



Membership Application

LTU, St John's Terrace, 3-7 Ampthill Street, Bedford MK42 9EY Tel 01234 262868 Fax 01234 262821 www.ltu.co.uk 24hours@ltu.co.uk

Title

Surname

Forename(s)

Home address

Postcode

Date of birth

Payroll number

Branch/Office/Dept

Location code

Home telephone

Work telephone

Personal Email address

Work Email address

Job title

Pay band

Date of joining group

Vassar Smith Fund

The Vassar Smith Fund is a registered charity which provides support and financial assistance to current, retired and former members of staff and their dependants.

If you would like to contribute to the Fund tick this box to make a monthly contribution of 10p or, if you would like to donate more simply write the amount you would like us to add to your subscription in the same box.

Subscription Category... 2008

Bands 1, 2, 3 & 4	£11.05 p.m.	<input type="checkbox"/>
Band 5	£10.50 p.m.	<input type="checkbox"/>
Bands 6, 7 & 8 over 25	£9.75 p.m.	<input type="checkbox"/>
Bands 6, 7 & 8 under 25	£8.80 p.m.	<input type="checkbox"/>
Part time over 15 hrs	£5.35 p.m.	<input type="checkbox"/>
Part time under 15 hrs	£4.10 p.m.	<input type="checkbox"/>

"For the purposes of the Trade Union Act 1984 and other statutory requirements I authorise the Union to use my work address as my "proper address" to which any communications may be sent."

Signature Date

To receive LTU newsletters by email ... tick here

Email address preference (please tick) Personal Work

18th February 2008

All Members Newsletter

Saying No To Saturday Working

INSIDE

Your Questions Answered

The Union's Advice Team in Bedford has been inundated with calls on Saturday working from members up and down the country. The key questions being asked by members and our responses are set out overleaf.

Given the fact that we couldn't agree a Saturday Working Charter a number of members on fixed contracts or flexible contracts which haven't been flexed yet have asked the Union whether they should volunteer to work on Saturdays. Our response to those individuals is a categorical "No". The Bank had the opportunity to protect staff from some of their more macho Line Managers (and the Line Manager population itself from pressure from above) through the adoption of LTU's Saturday Working Charter but chose not to. And members are entitled to ask why they should give up their Saturdays for the Bank when it was not prepared to protect them from illegitimate pressure?

The Bank will be publishing its own guides to Saturday working for staff and Line Managers and in those documents it will no doubt attempt to show that it is taking the issue of Line Manager coercion seriously.

Previous experience tells us that if coercion occurs it will be at the 1-to-1 meetings between Line Managers and members of staff, which is why we proposed that the mechanism used to seek staff agreement to work on Saturdays should be an

individual option form and not 1-to-1 interviews. With interviews it will be impossible to prove what was or was not said and a Whistle Blowing helpline is not going to change that fact.

Whilst members can't refuse to attend 1-to-1 meetings with their Line Managers they should make it clear as soon as the meeting starts that they have considered the issue carefully and have decided that they don't want to work on Saturdays. We suggest the following word pattern.

"I understand the Bank's aim of opening the branch on Saturdays and I've listened to all the arguments. I've thought about this carefully and decided that I don't want to change my contractual hours (detail those hours). I don't want to discuss or explain the reasons for my decision."

If your Line Manager insists on discussing Saturday working keep a detailed record of what's said but don't get drawn into a conversation. If any threats are made contact the Union's Advice Team immediately on 01234 262868.

Instructions to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and send it to:
Lloyds TSB Group Union, St John's Terrace, 3-7 Ampthill Street, Bedford MK42 9EY

Originator's Identification Number

8 3 0 2 7 1

1. Name and full postal address of your Bank or Building Society

To: The Manager

Address Bank or Building Society

Postcode

2. Name(s) of account holder(s)

3. Branch sort code

4. Bank or Building Society Account Number

5. Lloyds TSB Group Union reference no.

6. Instructions to your Bank or Building Society. Please pay Lloyds TSB Group Union Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Lloyds TSB Group Union and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

The Direct Debit Guarantee This Guarantee should be detached and retained by the Payer.

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If an error is made by Lloyds TSB Group Union or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- If the amounts to be paid or the payment dates change Lloyds TSB Group Union will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.

Your Questions Answered

Members have raised all of these questions with the Union's Advice Line over the last week.

Any members faced with any of these situations or any others which they are not certain about can contact the Advice Line on 01234 262868 for further professional help and guidance.

1. **I originally joined the Bank on a flexible contract but my pattern of work has remained the same for more than 6 months. In that time I have not received a written reminder that my contract is flexible. Must I sign a reminder now?**

No. As your contract has not been flexed by the Bank your pattern of work is now fixed. If you do sign a reminder or change your hours of work your contract could become flexible again. If in doubt contact the Union's Bedford Office on 01234 262868.

2. **Can I agree to work on Saturdays but maintain my old contract rather than having to sign a new flexible contract?**

LTU's advice would be not to work on Saturdays. However, if you want to, then do so on an 'Ad hoc' basis. We advise you to get written confirmation from the Bank that you are working on an 'Ad hoc' basis and that you can go back to your previous pattern of work by giving 28 days notice. You can also ask for a trial period of 3 months. If the Bank refuse to provide such a letter then don't work on Saturdays full stop. Make sure you get the letter before you start working.

3. **My Line Manager has said that if I don't work on Saturdays he will move me to another branch. Can he do that and what can I do to stop it?**

Yes your Line Manager can move you to another branch but you can challenge that decision and LTU's Advice Team will help you do that. We understand that in some branches staff have said that they don't want to work on Saturdays but the Line Manager is focusing on one individual and telling them that they will be transferred to another branch. The aim is to scare the rest of the staff into working on Saturdays with the threat of being transferred if they don't. Staff who are being threatened in this way should contact the Union's Advice Team immediately. We are putting together a separate Newsletter on Saturday working and mobility and that will be going out members later this week.

4. **I am on a fixed contract and would be happy to work Saturdays if I was paid overtime. Can I insist on being overtime?**

You must make your request clear to your Line Manager and we suggest that it is best to do that in writing. The Bank has said that Local Directors have the discretion to pay overtime instead of time off in lieu. If overtime is not being offered then don't work on Saturdays.

5. **I have requested a change of hours through Work Options but have been told that the request will only succeed if I agree to work on Saturdays?**

That is coercion by any other name and is unacceptable. If there isn't as legitimate business case to refuse your Work Options request then your refusal to work on Saturdays should be irrelevant. LTU will assist members through the appeals mechanism.

6. **I originally signed a flexible contract but have worked alternate Saturdays for the last 2 years and have always had every other Wednesday off. I have received no reminder about my contract and my Line Manager is now insisting that I must 3 in 4 Saturdays. Is that correct?**

No it is not. Your pattern of work has now been 'crystallised' and is fixed. Your Line Manager can't change those hours of work without your explicit agreement. You have the same rights as those staff on fixed contracts and you can tell your Line Manager that you don't want to work any extra Saturdays.

7. **My Line Manager is trying to bully me into agreeing to work on Saturdays and keeps calling me in to discuss my position. What can I do?**

At those meetings make sure you keep a record of what's being said and any threats being made. Immediately following the meeting contact LTU and we will raise the issue with the Bank directly.

8. **I am a Band 5 Manager and my overtime as been bought out under a previous arrangement agreed between the Union and the Bank. Does this mean I am required to work Saturdays without any pay?**

If you choose to work on Saturdays then you should receive time off in lieu. Exceptional Hours Payments for Managers may apply but that will be subject to the agreement of your Local Director. If you cannot come to an agreement that suits you, don't work on a Saturdays.

Contacting LTU

Members with any questions on Saturday Working can contact the Union as follows:



Mark V Brown
Assistant General Secretary