



KNOW YOUR RIGHTS AT MORRISONS



Usdaw
Union of Shop, Distributive
and Allied Workers



Usdaw

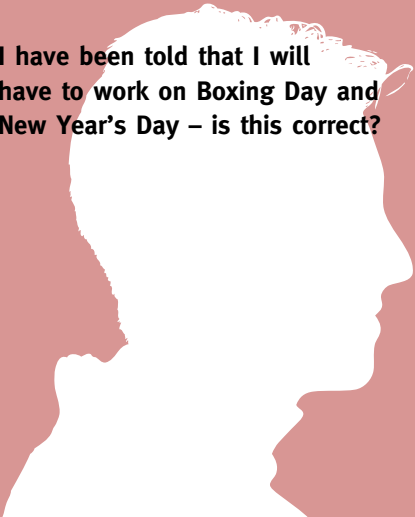
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Morrisons' colleagues frequently contact their Usdaw reps or Officials with questions regarding various aspects of their employment. In order to help reps and members we have collated some of the more frequently asked questions. All of the answers have been confirmed by Morrisons and will be useful in helping to clarify policies and common practice in stores. You may find it useful to keep this book for future reference.

Are the company supportive of staff joining the Union? I am worried I will never get on with the company if it's known I'm a member?

Morrisons and Usdaw have a long standing relationship based on mutual respect and over the years we have worked together on many issues. Morrisons recognise that a constructive industrial relationship with an independent trade union adds crucial value to the business in an increasingly competitive retail market. Where possible the Company have always sought to support the development and training of Usdaw reps, and many active Usdaw members have gone on to advance their careers within Morrisons.



**I have been told that I will
have to work on Boxing Day and
New Year's Day – is this correct?**

Morrisons handbook states *“If we do need colleagues to work on any of the fixed public holidays, we will always ask for volunteers in the first instance, however if there are not enough volunteers you may be asked to work any of the fixed public holidays and we would expect you to do so”*.

However, as stated, volunteers should always be sought in the first instance, this includes seeking volunteers from other local stores. We highly recommend you speak with your management team in store as early as possible about any Christmas working arrangements.

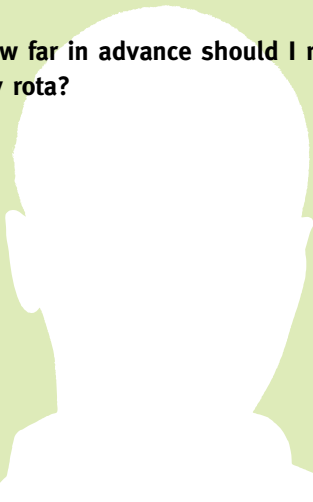
**Can the company change my hours
without my agreement?**

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Morrison's have a flexibility clause in their contract and therefore working hours can be flexed/varied. Due to the flexibility clause a change in hours is not considered a contractual change.

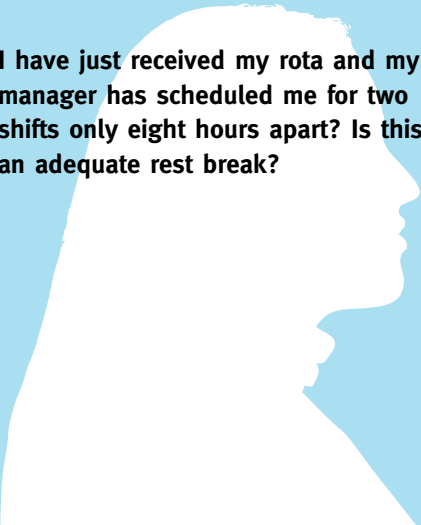
This means there is not a requirement to serve notice based on service. However, any changes to hours should be reasonable and full circumstances should be taken into consideration or reasonable compromises accepted.

How far in advance should I receive my rota?



Ideally your schedule should be available three weeks in advance, and at a minimum two weeks. Any changes after this point must be agreed with the individual colleague and signed by both the colleague and the manager to indicate a discussion has taken place and the change(s) agreed to.

If you continue to receive your rota with less than two weeks' notice, please raise this issue with your rep in store.



I have just received my rota and my manager has scheduled me for two shifts only eight hours apart? Is this an adequate rest break?

Morrisons aim to give you 11 hours' rest between each working day/shift. At times this may not be possible, in which case you should always receive no less than eight hours daily rest between each shift. However this should be the exception and not the norm and Usdaw would not expect staff to be frequently scheduled shifts with only eight hours apart.

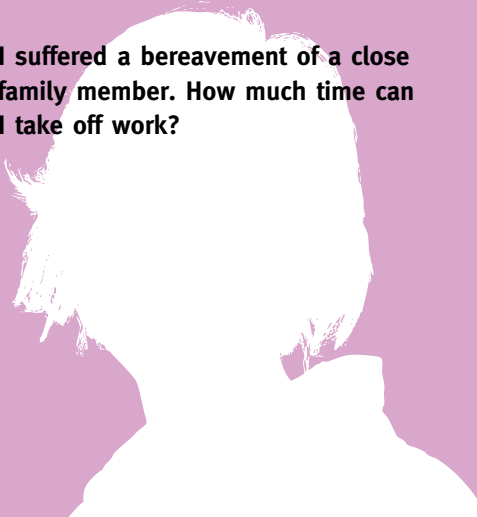
Where this does happen you should receive compensatory rest, ideally within seven days, but no later than four weeks. Compensatory rest breaks are the same length of time as the break you have missed.

I have received an invitation to a disciplinary hearing but it is going to be held by the same manager that did the investigation. Is this right?

The Union would always expect that an independent manager not involved in the investigation should hold the disciplinary hearing or there is a risk that the outcome will be prejudged.


I asked to have my Usdaw rep at my disciplinary meeting, but it was their day off so I had to go in on my own as the manager refused to re-schedule the meeting. I don't think this was fair.

If your rep is not available on the day of your hearing, Morrisons' policy says you can request to rearrange your meeting within five days.



I suffered a bereavement of a close family member. How much time can I take off work?

Morrisons want to make sure that colleagues are supported during this difficult time. Company policy gives you up to two week's paid leave in the event of bereavement of an immediate family member – which in normal circumstances may include parents, spouse, cohabiting partner, civil partner, children, brothers, sisters and guardians. The company will also give colleagues one day's paid leave for them to attend the funeral of extended family, such as grandparents, or a close friend.



**My manager has said I have to work
Sundays but I thought I could opt-out
of working on this day?**

Sunday is a key trading day for the business so if your contract included Sundays it is likely that you will be asked to work this day on a regular basis. You can opt-out of Sunday working but you must put your request in writing to your People Manager/ Representative, giving three months' notice from the date of your letter. Once three months have passed you will no longer have to work on Sundays. The Company will try to reschedule your hours at a different time in the week although this cannot be guaranteed. You can opt back in with immediate effect by writing again to your People Manager/ Representative. You will then return to Sunday working if hours are available.

My manager has allocated my holidays for me. Is this allowed?

Morrisons' policy recommends that colleagues book their full year's holiday entitlement by the end of May each year. If by the 1st October each year colleagues still have holiday entitlement not booked, then they will have all but one week of their remaining holiday entitlement allocated to them by the People Department. The Union would always encourage members to book all their holidays in good time to help ensure they get the days off they want and to ensure they take their full entitlement.

Can I choose to opt out of taking breaks as they are unpaid?



Breaks should be taken in line with the provisions outlined in the staff handbook and there is no facility to opt out. Breaks are an important part of health and safety at work and it is for this reason that the Union would always encourage members to ensure they take their breaks.



Rights at work

This is not a comprehensive list of your rights at work but we hope that you are now better informed. You can always check what you are being told if you aren't sure if it is Company policy.

The information in this booklet is based on written replies from senior management to the Union, or from information contained within your Contract of Employment, Staff Handbook and various directives to management from Head Office.

Stand up for your rights at work – better still – join Usdaw and we will do it for you.

Your right to join a trade union

In the UK every person has the legal right to join a trade union.

In Morrisons, that right is written into the Joint Company and Union Agreement.

Usdaw is recognised by the company as the appropriate Union for its retail staff. Our Agreement allows us to negotiate pay and conditions and we are given facilities to recruit new members in stores. This facility enables us to distribute our leaflets and talk with staff about the benefits of joining the Union. We are also given the facility of talking to new staff during their induction.

If you join the Union today you will add your membership to the growing number of people who want the Union to fully represent them.

There is information on the back of this booklet about how to join Usdaw.



For more information
about Usdaw or to join
call **0800 030 80 30**
or visit **www.usdaw.org.uk**

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**Improving workers' lives
– Winning for members**

