet working as an employed production sewing machinist, alternative recommendations are included.

Check out your own 'Contact of Employment; either print it out and put it in your hard file or include a digital copy in your electric file. Make sure you understand what your contract says and don't be afraid to ask your supervisor or manager about anything you don't understand.

For those learners, who are independent and not yet working as an employed production sewing machinist, check out the work contract template on the ACAS website, link below. This will give you an idea of what your employment contract will look like if you were to become a sector employee

[Written terms of employment template: employee | Acas](#)