

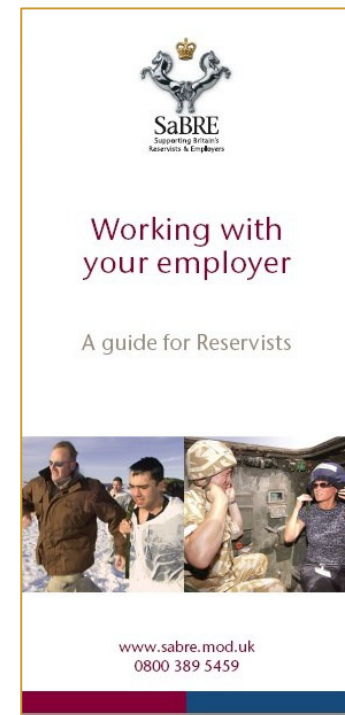
Note to presenters

This is a summary version of the presentation “An introduction for Reservists”, which is also provided on the SaBRE “Working with your employer” CD.

This summary version is intended for use as a refresher lesson or to update Reservists who may be out of touch with current arrangements.

It is, of course, only a template and may benefit from some tailoring to reflect your Unit’s particular circumstances.

The leaflet “Working with your employer: a guide for Reservists” should be handed out at the end of the presentation.



Working with your employer

A summary for Reservists



Contents of this presentation

- Why your employer matters
- Telling your employer that you are a Reservist
- The benefits of employing a Reservist
- Your employer's rights
- Your rights
- Developing your employer's support
- Sources of help for you and your employer

Why your employer matters

- Some **contracts of employment** require you to obtain your employer's permission before taking other paid work
- To attend evening and weekend training, you may have to **leave work early or change shifts**
- Many employers give **extra time off** for training or Annual Camp – but it is entirely up to them whether they do so
- If you are **mobilised**, employers have the right to apply for it to be cancelled or postponed, irrespective of what you want
- When you are mobilised **you need your mind on the job** – not worrying about whether your employer is supporting you

Telling your employer you are a Reservist: preparation

- Under the “Employer Notification” system, **your employer will (except in exceptional circumstances) be told that you are in the Reserve Forces – and it is better that the news comes from you first** rather than through the official letter from your Unit
- Read the materials available (described later) so that you **understand the key issues** related to employing a Reservist
- Check whether your employer has any **written policies** relating to the Reserve Forces or other similar activities
- Check your **contract of employment** (if you have one) for any conditions on taking additional paid employment
- Check whether there is any information about your employer on the **SaBRE website** (www.sabre.mod.uk)
- Ask your Unit for **advice** if you have any questions or concerns

Telling your employer you are a Reservist: **what to cover**

- The **benefits** to your employer of the training you receive
- The important **roles** of the Reserve Forces (including providing support for the UK emergency services in the case of a major incident)
- The **safeguards** for employers – their rights
- Your employer's **obligations** – your rights
- Sources of **information and advice** for your employer

Finally, remember that the UK's Armed Forces are widely respected and that being a member of them should be something of which you are proud

Benefits of employing a Reservist

- You may be able to obtain **qualifications** useful to your employer (in driving or first aid, for example)
- Many employers see supporting members of the Reserve Forces as part of their **social responsibility**
- However, the main benefits are in the “**soft skills**” which are developed through your training and experience while mobilised
 - **team-working**
 - **self-confidence**
 - **communication**
 - **leadership**
 - **management**

Your employer's rights

- If you are called-up for mobilisation, your employer can apply for your mobilisation to be **cancelled or postponed** if your mobilisation will cause serious harm to the business or organisation – your employer **does not need your agreement** to do this
- If you are mobilised, your employer can **claim most costs** incurred back from the Ministry of Defence, including one-off and ongoing costs
- Employers **cannot claim** for any “consequential losses”, such as a loss of sales – if your employer thinks that this is a serious issue they should apply for an exemption or deferral

Your rights

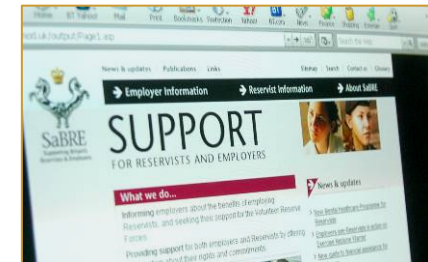
- It is a **criminal offence to dismiss you** because you are in the Reserve Forces – although you could be disciplined by your employer for being in **breach of contract** if your terms of employment specifically say that you can't be in the Reserve Forces or take other paid work
- When you are demobilised, your employer is legally required to **give you your job back** or, if this is not practicable, offer you a reasonable alternative
- While you are mobilised, the MOD will pay you **either your military or civilian rate of pay**, whichever is the higher, so there is no need for your employer to continue paying you anything while you are mobilised – and you can also claim for any benefits you lose

Developing your employer's support

- If you want time off for training, or need to rearrange shifts, make sure you arrange it with your employer **as far in advance** as possible
- If your employer has any **questions or wants to know more**, either provide the information yourself or direct them to one of the sources of help we'll cover next
- If your employer is interested, **make use of events** such as employers' visits to training (details of which should be available from your Unit) to give them a better understanding of the Reserve Forces

Sources of help: SaBRE's website

- SaBRE (Supporting Britain's Reservists and Employers) is the Ministry of Defence campaign which supports the relationship between Reservists and their employers
- SaBRE's website (www.sabre.mod.uk) provides a wide range of information and publications for Reservists and for employers
- It includes a list of some supportive employers, showing whether they have a written policy on Reservists and whether they provide time off for Annual Camp



Name	Head Office	Time Off	HR Policy
SABMiller plc	Woking	YES	YES
Sage (UK) Limited	Newcastle upon Tyne	YES	YES
Sainsbury's Supermarkets	London	YES	YES
SCC plc	-	NO	NO
Scottish + Newcastle	Edinburgh	YES	YES
Scottish and Southern Energy	Perth	YES	NO
Serco Group Plc	Hook	-	YES
Severn Trent Water Ltd	Birmingham	YES	NO
Shell (UK)	-	YES	YES

Sources of help: help with specific problems

- For more specific issues, relating to your particular case, you should start by asking your **chain-of-command** for assistance
- Within each Unit there should be an **officer with responsibility for employer support** who can provide further help and advice – he or she is able to draw upon additional specialist support (including legal advice, SaBRE, senior officers and other employers) if required
- You, your unit or your employer can also
 - call SaBRE's confidential helpline (**0800 389 5459**)
 - ask the **Regional SaBRE Campaign Director** (RSCD) for your area for help, including telephone or face to face discussions with your employer if required (their contact details are on the SaBRE website or available from SaBRE's helpline)

Summary

- The better informed your employer is, the more supportive they are likely to be
- Talk to your employer about the benefits, rights and obligations associated with employing a Reservist
- Take time to prepare before talking to your employer
- Make sure that your employer knows about SaBRE, including the website and helpline
- If you have any concerns, talk to your chain-of-command or to SaBRE



SaBRE
Supporting Britain's
Reservists & Employers

www.sabre.mod.uk

0800 389 5459