



NEWSLETTER

OCTOBER 2006

In this month's newsletter we cover:
Age Legislation, Employment statistics, Your Questions Answered,
Assessment Centre and **Stop Press** information on joining us on a
Personal Development Workshop

AGE LEGISLATION

October 1st saw the implementation of the Employment Equality (Age) Regulations 2006.

Discrimination can occur in three ways:

- **Direct Discrimination.**
 - This occurs when a person is treated less favourably than another on the grounds of their age and less favourable treatment cannot be justified.
- **Indirect Discrimination.**
 - This is where requirements, conditions, standards or tasks are stipulated which are not reasonable to expect with reference to a person's age.
- **Victimisation.**
 - This occurs when a person is treated less favourably or suffers a detriment on the grounds of their age because they have brought proceedings under the Age Discrimination Act, given evidence at an employment tribunal, complained to the company or assisted with a complaint made by another employee.

To avoid discrimination claims the following practices must be enforced:

- All HR policies and procedures must be free from discrimination.
- Recruitment must be based on the skills, behaviours and abilities to do the job. For example, job descriptions, person specifications and advertising.
- Advertise all vacancies in more than two media.
- Selection of candidates must be based on merit by focusing on the evidence obtained during the selection process, e.g., the candidate performance.

- o Maximum for breach of contract £25,000
 - o Limits for pay awards – per day £18.90
 - o Limits for pay awards – per week £290
- Minimum hourly wage rates:
 - o Aged 22 and over £5.35
 - o Aged 18 to 21 years £4.45
 - o Aged 16 to 18 years £3.30
- Statutory Maternity Pay:
 - o Paid for 26 weeks as follows:
 - 90% of the employee’s average weekly earnings, with no upper limit for the first 6 weeks.
 - £108.95 or 90% of average weekly earnings if the 90% is less than £108.95 for the remaining 20 weeks.
- Statutory Paternity Pay:
 - o Paid for 2 weeks as follows:
 - £108.95 or 90% of the employee’s average weekly earnings if the 90% rate is less than £108.95 (subject to qualification).
- Trade Union
 - o The minimum award for employees who are excluded or expelled from a trade union is £6,300.
- Statutory Redundancy Pay:
 - o The maximum payment is 30 weeks or £8,700.
 - o Employee must have worked for 2 continuous years with the same employer and from the age of 18 years.
 - Calculations for pay are (still) dependant upon age.

For further details contact us at: lyn@lynchr.co.uk or visit www.lynchr.co.uk

Your Questions Answered

At Lync HR Limited we want to help you manage your people effectively. We will share real questions and answers that have been brought to our attention, obviously not disclosing your identity.

This month we have a question that an employer asked us regarding probationary periods

Question: An employee's probationary period is due to end next week and we have planned a review meeting with them. They are now on sickness leave for two weeks. Can we extend the probationary period?

Answer: Yes. The probationary period can be extended. Ensure you write to the employee and tell them why the probationary period is being extended and set a new review date.

ASSESSMENT CENTRES

Did you know that at LYNC HR Ltd we can assist you with the selection of technical and managerial employment positions? We can design assessment centres to test the skills, abilities and behaviours of your preferred candidates.

Our assessment centres can include a variety of exercises including:

- Group exercises aligned to a typical business situation
- Personality profiling
- Ability and aptitude testing
- and more

We can provide up to the minute documentation for your recruitment & interview needs, including:

- Interview Question templates
- Scoring sheets
- Interview records forms
- Medical questionnaire
- Recruitment feedback questionnaire
- Application Forms
- Job Description template
- Reference templates
- AND MANY MORE

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+++++ STOP PRESS +++++

PERSONAL DEVELOPMENT

WORKSHOP

+++++LAST FEW PLACES REMAINING +++++

Fantastic opportunity to join us on a two day Certification Course which introduces the concept of TETRAMAP – Be equipped with materials, manuals, power-point presentation slides and certification to include in your own training events.

Warwick University

15th & 16th November 2006

Register on line using website link: www.tetramap.com/go?uk

Or direct with lyn@lynchr.co.uk

TetraMap is a holistic approach that uses the 4 elements to identify individual strengths and behavioural styles.

Earth, Air Water Fire

TetraMap helps us consider the value of a balanced, more holistic perspective; whether it is to improve relationships, strengthen teamwork, clarify a corporate vision, or provide a framework for organisational development.

- Certification course is 2 full days
- Refreshments and lunches included
- Context that optimises learning
- Fees: usually £790 +vat
- **Discount when booked through LYNC HR at £250 per day +vat**



This newsletter is sent to you by-monthly and includes useful information about employment legislation changes and top tips on an employment subject in a concise form. Further advice must be sought before any subsequent action is taken. The information published is without responsibility on our part for loss occasioned to any person acting or refraining from action as a result of information published herein. We welcome your feedback and views so please feel free to email us at: lyn@lynchr.co.uk

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