

Employment Law Explained

Compiled by NERA

November 2008

CONTENTS

SECTION	PAGE
INTRODUCTION	3
SUMMARY OF EMPLOYERS' OBLIGATIONS	4
NERA'S INSPECTIONS SERVICES	5
SUMMARY OF INSECTORS POWER	5
RECORD KEEPING	6
EMPLOYMENT STATUS OF EMPLOYEES	8
FIXED-TERM EMPLOYEES	9
PART-TIME EMPLOYEES	10
EMPLOYMENT OF YOUNG PERSONS	10
EMPLOYMENT OF FOREIGN NATIONALS	13
WRITTEN TERMS AND CONDITIONS	16
PAY AND WAGES	18
HOLIDAYS, BREAKS, REST TIME	19
PROTECTIVE LEAVE	21
SPECIFIC INDUSTRY AGREEMENTS	22
TERMINATION OF EMPLOYMENT	23
REDUNDANCY	24
REBATE FROM THE SOCIAL INSURANCE FUND	26
CODE OF PRACTICE ON GRIEVANCE AND DISCIPLINARY PROCEDURES	27
APPENDIX I: ORGANISATIONS	28
APPENDIX II: USEFUL PUBLICATIONS	33

Introduction

NERA's mission is to achieve a national culture of employment rights compliance.

NERA provides impartial information on a wide variety of employment rights legislation to employers and employees by telephone, in writing, through its website and through ongoing public awareness programmes. NERA also provides an extensive range of explanatory leaflets and a comprehensive Guide to Labour Law.

This publication aims to help employers to comply with their obligations under employment law. When setting up or running a business with paid employees, employers should be familiar with a number of basic provisions under Irish employment law.

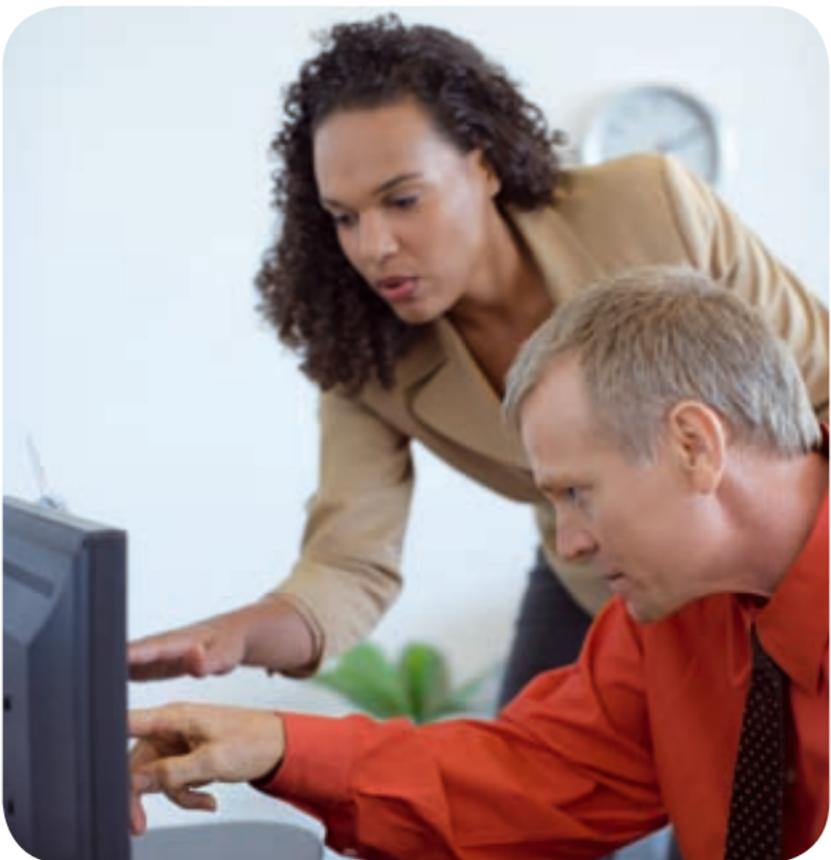
This summary guide has been produced by the National Employment Rights Authority (NERA). Further information on employment rights is available on NERA's website, **www.employmentrights.ie** or by contacting NERA's Information line at Lo-call 1890 80 80 90.

Please note that this is not a legal interpretation of the legislation.

Summary of Employers' Obligations

An employer is responsible for ensuring all their employees receive certain basic employment rights. Although some industries require employers to meet different requirements, the main obligations include:

- A written statement of terms and conditions of employment.
- A written statement of pay or 'payslip'
- A minimum wage
- A maximum working week
- Unpaid breaks during working hours
- Annual leave from work
- A minimum amount of notice before termination of employment
- The maintenance of records in relation to their employees and their entitlements



NERA Inspection Services

NERA is responsible for monitoring a range of employment rights in Ireland through its Inspection Service. Inspectors operate in a fair and impartial manner, carrying out inspections throughout the country. These inspections arise as a result of complaints received of alleged breaches of employment rights, as a result of targeted inspection campaigns and as a result of routine inspection enquiries. Where evidence of non-compliance with employment rights legislation is found, the inspector's main priority is to have the matter rectified. In some cases prosecutions can be initiated against the employer.

Summary of Inspectors' Powers

In general Inspectors have the following powers under legislation:

- To enter any premises at a reasonable time
- To demand sight of records
- To inspect records
- To take copies of records
- To interview and require information from any relevant person

For a list of the records to be made available for NERA Inspectors, see the section on "Record Keeping" on page 6.

NERA Inspection Services can be contacted on
Telephone: (059) 917 8990
Lo-Call: 1890 220 100

Record Keeping

The following list sets out the standard records which employers must keep and to which a NERA Inspector will require access during the course of an inspection:-

1. Employer registration number with the Revenue Commissioners
2. List of all employees including full name, address and PPS number for each employee (full-time and part-time)
3. Terms of Employment for each employee
4. Payroll details (Gross to Net, Rate per hour, Overtime, Deductions, Shift and other Premiums and Allowances, Commissions and Bonuses, Service Charges, etc.)
5. Evidence that the employer has provided payslips to employees
6. Employees' job classification
7. Dates of commencement and where relevant, termination of employment
8. Hours of work for each employee (including starting and finishing times).
9. Register of employees under 18 years of age
10. Whether board and/or lodgings are provided and relevant details
11. Holiday and Public Holiday entitlements received by each employee

12. Any documentation necessary to demonstrate compliance with employment rights legislation.

Additional records may be required to be held depending on the sector/business involved. There are minimum periods for which these records must be kept (generally three years).

Employment Status of Employees

Employers engage persons on either **contracts of service** or **contracts for services**. Only a person engaged under a contract of service is deemed to be an employee and therefore protected by the full range of employment legislation; an independent contractor or self-employed person will have a contract for services with the party for whom the work is being done. The distinction between a contract of service, on the one hand, and a contract for services, on the other, is sometimes unclear but the type of contract a person is engaged under can have serious implications for both employer and employee in matters such as employment protection legislation, legal responsibility for injuries caused to members of the public, taxation and social welfare. For further information, please see the “**Code of Practice on Employment Status**”, which was agreed between the Social Partners, with input from the Office of the Revenue Commissioners, Department of Social and Family Affairs and the National Employment Rights Authority (NERA). *A copy of the code of practice can be downloaded from www.revenue.ie/leaflets/code-of-practice-on-employmentstatus.Pdf*

If you require more detailed information on the insurability of employment and self-employment please contact:

Scope Section

Department of Social and Family Affairs

Floor 3, Oisín House

Pearse Street, Dublin 2.

Telephone: (01) 673 2585

Fax: (01) 673 2460

Fixed-term Employees

Depending on business needs, companies may require to take on part-time employees, fixed-term employees or temporary agency workers.

A fixed term employee is someone who is employed under a contract which contains a specific start and end date or who is employed to carry out a specific task or project or the continuity of whose contract is contingent on a particular event such as the availability of continued funding from an external source.

Employees cannot remain on a series of fixed-term contract indefinitely. If an employee whose employment commenced prior to the 14 July 2003 accrues three years continuous service as a fixed term employee, when that employee's contract comes up for renewal on or after the 14 July 2003, the employee can only be offered one further fixed-term contract. This renewal on a further fixed-term basis cannot be for more than one year. After this, if the employer wishes the employee to continue, it must be on the basis of a contract of indefinite duration.

If an employee who commenced employment on a fixed-term basis on or after 14 July 2003 has had two or more fixed term contracts, the combined duration of the contracts shall not exceed four years. After this, if the employer wishes the employee to continue, it must be on the basis of a contract of indefinite duration.

Part-time Employees

A part-time employee is someone who works fewer hours than a comparable full time employee doing the same type of work.

A part-time employee may not be treated less favourably than a comparable full time employee in respect of any condition of employment.

For further information download the Guide to the Part-time Work Act Act at “Publications”

www.employmentrights.ie

Employment of Young Persons

The ***Protection of Young Persons (Employment) Act, 1996*** is designed to protect the health of young workers, and to ensure that employment done during the school year does not put their education at risk. The law sets minimum age limits for employment, sets rest intervals and maximum working hours, and prohibits the employment of those under 18 years of age on late night work. Employers must also keep specified records for those workers aged under 18. In general, the Act prohibits the employment of children under the age of 16. However 14 and 15 year olds can be employed:

- during the school holidays
- part-time during the school term
- as part of an approved work experience or education programme where the work is not harmful to their safety, health, or development



Children (i.e. under 16 years of age) can be employed in cultural, artistic, sports or advertising work which is not harmful to their safety, health, or development and does not interfere with their attendance at school, vocational guidance or training programmes or capacity to benefit from the instruction received. In order to do so permission must be obtained by way of a **licence** issued on behalf of the Minister for Enterprise, Trade & Employment.

The type of activities for which licence applications are made would typically be television commercials, films or theatre performance that require the presence of a child. The licence sets out the conditions under which the children may be employed, such as general conditions about parental consent, supervision and education arrangements, and the maximum working times and minimum breaks appropriate to each group. The employer should apply in writing for a licence at least 21 days before the employment commences.

Applications should be submitted to:
Employment of Young Persons Licensing Section,
National Employment Rights Authority,
O'Brien Road,
Carlow.
Telephone (059) 9178925

The following documentation can be downloaded from
www.employmentrights.ie

- Protection of Young Persons (Employment) Act 1996 Application Form.
- Protection of Young Persons (Employment) Act, 1996 Note on employing a child by licence under Section 3(2) Theatre Licence.
- Protection of Young Persons (Employment) Act, 1996 Note on employing a child by licence under Section 3(2) Film/TV Licence.

Employment of Foreign Nationals

Foreign nationals working legally in Ireland are entitled to the full range of statutory employment rights and protections in exactly the same manner as an Irish worker.

A non-EEA national, except in the cases listed below, requires an employment permit to take up employment in Ireland (the EEA comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein). It should be noted that it is an offence under the Employment Permits Acts 2003 and 2006 for both an employer and an employee if a non-EEA is in employment without an appropriate employment permit. Employment permit holders can only work for the employer named on the permit.



If the holder of an employment permit ceases, for any reason, to be employed by the employer named on the permit during the period of validity of the permit, the original permit and the certified copy must be returned immediately to the Department of Enterprise, Trade and Employment.

Citizens of non-EEA countries who do not require Employment Permits include:

- a non-EEA national who has obtained explicit permission from the Department of Justice, Equality and Law Reform to remain resident and employed in the State.
- a non-EEA national who has been granted refugee status
- a non-EEA national who holds appropriate business permission to operate a business in the State
- Swiss nationals.

Note: The possession of a PPS (Personal Public Service) number does not automatically entitle a person to work in the state.

Employment Permit information and application forms may be downloaded from **www.entemp.ie/labour/workpermits/**

The Government announced in October 2006 that it would continue to restrict access to the Irish labour market for nationals of Bulgaria and Romania following their accession to the EU on the 1st January 2007. Therefore Bulgarian and Romanian nationals require work permits to work in Ireland.

Full details of the Employment Permits requirements in respect of Bulgarian and Romanian nationals are available on **www.entemp.ie/labour/workpermits/**

Important Notice: Information and applications forms can be downloaded from **www.entemp.ie/labour/workpermits/** and for specific queries you can contact the call centre 1890 201616. The Employment Permits Section cannot facilitate personal callers to the office.

Address:

Employment Permits Section
Department of Enterprise, Trade & Employment
Davitt House
65a Adelaide Road
Dublin 2

Phone/Fax/E-mail Queries:

The Employment Permits Call Centre exists primarily to deal with enquiries from employer and employee applicants.

Call Centre Contact Details:

Phone: (01) 417 5333

LoCall: 1890 201 616*

Email: employmentpermits@entemp.ie

Fax: (01) 631 3268

Phone Lines Open:

Monday to Friday

9:30am – 1:00pm

2:00pm – 5:00pm

* Note that the rates charged for the use of 1890 (LoCall) numbers may vary among different service providers.

Written Terms and Conditions

Whilst the full contract of employment does not have to be in writing, certain terms and conditions of employment must be stated in writing within two months of starting employment. These would typically include the method of calculating pay and whether or not there is a sick pay scheme in operation. (For fixed term employees it would also include in what circumstances their employment will come to an end). The Terms of Employment (Information) Act, 1994 provides an employer must issue their employees with a written statement of terms and conditions relating to their employment within two months of commencing employment. It must include the following:

- The full names of the employer and the employee
- The address of the employer
- The place of work, or where there is no main place of work, a statement indicating that an employee is required or permitted to work at various places
- Job title or nature of the work
- Date of commencement of employment
- If the contract is temporary, the expected duration of employment
- If the contract is for a fixed-term, the date on which the contract expires
- The rate of pay or method of calculating pay
- Whether pay is weekly, monthly or otherwise
- Terms or conditions relating to hours of work, including overtime
- Terms or conditions relating to paid leave (other than paid sick leave)

- Terms or conditions relating to incapacity for work due to sickness or injury
- Terms or conditions relating to pensions and pension schemes
- Periods of Notice or method for determining periods of notice
- A reference to any collective agreements which affect the terms of employment



Pay and Wages

National Minimum Wage: Experienced adult workers in Ireland are entitled to be paid a minimum rate per hour. The current rate is available on NERA's website **www.employmentrights.ie**. There are however, some exceptions to the minimum wage, including those employed by close relatives, those aged under 18 and trainees or apprentices.

There are also certain industries in Ireland where a higher minimum wage applies, these are set out in the relevant REAs and EROs. (see section on Specific Industry Agreements).

Pay Slips: All employees are entitled to receive a pay slip with every payment of wages. This pay slip should show gross wage (wage before deductions) and the nature and amount of each deduction.

Deductions: An employer is allowed to make the following deductions from an employee's wage:

- Any deduction required or authorised by law (e.g. PAYE or PRSI)
- Any deduction authorised by the term of an employee's contract (e.g. pension contributions, or particular till shortages)
- Any deduction agreed to in writing in advance by the employee (e.g. health insurance subscription, sports and social club membership subscription).

Holidays, Breaks, Rest Time

Employers must ensure that employees are given adequate rest. The Organisation of Working Time Act, 1997 sets down the rules governing maximum working hours, daily and weekly rest breaks, annual leave and public holiday entitlements.

Maximum Working Week: The maximum an employee should work in an average working week is 48 hours. This working week average should be calculated over a four-month period. There are however some exceptions to this average period.

Breaks: 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.

There is no statutory entitlement to payment for breaks.

Sundays: If not already included in the rate of pay, employees are generally entitled to a premium payment for Sunday working or paid time off in lieu. In some industries, Registered Employment Agreements (REAs) and Employment Regulation Orders (EROs) may provide additional rest and/or Sunday pay entitlements (see Specific Industry Agreements section).



Holidays and Public Holidays: Holiday entitlements are earned from the date of commencement of employment.

The minimum annual leave entitlement is 4 working weeks paid annual leave per leave year. However, annual leave is accrued based on time worked by the employee. Full-time employees earn one week of paid annual leave for every three months worked. Employees who work 1365 hours in any given leave year have earned their full four week annual leave entitlement at that point, except if it is a leave year in which the employee changes employment.

Part-time employees are entitled to annual leave consisting of 8% of hours worked, subject to a maximum of 4 working weeks in the leave year. Employees are also entitled to nine public holidays during the year, in respect of which an employer may choose to give one of the following four options:

- a paid day off on the day, or
- a paid day off within a month, or
- an extra day of paid annual leave, or
- an extra day's pay.

The following are the nine public holidays in Ireland:

- | | |
|--------------------------|-----------------------------|
| (a) 1st of January, | (e) First Monday in June, |
| (b) St. Patrick's Day, | (f) First Monday in August, |
| (c) Easter Monday, | (g) Last Monday in October, |
| (d) First Monday in May, | (h) Christmas Day, |
| | (i) St. Stephen's Day. |

In order for a part-time employee to qualify for a public holiday, he/she must work at least 40 hours in the 5-week period that immediately precedes the public holiday.

Pay for Public Holidays: If the public holiday falls on a day on which the employee does not normally work, the employee is entitled to one fifth of his/her normal weekly wage for the day.

Protective Leave

Employers are obliged to allow employees (who meet relevant qualifying criteria, if any) to avail of certain statutory protective leaves, such as maternity leave, health and safety leave, parental leave, adoptive leave, and carer's leave. There is specific legislation setting down the rules for each entitlement which can be accessed at the Equality Authority's website

www.equality.ie

Specific Industry Agreements

Employees in certain sectors in Ireland are covered by specific agreements regarding their employment - *Employment Regulation Orders (EROs)* and *Registered Employment Agreements (REAs)*. These agreements deal with the pay and working conditions of the employees in these sectors.

The various agreements on pay and conditions made by *Joint Labour Committees (JLCs)* are known as *Employment Regulation Orders (EROs)*.

A Collective Agreement which results from negotiations between trade unions and employers and has been registered with the Labour Court it is known as a *Registered Employment Agreement (REA)*.

Employers in sectors covered by an ERO or REA are obliged by law to pay the wage rates and provide the conditions of employment prescribed by the orders and agreements.

There are currently 19 EROs in place covering the following industries:

- Agricultural workers
- Aerated Waters and Wholesale bottling
- Brush and broom
- Catering (Dublin and Dun Laoghaire)
- Catering (Other)
- Contract cleaning (Dublin)
- Contract cleaning (other)
- Hairdressing (Cork)
- Hairdressing (Dublin, Dun Laoghaire and Bray)
- Handkerchief and household piece goods

- Hotels (Dublin and Dun Laoghaire)
- Hotels (Other excluding Cork)
- Law clerks
- Provender milling
- Retail, grocery, and allied trades
- Security industry
- Shirtmaking
- Tailoring
- Women's clothing and millinery

There are 46 REA agreements. The following lists the REAs that apply to a sector (as opposed to single enterprises) and where wage rates have been updated in recent years:

- Construction Industry
- Construction Industry/Pension and Sick Pay
- Drapery, Footwear and allied Trades.
- Electrical Contracting Industry
- Printing Industry (City and County of Dublin)
- Drimbawn Mushrooms Ltd and SIPTU
- Wholesale Fruit and Vegetables (Dublin and DunLaoghaire)

Employers in any of the above sectors should ensure that the pay and conditions of their employees are no less favourable than those set out in the ERO or REA.

Summaries of these agreements can be found at www.employmentrights.ie/en/informationforemployers/industryspecificinformation/

The full text of these agreements is available on the Labour Court's website under "JLC/REA rates of pay."

Termination of Employment

Minimum Notice: The Minimum Notice Acts, 1973 to 2005 provide that every employee who has been in the employment of his/her employer for at least 13 weeks is entitled to a minimum period of notice before that employer may dismiss him or her. This period varies from one to eight weeks according to the length of service.

An employer and employee may agree payment in lieu of notice. An employee's minimum notice entitlement is as follows:

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

An employee who has 13 weeks service with his/her employer is obliged to give one week's notice to his/her employer when resigning, unless there is a written contract of employment that provides for a longer period, in which case this notice period must be given.

Employment contracts can be terminated in a variety of ways, such as dismissal, redundancy, or insolvency. Employers should be familiar with the rules relating to termination of employment in any of these contexts. To justify a dismissal, an employer must show that it either resulted from one or more of the following causes:

- a) the capability, competence or qualifications of the employee for the work s/he was employed to do;
- b) the employee's conduct;
- c) redundancy;

- d) the fact that continuation of the employment would contravene another statutory requirement;
- d) that there were other substantial grounds for the dismissal.

Redundancy

A redundancy situation arises, in general, where a job no longer exists and the person is not replaced.

Under the Redundancy Payment Scheme all eligible employees are entitled to a statutory redundancy lump sum payment on being made redundant. An employee is entitled to two weeks pay for every year of service, with a bonus week added on, subject to the prevailing maximum ceiling on gross weekly pay which is €600 with respect to redundancies notified and/or declared on or after 1st January 2005).

An employee must have at least two years continuous service (104 weeks) to qualify for statutory redundancy. An employer who is making an employee redundant must give appropriate notice to the employee according to the length of service under the Minimum Notice and Terms of Employment Acts 1973 – 2005 or the employees contract.

However, notice of redundancy is only required two weeks before the termination of employment and must be given in writing. This can be done either by using Part A of the RP50 form (see below) or by informing the employee in writing of the redundancy. The employee should not sign Part B of the RP50 form until they have actually received their redundancy payment. For more information including how to calculate redundancy entitlements using the redundancy calculator, log onto

www.entemp.ie/employment/redundancy/

Rebate from the Social Insurance Fund

A claim may be made on the Social Insurance Fund in respect of redundancy in certain circumstances by employers and employees, using the RP50 form (SIF). The RP50 form is used by the employer to claim 60% rebate from the Social Insurance Fund (SIF) It may also be used by the employee to claim redundancy payment from the Social Insurance Fund (SIF) in situations where the employer cannot pay. It may be part completed online at www.entemp.ie/employment/redundancy/ printed down for signature.

The completed form should be forwarded to the Redundancy Payments Section, at the Department of Enterprise, Trade and Employment.

Redundancy Payment Section,

Department of Enterprise, Trade and Employment
Davitt House
65A Adelaide Road
Dublin 2

For details on specific claims already submitted contact the Redundancy Payment Section of the Department of Enterprise Trade and Employment directly by dialling 01 631 2121 and ask for Redundancy payments section along with the business county location or check the direct line extensions on www.entemp.ie/employment/redundancy/.

To check the status of a rebate claim contact the Redundancy Payment Section of the Department of Enterprise Trade and Employment directly by dialling 01 631 2121 and ask for Redundancy payments section along with the business county location. Direct line extensions are updated regularly at www.entemp.ie/employment/redundancy/.

Code of Practice for Grievance and Disciplinary Procedures

In places of employment the establishment of certain policies and procedures, such as discipline and grievance, dignity at work (including bullying and harassment) policies, is considered necessary, while the establishment of others, such as data protection and absence policies, is considered best practice. This will vary in importance for employers depending on the type of business involved.

A number of organisations, including the Labour Relations Commission, the Health and Safety Authority and the Office of the Revenue Commissioners have produced codes of practice which may be useful for employers. (See “Useful contacts” in Appendix 1)

There are a range of other matters which must also be considered when employing people, including tax and social welfare, pensions, equality, data protection and health and safety issues. Contact information on the organisations that can assist employers with such matters is available in Appendix I to this booklet).

APPENDIX I: Organisations that can assist with employment issues

Citizen Information Board

CIC/CIB provides comprehensive information on all aspects of public services and entitlements for citizens in Ireland.

www.citizensinformation.ie

Telephone: 1890 777121

Construction Industry Monitoring Agency (CIMA)

CIMA monitors compliance with the construction industry pension scheme.

www.monagency.ie

Telephone: (01) 852 4100

Companies Registration Office

The CRO holds company information, incorporates and registers business names, enforces the Companies Acts in relation to filing obligations and makes certain information available to the public.

www.cro.ie

Telephone: (01) 804 5200

Data Protection Commissioner

The Data Protection Commissioner protects the right to privacy under the Data Protection Acts and provides information on individuals' rights and organisations' responsibilities.

www.dataprotection.ie

Telephone: (057) 868 4800

The Department of Enterprise, Trade and Employment

The Department of Enterprise, Trade and Employment's mission is to work for Government and the people to equitably grow Ireland's competitiveness and quality employment.

www.entemp.ie

Telephone: (01) 631 2121

Redundancy Payments Section

www.entemp.ie/employment/redundancy/

Telephone: (01) 631 2121

Work Permits Section

www.entemp.ie/labour/workpermits

Telephone: (01) 417 5333

Department of Social and Family Affairs

The Department of Social and Family Affairs is the Government Department responsible for promoting a caring society through ensuring access to income support and other services, enabling active participation, promoting social inclusion and supporting families.

www.welfare.ie

Telephone: 1890 66 22 44

Scope Section, Department of Social and Family Affairs

The functions of Scope Section are to give decisions and information on the insurability of employment in accordance with the law.

Telephone: (01) 6732585

Employment Appeals Tribunal

The Employment Appeals Tribunal is an independent body established to provide a speedy, inexpensive and relatively informal means for adjudication of disputes on employment rights.

www.eatribunal.ie

Telephone: (01) 631 3006

Equality Authority

The Equality Authority is an independent body set up under the Employment Equality Act to promote equality and address discrimination in organisations and society.

www.equality.ie

Telephone: (01) 417 3333

local number: 1890 245 545

The Equality Tribunal

The Equality Tribunal is the impartial forum to hear or mediate complaints of alleged discrimination under equality legislation. It is independent and quasi-judicial and its decisions and mediated settlements are legally binding.

www.equalitytribunal.ie

Telephone: (01)4774100

Health and Safety Authority

The Health and Safety Authority is the state sponsored body in Ireland with responsibility for securing safety, health and welfare at work.

www.hsa.ie

Telephone: (01) 614 7000

local number: 1890 245 545

Labour Court

The Labour Court provides a free, comprehensive service for the resolution of disputes about industrial relations, equality, organisation of working time, national minimum wage, part-time work and fixed-term work matters.

www.labourcourt.ie

Telephone: (01) 613 6666

Labour Relations Commission

The Labour Relations Commission (LRC) encourages employers and trade unions to use consultation and negotiation procedures to resolve disputes which may arise in individual employments.

www.lrc.ie

Telephone: (01) 613 6700

Rights Commissioners

Rights Commissioners operate as a service of the LRC and are independent in their functions. Rights Commissioners investigate disputes, grievances and claims that individuals or small groups of workers refer under the following legislation.

www.lrc.ie

Telephone: (01) 613 6700

Office of the Revenue Commissioners

The Revenue Commissioners role is the assessment and collection of taxes and duties.

www.revenue.ie

Telephone: (01) 865 5000 or (01) 647 4444

Pensions Board

The Pensions Board monitors the Pensions Act; protects the interests of company pension scheme members and PRSA contributors; and encourages pension provision.

www.pensionsboard.ie

Telephone: (01) 613 1900

The Private Security Authority

The Private Security Authority, is the statutory body with responsibility for licensing and regulating the private security industry in Ireland.

www.psa.gov.ie

Telephone: (062) 31 588/31 589/31 591

Email: info@psa.gov.ie

There are a range of Employer Representative Bodies and Trade Unions who provide information, advice and advocacy in the area of employment legislation:

Irish Congress of Trade Unions

www.ictu.ie

Telephone: (01) 8897777

Irish Business and Employers Confederation

www.ibec.ie

Telephone: (01) 6051500

Small Firms Association

www.sfa.ie

Telephone: (01) 6051500

Irish Small and Medium Enterprises Association

www.isme.ie

Phone:(01) 662 2755

APPENDIX II: Useful Publications

- Guide to Labour Law (2007)
- Revenue Commissioners Code of Practice for Determining Employment of Self-Employment status of Individuals
- Information on Holidays and Public Holidays Organisation of Working Time Act, 1997: Explanatory Booklet
- The Organisation of Working Time Act, 1997 Explanatory Leaflet for Employers and Employees
- Organisation of Working Time Act, 1997. Sunday premium/Provision of Information/Zero Hours: Explanatory Leaflet for Employers and Employees
- Organisation of Working Time Act, 1997. Code of Practice on Compensatory Rest Periods: Explanatory Booklet
- Organisation of Working Time Act, 1997. Code of Practice on Sunday Working in the Retail Trade
- Code of Practice for Protecting Persons Employed in Other People's Homes: Explanatory Booklet
- Health and safety Authority's Code of Practice for Addressing Bullying in the Workplace
- Payment of Wages Act: Explanatory Booklet for Employers and Employees
- Detailed Guide to the National Minimum Wage Act, 2000
- Terms of Employment (Information) Act, 1994 and 2001: Explanatory Booklet for Employers and Employees
- A Guide to the Industrial Relations Act , 1990
- A guide to the Employees (Provision of Information and Consultation) Act 2006

- Unfair Dismissals Acts, 1997 to 2007: Explanatory Booklet for Employers and Employees
- Protection of Employees (Fixed-Term Work) Act, 2003: Explanatory Booklet for Employers and Employees
- Protection of Employees (Part-Time Work) Act, 2001: Explanatory Booklet for Employers and Employees
- Protection of Young Persons (Employment) Act, 1996: Guide for Employers and Employees
- Protection of Young Persons (Employment) Act, 1996. Summary of main rules on employing people under 18
- Code of Practice concerning the employment of young persons in Licensed Premises
- Guide to the Redundancy Payments Scheme
- Minimum Notice and Terms of Employment Acts, 1973 to 2001: Explanatory Leaflet for Employers and Employees
- Carer's Leave Act, 2001: Explanatory Booklet for Employers and Employees
- European Communities (Protection of Employees on Transfer of Undertakings) Regulations, 2003: Explanatory Booklet for Employers and Employees
- Code of Practice Dispute Procedures including in Essential Services
- Guide to the Insolvency payments scheme: Explanatory Booklet
- Guidelines for Employees, Employers and Practitioners appearing before the Employment Appeals Tribunal
- Many of the above publications are available to download from the National Employment Rights Authority's website: **www.employmentrights.ie**