

WHAT DO TRADE UNIONS DO?

Trade unions are organisations of workers who come together to support each other in the workplace.

Unions provide individuals with representation and also bring people together to negotiate with employers to improve pay, terms and conditions.

Many of the rights people enjoy at work today were won by trade union campaigning.

TRADE UNIONS AND THE FUTURE JOBS FUND

Trade unions are supporting the Future Jobs Fund because we recognise that young people have been harder hit by the recession than any other group in society.

Trade unions have been involved in the process of setting up the FJF. Trade unions argued that workers employed through the FJF should get full employment rights and have been involved in the process of deciding where FJF jobs should be.

Being a member of a union whilst you are working is the best way of making sure that you get what you are entitled to.

WHICH UNION SHOULD YOU JOIN?

This will depend on where you work, as different unions represent different groups of workers.

You can join any union that you want. Most people join the union in their workplace.

Unions are making a special effort to make sure that all workers employed through the FJF are informed about the relevant union for them to join. Your new employer might mention that there is a union at the workplace or you may be approached by a union rep (someone who also works at the workplace and who helps run the union) or a colleague who will speak to you about the union.

If you've started work and are unsure of the name of a relevant union ask a colleague if there's a union where you work, contact the TUC's workSMART website at www.workSMART.org.uk or phone 0870 600 4882.

YOUR CHECKLIST FOR GETTING THE MOST OUT OF YOUR NEW JOB

- ✓ Are you getting paid at least the National Minimum Wage?
- ✓ Are your terms and conditions the same as others doing the same job as you?
- ✓ Are you getting access to training and support to help you move into long-term employment?
- ✓ Have you joined a union?

Trade unions supporting Future Jobs Fund workers



Trade unions and the Trades Union Congress (TUC) are supporting the Future Jobs Fund (FJF) and want to help make it a success. To do this unions want to support workers employed through the FJF.

Trade unions want to make sure that your job is as rewarding as possible. Key to this is that you enjoy the full employment rights to which you are entitled. These include:

- ✓ being paid at least the national minimum wage
- ✓ the right to be safe whilst you are at work
- ✓ rights to holidays and time off.

Trade unions can help you get the most out of your FJF job by ensuring that these rights are respected and by making sure that while you're working you get training opportunities and other support to help you move into long-term employment.

This leaflet contains information that will help you while you are working. It also explains how you can join a union.

FUTURE JOBS FUND – YOUR RIGHTS WHILE YOU ARE WORKING

Whilst you are employed through the FJF you should enjoy the following key employment rights:

- ✓ *The right to be paid at least the national minimum wage.*

The current national minimum wage rates are £5.80 per hour if you are aged 22 or over, and £4.83 per hour if you are aged 18–21.

- ✓ *The right to work in a place that is safe and does not cause you to injure yourself or become ill.*

Your employer has a duty to make sure that you are not injured or made ill at work.

Your employer has a duty to train you in health and safety procedures.

Your workplace must have an accident book in which any work-related injuries must be recorded.



- ✓ *The right to take paid time off and not have to work excessive hours*

You are entitled to at least four weeks' paid holiday per year.

You are entitled to a break when the working day is more than six hours.

You can't be forced to work more than 48 hours during an average working week.

In addition to these minimum rights, you are also protected against being treated less favourably than any other staff in your workplace. This could be on the basis of your gender, age, race, religion or sexuality.

