



## What is happening at Remploy – the future

### News from the 9 May 2013

We are the **Employee Helpline**. We give help and advice on lots of different things. We are here for people who work for Remploy.

### What is happening now



We get a lot of telephone calls from people asking questions. This is because things are changing at Remploy. In Stage 2 of the changes some factories may close and some people might lose their jobs.

Here is a list of things that people are asking. We hope the list includes things you want to know about. We are updating it regularly.



This is the most up-to-date list of things that people want to know. It has questions and answers in it to do with things changing. We made these updates after we knew what was happening to Remploy.

You can look at the other questions that people are asking if you want to.



If you want to know something that is not on the list, you can get in touch with someone in our team. You can do this by calling these numbers **0800 028 6257** this is a Freephone number so you do not have to pay or you can

Telephone **0116 281 9996**



Or you can

Email: [employee.helpline@remploy.co.uk](mailto:employee.helpline@remploy.co.uk)

Type Talk: **0116 281 9857**

## Things people want to know about Early Release



### How long do I get to ask if I can leave Remploy early?

You can ask to leave Remploy early if you think you might lose your job anyway. Your job might be at risk if a new owner does not take over where you work.

### Who decides if I can leave early?

Alan decides things for people who work for **EB**.



Jean and Nigel decide things for people who work for **CS**. They decide whether our business will be affected if you leave.

**If I ask to leave early then can I leave next week?**



If you ask to leave early and we say this is OK then yes – you can do this. You need to tell us a week before you want to go.

**If I ask to leave early and you say NO can I still leave next week?**

If we say you cannot go but if you still want to then you will have to work your **notice**. **Notice** is time you have to work before you can leave a job.

**How long will it take to decide if I can leave?**

We can decide things like this in about 2 days.

**What happens if my manager says I cannot leave early?**

If your manager says you cannot leave early, then Alan, Jean or Nigel will still have to decide on this. They will look at both sides of things before they decide what happens.



## If they say I can leave early, what meetings do I go to?



You will need to go to 2 meetings.

## Can I have someone with me at the meetings?

Yes you can have someone from your union or someone you work with. You can also ask someone in your family or a carer.



## Can I change my mind about leaving early and when do I have to do it?

You can change your mind but you have to do this in one of your meetings.

## If I leave early does this change how much redundancy money I get and do I have to pay tax?



You will only get half of your **redundancy money**. You do not have to pay tax on this money if it is less than **£30,000**.

## What will the paperwork say if I leave early?

If we say you **can** leave early then your papers will say this is redundancy.

If we say you **cannot** leave early then we will write a special letter to tell you more about the



money you will get. You will only get **half** your redundancy money if you still decide to leave.

**If I leave early will I have to wait for my redundancy money until things are decided about the future of Remploy?**

You will get all your money we owe you in your last pay packet.

**Things people want to know about selling some of our businesses**

**How many people might be going to lose their job?**

875 employees are at risk of being made **redundant**. **Redundant** means they might lose their job. 682 of the employees are disabled.

We are doing our best to help them move into new jobs. We are asking other groups and people to say if they want to take over a Remploy business.

On **30 April 2013** we found out we could not find anyone to take over the factory in **Huddersfield**. This business will have to close. We are talking to all the people who work there to ask them what they think. We will do our best to give them support and help them find new jobs.





## Which employees are going to lose their jobs?

31 employees might lose their jobs at **Automotive Textiles** in **Huddersfield** – 28 of these employees are disabled.

These people might be made **redundant**.

## Why are things different for the Automotive business?



We think that **Automotive** can keep going as a business. It can run without any support from the government. We hope the factories in **Coventry**, **Birmingham** and **Derby** will find a buyer.



We wanted to give every factory the best chance to find a new owner. This has not happened at **Automotive Textiles** in Huddersfield which is not able to keep going. We are sorry but this factory will have to close.

## Automotive business

We are hoping that a new owner will take over this business. We have asked them to send in their **Best and Final Offers**. We will decide what will happen in early June. People who work here are not at risk of being made **redundant**.



## Furniture business

We have had some **bids** in for this business. We are looking at the **Best and Final Offers**. We hope we can tell you more about what will happen by the end of May.



### **CCTV business**

We have had some **bids** in for this business. We are looking at the **Best and Final Offers**. We hope we can tell you more about what will happen by the end of May.

### **Frontline textiles**



We have had some **bids** for this business. We are asking the interested groups to send us their **Best and Final Offers** - this means they really want to take over these businesses.

We are asking the people who send us the best bids to talk more to us. If the talks go well, we will try to sort everything out by August 2013.

### **Marine textiles**

We have had some **bids** for this business. We are asking the interested groups to send us their **Best and Final Offers** - this means they really want to take over these businesses.

We will ask the people who send us the best bids to talk more to us. If the talks go well, we will try to sort everything out by August 2013.



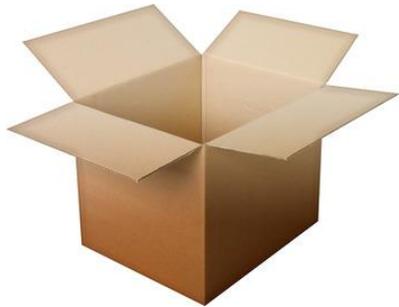
## E-cycle factories



We have had some **bids** for this business. We are asking the interested groups to send us their **Best and Final Offers** - this means they really want to take over these businesses.

We will ask the people who send us the best bids to talk more to us. If the talks go well, we will try to sort everything out by **August 2013**.

## Packaging



We have had some **bids** for this business. We are asking the interested groups to send us their **Best and Final Offers** - this means they really want to take over these businesses.

We will ask the people who send us the best bids to talk more to us. If the talks go well, we will try to sort everything out by August 2013.

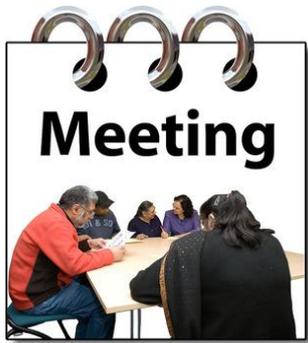
## What is going to happen to Employment Services?



We are looking at all the ways we can stop getting support from the government and do things on our own.

We do not know what the full plan will be or what will happen in the future.

We have not decided what will happen to **Employment Services**. We will keep working with the government until we see if we can stop getting support from them. When we know what is happening, we will tell you.



## When do I find out what is happening in the future?

If you work at the Huddersfield factory, your manager will ask you to have a meeting called an **IC1**. In the meeting they will tell you what is going to happen next and tell you about support you can get. They will tell you about support you can get to find another job.



We will look at all the ways we can stop people being made redundant. We will let you know if there are any jobs coming up in other Remploy factories.

## Factories that might keep going

We have had some bids from new owners we think might work out for these factories

**E-Cycle**  
**Frontline Textiles**  
**Marine Textiles**  
**Packaging**

We are waiting to see what might happen with the **Best and Final Offers**.

We want to sort everything out by the middle of August.

We are getting help with this work from **KPMG**. They are helping us to sell some of your businesses. You can ask your manager more



about this. If you have any questions you can talk to someone at the **Employee Helpline** on

**0800 028 6257** - this is a Freephone number so you do not have to pay



### **Why can some of our businesses not keep going?**

We thought we could keep all our businesses going. We wanted to give every business the best chance. We are sorry this has not worked out for everyone.



### **Can I buy a sewing machine from where I have been working?**

You need to email

**[business.enquiries@remploy.co.uk](mailto:business.enquiries@remploy.co.uk)**



They will keep a list of everyone who wants to buy things like a sewing machine. They will wait to see if the business is going to be taken over by someone else. If this does not happen then they will get back to you. You might be able to buy the sewing machine.



### **Things people want to know – TUPE**

## What is TUPE?

**TUPE** is when a new business takes over but the employees that work there

- move to the new business
- keep the same **terms and conditions** – **terms and conditions** are rules and rights to do with your job and where you work

We will send a leaflet to your house to tell you more about TUPE. We are holding some workshops too. We will do as much as we can to tell you about **TUPE**.

## When does TUPE happen?

**TUPE** happens in **2 ways**

1. When a business is taken over and a new employer takes over. The employer keeps the same staff and does the same job.

2. The **service** changes – for example the work is done by a new business. Remploy sometimes do this when employees work on a contract for another company. They still do the same work but they do it for someone else.





## When does TUPE not happen?

There are times when **TUPE** might not happen. For example, a business might take a factory over just for the machines and not be able to keep the staff.

If your factory is bought by someone else, then you will get more information about it from us at the time.



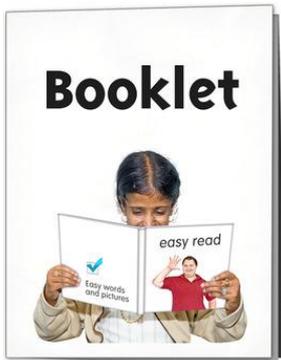
## Can I keep my job if a new owner takes over?

We think most people will move over to work with the new owner as part of **TUPE**. We will do everything we can to tell you more about **TUPE**.

## Do I have to work for the new employer or can I take redundancy?

If you are offered **TUPE** and you do not take it then we will say you have resigned from your job. This means you will **not** get redundancy money.

We have written a fact sheet to help you with questions you might have about **TUPE**. We will talk to you more if **TUPE** happens.





## Can the new owner change things to do with our terms and conditions at work within 30 days?

The new owner has to follow **TUPE** law on things like **terms and conditions** – **terms and conditions** are rules and rights to do with your job and where you work.

## What will the new owner be told about us if we work for them?

The new owner will be told some things about you if you work for them. This means things like



- your name
- pay and holiday information
- if you have been in trouble at work
- if you have been in court



**If we go to work for the new owner but then they make us redundant do we get less money?**

If you move to work for another owner then you should get the same redundancy money that Remploy would give you. This is part of **TUPE**.



The new owner has to follow the law on things to do with redundancy. There are laws to keep your rights safe. These laws are part of your working contract.

Ask your manager to tell you more about this.

**If we move to the new owner as part of TUPE do we get the same pension?**

You should get the same pension and the same rights as working for Remploy. If the new owner wanted to change something they would have to ask everyone who works for them what they think.

We think it is a good idea for the new owner to meet as many employees as they can.

**When will we get to meet someone who works for the new company?**



As soon as we know who is taking over we will send someone to visit where you work.

### **I have lots of questions about the new company – who can I ask?**

We will ask the new owner as many questions as we can. We know you will want to ask a lot of things. We will do our best to answer as many of your questions as we can.

We know some of the questions are to do with holiday time and getting paid. We will set up a meeting so you can ask the new owner questions. We know you will want to ask them what the future of the business is.

### **Can I move my holiday time over to the new business?**

You can move any holiday you have not taken over to the new business and take it when it suits them and you. You will not lose any holiday time you have built up.

### **What work contract do I have with the new owner?**

If the sale of the business happens then you will keep the same working contract. TUPE law says you should work to the same **terms and conditions**.



## What happens if I get made redundant in the future?



If there is no job for you then you might get made redundant in the future. You will still get redundancy money. This is in your work contract. The new owner would have to ask everyone what they thought about redundancy before it could happen.

If you are made redundant inside of 18 months since you left Remploy then you would still get support to find a new job.



## If I retire after I move to the new owner will I still get me retirement leave?

You should still get the extra leave time that everyone gets before they retire and stop working. This is part of your **work contract**.

## Can my new employer change how many hours I work – even by half an hour - without talking to the employee representative?

The **employee representative** is someone who speaks out for employees.

New employers may want to change things at work if they can. **TUPE** law says that in most cases this is not OK.



They may be able to change things like hours if

- the reason to change things has nothing to do with the business being taken over
- the new business cannot work well without things like hours changing OR redundancies have to happen
- if the business gets into debt and things have to change because of this



Even if the new employer wants to change things like hours at work, they still need to ask the employees if they think this is OK.



**What happens to my Access To Work support if I start working for a new employer?**

**Access to Work** is help you can get from the government to do your job. You can get this help if you are disabled or need support with your health.

If you do the same job but for a different employer then nothing should change for you. You should still get the same support from **Access to Work**.





You will need to tell **Access to Work** you have a new employer. You will need to tell them you have moved as part of **TUPE**.

You will need to tell your new employer too. You can do this yourself or ask someone like your support worker or someone in your family to tell them.

You can do this by telephone or email.

## Here are all the ways you can get in touch with **Access to Work**:

**London Offices**  
South East England  
East of England

Jobcentre Plus,  
Access to Work Operational  
Support Unit  
Nine Elms Lane  
London  
SW95 9BH



Telephone: 020 8426 3110

Textphone: 020 8426 3133

Fax: 020 8426 3134

Email:

[atwosu.london@jobcentreplus.gsi.gov.uk](mailto:atwosu.london@jobcentreplus.gsi.gov.uk)

**Cardiff Office**  
South West England  
Wales  
West Midlands  
East Midlands

Jobcentre Plus, Access to  
Work Operational Support  
Unit Alexandra House  
377 Cowbridge Road East  
Cardiff



CF5 1WU

Telephone: 02920 423 291

Textphone: 02920 644 886

Fax: 02920 423 342

Email:

[atwosu.cardiff@jobcentreplus.gsi.gov.uk](mailto:atwosu.cardiff@jobcentreplus.gsi.gov.uk)

**Glasgow Office for**  
Scotland  
North West England  
North East England  
Yorkshire and Humberside

Jobcentre Plus, Access to  
Work Operational Support  
Unit Anniesland JCP Baird  
Street Glasgow G90 8AN



Telephone: 0141 950 5327

Textphone: 0845 6025850

Fax: 0141 950 5265

Email:

[atwosu.glasgow@jobcentreplus.gsi.gov.uk](mailto:atwosu.glasgow@jobcentreplus.gsi.gov.uk)



## Can I leave my job early even though we do not know what is happening to some of the businesses?

We cannot stop you leaving early as you might have a new job. We will need to look at what you do at Remploy and how busy things are.

You will need to write to your manager. They will have to look at your job at Remploy and where you work.

They will have to ask the **Director** in charge of things to see if they think it is OK for you to go. They will need to look at what works needs to be finished before the next Stage starts. For example, your job might go to someone else and you can go.

You can find out more about leaving early by reading the **Early Release Policy** or you can talk to someone who works in HR.

If you have any questions about leaving early, you can talk to someone at the **Employee Helpline** on

**0800 028 6257** - this is a Freephone number so you do not have to pay



## How can I leave early?



You will need to write to your manager. They will show your letter to the manager in charge of the work you do. They will have to write a case to say why you want to leave.

They have to show this case to the **Director**. It is only the **Director** that can say if you are able to leave or not.



If you have another job to go to then you will probably be able to leave early.

## If I find another job outside of Remploy before my date to leave then will I still get my money?

If you find another job while we are still deciding what will happen then this will mean that you **resign**. If you **resign** then you do not get your redundancy money.

You can read more about this in the **Early Release Policy**.



**Some of the questions people have been asking about leaving early are at the start of this list.**

If you have any other questions then please ask your manager to help you.



## Things people want to know about – redundancy



### Can I move to another site?

We will do everything we can to find you another job.

### How is my redundancy money worked out?

Your redundancy money is worked out in different ways. It depends on things like



- how long you have worked for Remploy
- the date you started working for Remploy
- other things like having a car to use while you have been working for Remploy



### Can we get a job easily with the government?

We are not part of the government so we cannot say you can get a job with them. You can apply for a job as part of the government but we cannot say you will get it.

**I have been working for Remploy for 10 years but my redundancy money is worked out from a different date – can you tell me why?**



The money you get for being made redundant and losing your job is worked out in different ways. It depends on when you started working for Remploy.



Ask your manager to tell you more about this. The rules to do with this are quite hard and you might need some help to understand them.

### **What happens to my holiday time?**

We work out how much holiday time you have left before your job stops. If you cannot take the holiday, we will pay you for the extra days. You will get this money in your last pay packet.



We will pay you for any other days we owe you too. If you have taken too much holiday time before you leave Remploy then we will take this money out of your pay packet.



### **What happens if I have worked extra hours?**

If you have worked extra hours you will get the money for this before you leave Remploy. The



money we owe you will get checked by HR in your meeting with your manager. You will get the money in your last pay packet.



### Why am I only getting 3 weeks redundancy pay – I thought I was getting 4 weeks?

You should talk to your manager about this. There are different rules depending on when you started work. Your manager can explain this to you.



### If I get made redundant, when do I get my money?

If you get paid **every week** then you will get your redundancy money on the first Thursday after you have left your job. You will get this in your pay packet with any other money we owe you.



If you get paid **every month** we will try and give you your redundancy money in the same month you leave Remploy. If we cannot do this then you will get your money by the **25<sup>th</sup> day** in the month.

If you are not sure, ask your manager.

### Do people who are paid every week end up paying too much tax?

We will do our best to make sure that everyone pays the right amount of **tax**. **Tax** is money you



have to pay to the government. We will do this for staff who are paid every week and staff who are paid every month.

You do not have to pay tax on your redundancy money if it is less than **£30,000**.

### Your final pay slip



Your final pay slip tells you how much money you get when you leave Remploy. The pay slip is sent to your home where you live. You will get another form sent to you called a **P45**. Your **P45** says what money you are getting and what tax you have to pay.



If you get your **P45** before you leave it might say you have paid too much tax. We will sort this out for you very soon so do not worry. You will get this money paid back. But you might not get it until the end of the tax year.

### I heard that managers are going to get extra holiday money when they leave?



This is not true. Everyone who works for Remploy has to follow the same rules. If they do not take the holiday time before they leave then they get this as money in their pay packet.

## What happens to my pension?



We will talk to you about your pension in the meeting we have with you on your own.

You can call the **Pensions Helpline** on

**0845 602 0555**

We have written a Pensions booklet in Easy Read to help you. You can get this from The Hub or ask your manager.



**This information is for people who have worked for Remploy for less than 2 years.**



You have some choices about what to do with your pension if you are made redundant and lose your job.

The money you get will depend on how long you have been working for Remploy. It will depend on things to do with the **Remploy Pension Scheme**.

If you are **aged 55 years old or older** you have **4** choices



1. You can get the money back that you paid in to the pension. We will take **tax** off this money first. **Tax** is money everyone has to pay to the government. Once you get this then you cannot get any more money from your pension.



2. You can ask to get your pension early – this is called an **early retirement pension**.

Or

3. You can leave your pension in the **Remploy pension scheme** until you retire. You can do this if you get another job.

Or

4. Move your Remploy pension into another pension scheme.

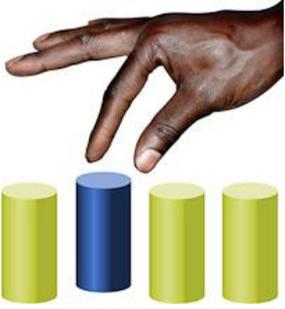
If you are **aged under 55 years old** you have **3** choices

1. You can get the money back that you paid in to the pension. We will take **tax** off this money first. **Tax** is money everyone has to pay to the government. Once you get this then you cannot get any more money from your pension.

2. You can leave your pension in the **Remploy pension scheme** until you retire. You can do this if you get another job. You can ask for it again when you get to 55 or over.

Or





3. Move your Remploy pension into another pension scheme.

**This is the answer for people who have worked for Remploy for more than 2 years.**



If you are **aged 55 years old or older** you have 3 choices

1. You can ask to get your pension early – this is called an **early retirement pension**.

Or



2. You can leave your pension in the **Remploy pension scheme** until you retire. You can do this if you get another job.

Or

3. Move your Remploy pension into another pension scheme.



If you are **aged under 55 years old** you have 2 choices



1. You can leave your pension in the **Remploy pension scheme** until you retire. You can do this if you get another job. You can ask for it again when you get to 55 or over.

Or

2. Move your Remploy pension into another pension scheme.

**Can I put any extra money I am owed into my pension?**



No. Even if you have extra holiday money you cannot put it into your pension. You cannot make the pension bigger in this way. We have to follow the law to do with tax on this.

**What Benefits do I get if I retire early?**



Your pension will get smaller if you get paid for a longer time. Everything depends on how old you are when you retire and stop working. You need to read the **Pension Scheme booklet** to find out more.

**I want to retire and stop working when I am 55 years old – how much leave can I take?**



You can only take **42 days** leave before your retire if you have already told your manager. You

need to tell them **12 months** before you decide to retire.



### **I might not want to retire if the factory stays open longer – what will happen if I do this?**

You can say you do not want to retire anymore at any time. Talk to your manager about this. We cannot force you to retire and you can always change your mind.



Remember if you take holiday that is part of your retirement leave then you cannot take it again. If you stay working for longer then you can retire later. Your manager can help you decide what to do.

## **Things people are asking about support**

### **What support do I get if I am disabled?**

We will give you support for up to 18 months after your job ends. You will have a personal case worker to help you choose what you want to do in the future. They will help you decide if you want to:



- find a new job
- get training to help you find a new job
- get ready to retire and stop working



We will tell you more about this in your meeting on your own with your manager.



### Can you tell me more about this support?

The government has put together a lot of support for you. You can get support from the

### Rapid Response Service



The **Rapid Response Service** is run by Jobcentre Plus. It is a service set up to give support to people leaving Remploy. You can get help from this service if you are disabled or not disabled.

### The **Rapid Response Service** can

- tell you where to find more information
- make sure you get the right help to find a new job
- help you to start your own business



- help you if you decide to stop working



You can get help from

- an advisor to help with things changing – the advisor can help you write a profile plan to help you get another job
- a **personal case worker** – they can help you find jobs and get training
- a **mentor** – a **mentor** is someone you can talk to and get advice from. They will keep things private and help you with things to do with work and your personal life



**Is there someone I can talk to about money?**

You can get support on things to do with money from the **Employee Assistance Programme**



You can call them on

**0800 282193**

You can read about them on the notice board at work and in a letter we sent you.





## Can I get a reference from my manager?

Your manager can give you a reference to say what they think about you and your work. The reference has to be from them and not from Remploy.



## How can the new owner get a reference about me and my work?

If the new owner wants to get a reference about you and your work at Remploy they will need to write to this address

**HR Admin at Remploy Ltd  
18c Meridian East  
Meridian Business Park  
Leicester  
LE19 1WZ**

Email **hradmin@remploy.co.uk**  
They can call the **Employee Helpline** on

**0800 028 6257** - this is a Freephone number so you do not have to pay

Email **employee.helpline@remploy.co.uk**



Thank you to

Raincharm for the words



**[www.raincharm.co.uk](http://www.raincharm.co.uk)**

Photosymbols for the pictures

**[www.photosymbols.com](http://www.photosymbols.com)**