UNISON Equal Pay CASE FORM

Local Government Single Status

FOR MEMBERS, STEWARDS, BRANCHES & REGIONS

A. Name

B. Employer

C. Date of change

Version: February 2008

Notes to help you complete this form

Please read the guidance notes alongside the Case Form. Answering all of the questions now will ensure that UNISON has enough information to advise and assist you, and will avoid any delays. The completed Case Form will also help us monitor our casework support to members.

To the member Please complete sections 1-9.

There are guidance notes to help you fill in this form.

Please complete the form in block capitals and please complete all sections

When you have completed the form pass this form to your UNISON region, details in the box below.

Equal Pay Unit
UNISON Regional Office
24 Livery Street
Birmingham
B3 2PA

Conditions for providing assistance

IMPORTANT! Please read the following *conditions for providing assistance*. You should only sign the declaration in section 9 if you agree to all of these conditions

- UNISON seeks to provide members with the best possible advice and assistance. UNISON will determine who is the most appropriate representative to assist you in your case.
- At all times you will be kept informed about the progress of your case and no decision will be made on your behalf without first consulting you. You do not have to accept the advice of your UNISON representative, but you should understand that support will be withdrawn if you do not do so. You have the right to complain or against such a decision if you are dissatisfied and should do so by writing to your Regional Secretary.
- UNISON representation is provided on the understanding that UNISON is your only representative. If you are seeking advice from a third party, UNISON reserves the right to withdraw continued assistance to you.
- While UNISON is assisting you, you must remain a fully paid up member. If you need more information about how to make subscription payments, please contact your branch secretary who will be able to assist you.

- UNISON is proud of our record of achievements on behalf of our members. Publicising our successes reminds employers of their responsibilities, and encourages more people to join UNISON. UNISON therefore reserves the right to use the details of your case and outcome in publicity or case study/learning material, although your name would only be used with your permission.
- UNISON representatives and members are required to treat one another with respect and dignity. Failure to do so by a UNISON representative entitles you to make a complaint to your Branch Secretary. Failure to do so by yourself may lead to UNISON assistance being withdrawn from your case.

To the branch and region

This CASE form has been designed to collect information from members regarding equal pay claims arising from single status negotiations. Its intention is to gather key facts to enable the union to move forward on the claim regardless of the local circumstances. Regions should process this form using guidance available from the centre and their regional equal pay contact.

PLEASE COMPLETE IN BLOCK CAPITALS

1.	Mem	nbersh	ip details				
Mem Num	bership ber	1.1		lf you joir		within the last 13 weeks give the date you joined	1.2
2.	2. Member's correspondence details						
Title 2.1	2.2 F	irst Name		2.3 Initial(s)	2.4 Surnar	me	
2.5 Add	ress 1						
Address	s 2						_
2.6 Tow	n/City						
2.7 Cou	nty					2.8 Postcode	
3.	Mem	nber c	ontact details				
3.1 H	ome telep	hone numb	per		3.2 Work telep	phone number	
3.3 M	obile telep	ohone num	ber		3.4 Work extension number		
3.5 H	ome emai	l address			3.6 Work email address		
3.7 V	oice/Text	number					
4.	Men	nber p	ersonal detail	S			
4.1 Da	ate of birth	า	4	.2 National Insuranc	e Number		4.3 Gender
							Male Female
4.4 D disab	o you hav ility?	e a	Please state any access	ss needs			1
Yes	. □ N	o 🗌					
4.5 Ethnic origin (please tick one box only)							
	Banglade	shi 🗌	Chinese		Indian	Pakistani _	
	Asian	UK 🗌	Asian other				
I	Black Afric	can 🗌	Black Caribbean	Bla	ack UK 🗌	Black other	
	White	UK 🗌	Irish [White	e other		

5. Member Employment Details – First job FILL IN ONE SHEET FOR ALL CURRENT JOBS AND ANY JOBS WHICH HAVE BEEN SUBJECT TO A TUPE TRANSFER AND ANY JOBS THAT YOU HAVE LEFT IN THE LAST SIX MONTHS AND FOR WHICH YOU THINK YOU HAVE AN EQUAL PAY CLAIM

You should provide a copy of your contract of employment / letter of appointment and job description and if possible, a copy of your last 3 wage slips for each position held.

5.1 Name of employer	
5.2 Place of work	
5.3 Job title	
5.4 Start date	
5.5 Leaving date / date of any change to your contract	Leaving dateStill doing this job
	Reason for leaving
	Date of contract change
5.6 Payroll number	
5.7 Gross pay (before tax and deductions)	Hourly rate £ Annual salary £
	Weekly wage £
5.8 Grade	
5.9 Spinal column point	
5.10 No. of hours worked per week	
5.11 Employment status	Permanent
5.12 Employment type	Full Time Part Time Job Share
5.13 Do you work in a school?	Yes No If yes, is this school voluntary aided or a foundation school? Yes No
5.14 Has this job been TUPE transferred to a different employer?	Yes No No stransfer and the name of your previous employer
5.15 Have you signed any agreements with your employer on single status or equal or received any compensation payments?	Yes No No If yes, please give details and please provide copies of any agreements.

6. Member Employment Details – Second Job
IF YOU HAVE MORE THAN ONE CURRENT JOB (OR JOB WHICH HAS BEEN SUBJECT TO A
TUPE TRANSFER OR, JOB THAT YOU HAVE LEFT IN THE LAST 6 MONTHS) FOR WHICH YOU
WISH TO MAKE A CLAIM, PLEASE FILL IN THE DETAILS HERE. IF THIS BOX DOES NOT APPLY
TO YOU PLEASE LEAVE BLANK AND GO TO SECTION 8 (PAGE 8)

You should provide a copy of your contract of employment / letter of appointment and job description and if possible, a copy of your last 3 wage slips for each position held.

6.1 Name of employer	
6.2 Place of work	
6.3 Job title	
6.4 Start date	
6.5 Leaving date / date of any change to your contract	Leaving date
	Date of contract change
	No changes to my contract What were the changes to your contract
6.6 Payroll number	
6.7 Gross pay (before tax and deductions)	Hourly rate £ Annual salary £
	Weekly wage £
6.8 Grade	
6.9 Spinal column point	
6.10 Number of hours	
worked per week 6.11 Employment status	Permanent
6.12 Employment type	Full Time Part Time Job Share
6.13 Do you work in a school?	Yes No No If yes, is this school voluntary aided or a foundation school? Yes No No I
6.14 Has this job been TUPE transferred to a different employer?	Yes No No If yes please provide the date of transfer and the name of your previous employer
6.15 Have you signed any agreements with your employer on single status or equal or received any compensation payments?	Yes No No If yes, please give details and please provide copies of any agreements.

7. Member employment details — Third job
IF YOU HAVE MORE THAN ONE CURRENT JOB (OR JOB WHICH HAS BEEN SUBJECT TO A
TUPE TRANSFER OR, JOB THAT YOU HAVE LEFT IN THE LAST 6 MONTHS) FOR WHICH YOU
WISH TO MAKE A CLAIM, PLEASE FILL IN THE DETAILS HERE. IF THIS BOX DOES NOT APPLY
TO YOU PLEASE LEAVE BLANK AND GO TO SECTION 8 (PAGE 8)

You should provide a copy of your contract of employment / letter of appointment and job description and if possible, a copy of your last 3 wage slips for each position held.

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7.1 Name of employer	
7.2 Place of work	
7.3 Job title	
7.4 Start date	
7.5 Leaving date / date of any change to your contract	Leaving dateStill doing this job
-	Reason for leaving
	Date of contract change
	No changes to my contract
	What were the changes to your contract
7.6 Payroll number	
7.7 Gross pay (before tax and deductions)	Hourly rate £
,	Annual salary £
	Weekly wage £
7.8 Grade	
7.9 Spinal column point	
7.10 Number of hours	
worked per week	Downson on the Composition of th
7.11 Employment status	Permanent ☐ Temporary ☐ Fixed Term Contract ☐ Casual ☐
7.12 Employment type	Full Time Job Share
7.13 Do you work in a school?	Yes No No If yes, is this school voluntary aided or a foundation school? Yes No
7.14 Has this job been TUPE transferred to a different employer?	Yes No No Services
7.15 Have you signed any	Yes No No
agreements with your employer on single status or equal or received any	If yes, please give details and please provide copies of any agreements.
compensation payments?	

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8. Previous postions (Complete if applicable)

Please list all previous jobs with your current employer, going back 6 years. Include all changes in job title/grade due to promotion. Please continue on an additional sheet if necessary. Please include your membership number on any additional sheet.

8.1 Job Title and Place of Work	8.2 Grade	8.3 Spinal column point	8.4 Date Started	8.5 Date Finished	6.6 Reason for finishing eg Compulsory transfer, left voluntarily, voluntarily applied for new post

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9. Remedy sought (by member) – The following standard wording is being used to cover all requests for assistance with equal back pay:

9.1 Consider the merits of a potential equal pay claim and lodge a claim with an employment tribunal if appropriate.					
I accept that there is not a binding commitment by UNISON to pursue such a	claim.				
9.2 Has anyone other than UNISON advised or acted on your behalf in relation to ed	· · · — —				
*If yes, please give name and organisation of who has advised/acted and give or action(s) taken	brief details of advice given				
9.3 Name					
9.4 Organisation					
9.5 Action taken					
10. Declarations					
I confirm that I have read and agree to UNISON's conditions of assistance at the be that the contents of this form are a correct record of events, and I agree to this inforparty in respect of any action. UNISON is registered under the Data Protection Act	mation being shared with a third				
*Please note that there are strict time limits associated with making an equal pay claim. It is YOUR RESPONSIBILITY to keep UNISON informed of any changes to your employment, including any changes you may have in the future. Time begins to run from the date your employment comes to an end for any reason, such as resigning or retiring. Time also runs from the date of a change of job with the same employer. The six month time limit can also be triggered when there is a change of contract with the same employer, such as when your terms and conditions of employment have changed whether or not you were required to sign a new contract. For example, this may simply be a change of hours. Time may also run where you continue in the same job but your job is transferred to a new employer (sometimes known as TUPE transfer). Appendix B of the guidance notes contains further information about time limits.					
10.1 Signature of member	9.2 Date of member's signature				
us a Any other information					
10.2 Any other information					

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10.3 List of documents attached:					
Pay slips					
Contracts of employment					
Letter of appointment					
Job description	on 🗌				
Other docume	ents Please specify				
44 Detelle	of action taken by the Denie	•			
11. Details	of action taken by the Regio	1			
Date form rece	eived				
Date grievance	e lodged				
Date logged on CASE					
Additional info	ormation (if appropriate)				
Additional information (ii appropriate)					
FILE NUMBER	FOR REC	SIONAL OFFICE USE ONLY			
CASE TYPE		SUB TYPE			