



WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

WELCOME

WRC Regional Structure

Regional Offices	Counties
Carlow	Carlow, Kildare, Offaly , Westmeath, Wicklow, Wexford, Laois, Kilkenny
Dublin	Dublin, Meath, Louth, Monaghan, Cavan.
Cork	Cork, Kerry, Waterford, Tipperary South
Shannon	Clare, Limerick, Galway, Tipperary North.
Sligo	Sligo, Donegal, Leitrim, Mayo, Roscommon, Longford

Information

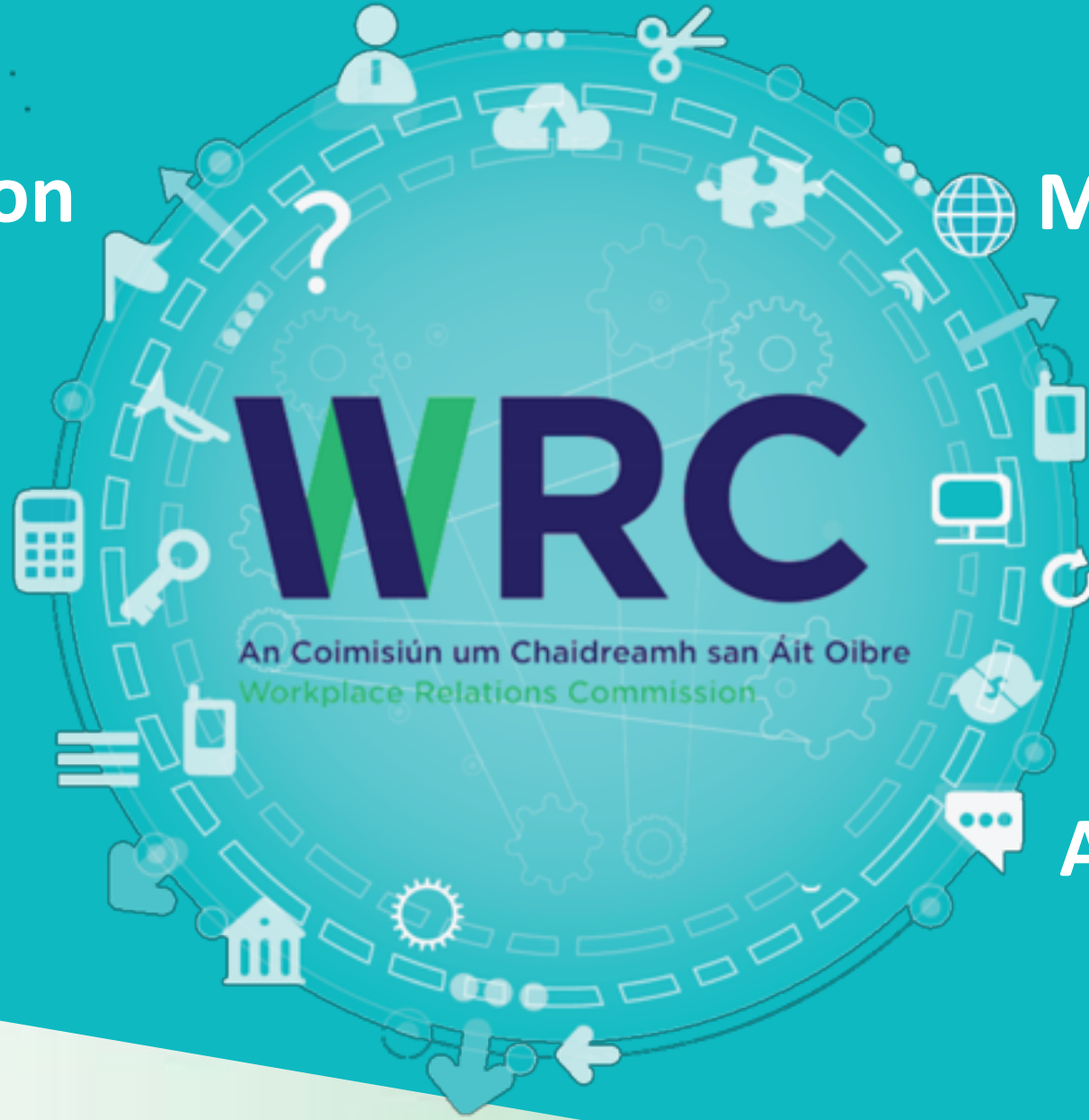
Mediation

Advisory

Inspection

Conciliation

Adjudication



WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

First time Working or Employing Somebody?



WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Statement of Terms of Employment

Terms and Conditions of Employment
are the basis of the employment
relationship

- Must be issued to employee within 2 months of starting work



National Minimum Wage Act

What is the current rate of National Minimum Wage?

National Minimum Wage (from 1st January 2018)

Experienced Adult Worker	€9.55
--------------------------	-------

1st Year Of Employment Over Age Of 18	€7.64
---------------------------------------	-------

2nd Year Of Employment Over Age Of 18	€8.60
---------------------------------------	-------

Under 18	€6.69
----------	-------

National Minimum Wage (from 1st January 2019)

Experienced Adult Worker	€9.80
1st Year Of Employment Over Age Of 18	€7.84
2nd Year Of Employment Over Age Of 18	€8.82
Under 18	€6.86

Payment of Wages Act



An Coimisiún um Chaithreamh sa Ár Gille
Workplace Relations Commission

Sligo Regional Services of the Workplace Relations Commission

Payment of Wages Act

- An employee must be given a payslip with each payment of wages
- Gross wage and all deductions must be shown on the payslip

Payment of Wages Act

Deductions can only be made if:

- required by law
- made with the written consent of the employee
- provided for in the written contract

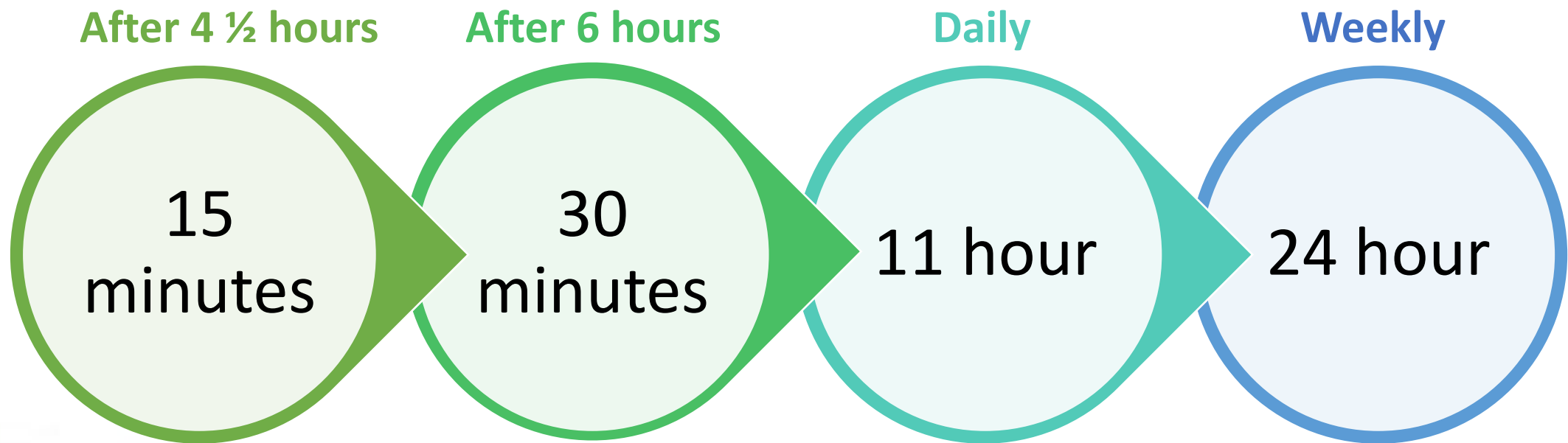
Organisation of Working Time Act



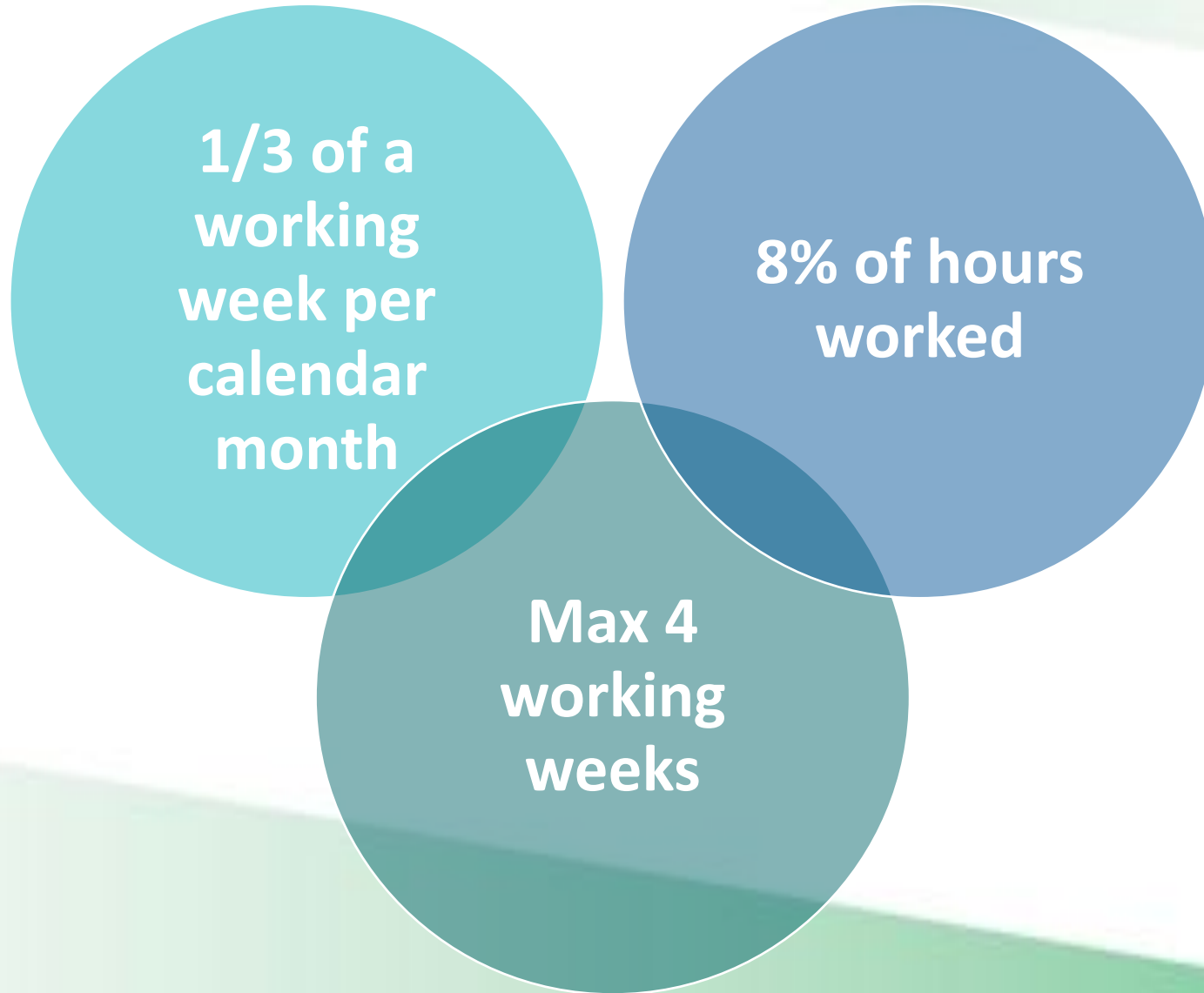
An Coimisiún um Chaithreamh sa Ár Gille
Workplace Relations Commission

Sligo Regional Services of the Workplace Relations Commission

Rest Periods



Annual Leave



Public Holidays

Days you normally work

- Paid day off
- Paid day off within a month
- Additional day annual leave
- Additional days pay


Days you do not work

- 1/5 normal weekly wage
- Paid day off within a month
- Additional day annual leave
- Additional days pay

Records to be kept under OWT Act

In the absence of an electronic clocking system a paper record should be kept of the employees hours of work.

Time Record OWT1 form



WRC
An Coimisiún um Chaithreamh saib Ár Gileas
Workplace Relations Commission

(For Multiple Employees – Record for one Week)

Sample Organisation of Working Time Act Form – Multiple Employees

Employer Name: _____

Employer Registration Number:

Week starts on
(Please specify day) _____

For date commencing: _____

Statutory Entitlement under the OWT.

Employees are entitled to:

- A daily rest period of 11 consecutive hours per 24 hours A weekly rest period of 24 consecutive hours per seven days, following a daily rest period
- A 15-minute break if working 4.5 hours.
- A 30-minute break if working six hours.

Some industries are covered by Registered Employment Agreements (REA's) and Employment Regulation Orders (ERO's), which may contain different regulations regarding rest breaks. Employers should ensure that the appropriate rest breaks are granted.

Total hours worked should exclude all rest breaks (paid and unpaid)

**** I declare that the information in relation to daily and weekly hours worked is correct and that I have received my statutory rest entitlements: (please tick)**

Employee Name		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	**Rest breaks**	Total Hours Worked	Employee Signature	Date
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											

Employer Signature: _____

Employment Permits Act



An Coimisiún um Chaithreamh sae Áit Oibre
Workplace Relations Commission

Sligo Regional Services of the Workplace Relations Commission

Who is eligible to work in the State?

- All EEA Nationals
- Holders of Valid Work Permits
- Individuals on Stamp 5 Permission
- Individuals on Stamp 4 Permission
- Individuals on Stamp 2 Permission

Employment Permits Act

- Stamp 1 Visa - requires a Work Permit
- Stamp 2 Visa - Student Visa employees can work for 20 hours during School/College Term and full time on holidays
- Stamp 3 Visa – Not permitted to work (Spousal Visa)
- Stamp 4 – Can work without restrictions
- Stamp 5 – Can work without restrictions

Life and Work



WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Family Friendly Leave

Maternity

26 weeks minimum, Additional 16 weeks

Paternity

2 weeks within 26 of birth of a child

Adoptive

24 weeks minimum, Addition 16 weeks

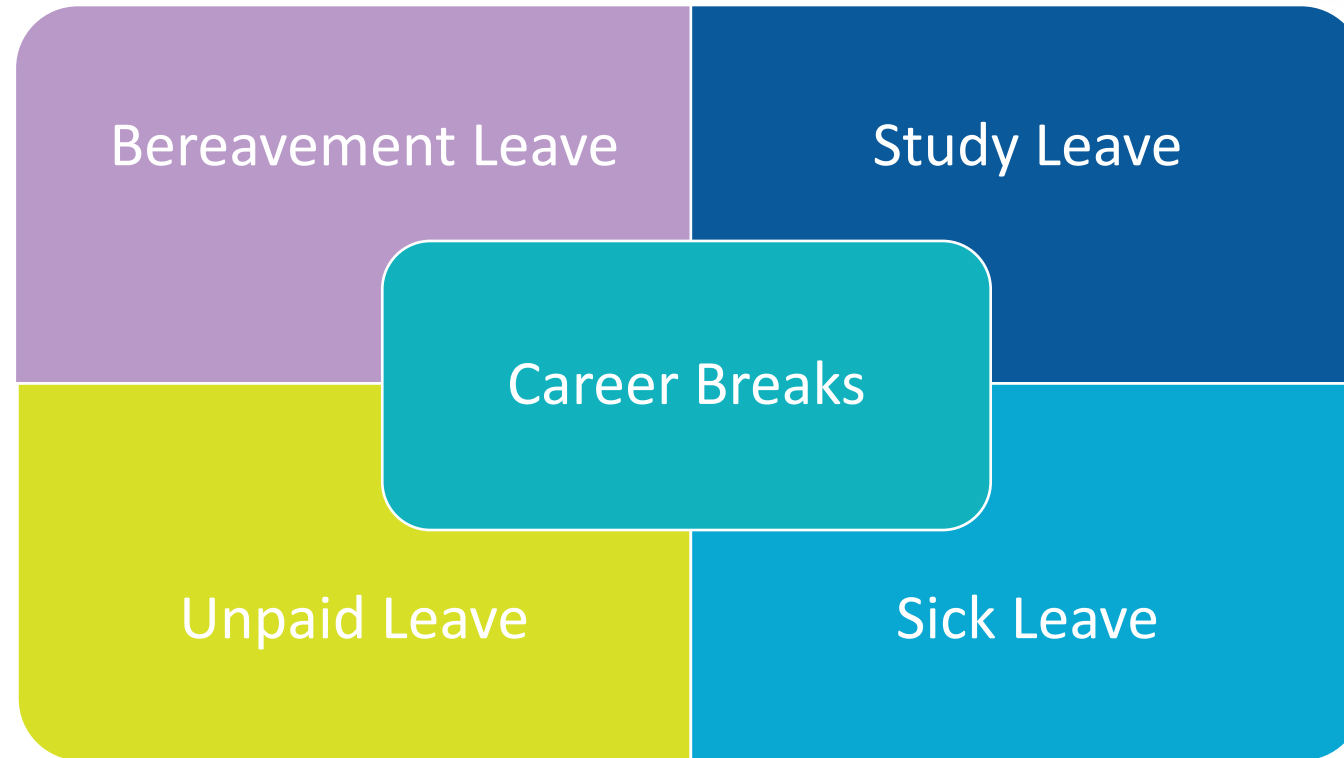
Parental

18 weeks, Up to child's 8th birthday

Carer's Leave

Minimum 13 weeks, Maximum 104 weeks, May work up to 15 hours a week

Other Types of Leave



Issues at Work



WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Grievance and Disciplinary

Attempts should be made to resolve grievance and disciplinary issues in the workplace in line with the grievance and disciplinary procedures in place.

- A matter for each individual employer.
- Copies of the procedure should be given to all employees
- Code of Practice on Grievance and Disciplinary Procedures on website

Bullying and Harassment

Any form of unwanted conduct related to any of the discriminatory grounds

Could be employer, work colleague, client, customer or other business contact

Duty of care to all employees

Code of practice

Equality

Gender	Civil status	Family status
Sexual orientation	Religious belief	Age
Disability	Race, colour, nationality, ethnic or national origins	Membership of the Traveller community



Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas
Irish Human Rights and Equality Commission

www.ihrec.ie
1890 245 545
YourRights@ihrec.ie

WRC

An Coimisiún um Chaitheamh sae Áit Oibre
Workplace Relations Commission

Leaving Work



WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Minimum Notice

- Minimum notice periods apply after 13 weeks work
 - Employee must give 1 week's notice
 - Employer must give 1-8 week's notice dependent on length of employment

Length of Service	Minimum Notice
Thirteen weeks to two years	One week
Two to five years	Two weeks
Five to ten years	Four weeks
Ten to fifteen years	Six weeks
More than fifteen years	Eight weeks

Redundancy

- Redundancy occurs where an employee's position ceases to exist and the employee is not replaced.
- Two week's gross pay per year of service plus one week's pay
- subject to the ceiling of €600.
- Payment is tax-free

Retirement/Longer Working Life

- No single retirement age – 65 traditionally age of retirement
- In terms of employment
- May request to work longer than contracted retirement age
- Employer must justify if the retirement
 - Health & safety issues
 - Balanced age structure in workplace
 - Allowing younger workers to progress

Dismissal

Employer dismisses

Unfair

Burden of proof
on employer

Employee leaves

Constructive

Burden of proof
on employee



WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

www.workplacerelations.ie

1890 80 80 90