

# Your rights as an employee working in Jersey



Jersey is a wonderful place to work, and your health, your safety and your legal rights are all protected.

This leaflet contains information about the help and advice available to you, if you have concerns.

If you ever think you're being treated badly, speak with your employer informally to tell them what is wrong, and how you think it could be made better.

If things do not get better, then you can make a formal complaint.

This leaflet includes details of organisations who will help you for free, and without telling your employer.

## Your Rights

By law, your employer must give you:

- a written statement of your terms of employment within 28 days of you starting work
- at least £10.50 per hour (2023 rate of 'minimum wage')
- payslips (in paper or electronic format) showing what you have been paid, and any deductions by your employer, including why they have been made
- an uninterrupted break of
  - 20 minutes each day if you work for 6 hours or more in that day
  - 24 hours in each seven-day working period, unless you have agreed with your employer that your contract allows either for two 24-hour rest periods in each 14-day period, or one 48-hour rest period in that time
- 3 weeks' paid holiday across a full year (this will be less if you work for under a year)
- a chance to apply to change certain terms of your employment

If you are paid at the minimum wage rate of £10.50 an hour (2023 rate), and you get accommodation or food with your job as part of your employment contract, your employer can only charge you a maximum of:

- £115.00 a week (for accommodation only)
- £153.28 a week (for food + accommodation)

### You have the right not to be unfairly dismissed from your job.

If you have worked for your employer for more than 52 weeks, you must be given a fair reason for being dismissed. If you have not yet worked for 52 weeks, you can claim unfair dismissal in certain circumstances, for example, including:

- If you complain that your employer hasn't given you a written contract and they dismiss you for making this complaint
- If you join a trade union and your employer dismisses you for doing so or for taking part in the activities of a trade union

### You have the right not to be treated badly at work because of these protected characteristics:

- race (your nationality, the colour of your skin or your ethnicity)
- age
- sex (male, female etc.)
- sexual orientation (gay, lesbian, etc.)
- gender re-assignment (someone who is transgendered)
- pregnancy and maternity
- disability (if you are a wheelchair user, someone with learning difficulties, etc.)

### You have the right to work in a place that is safe

You are not expected to work if your workplace is unsafe. If you have concerns that your workplace may not be safe, you can contact the Health and Safety Inspectorate on 01534 447300 or [hsi@gov.je](mailto:hsi@gov.je)

## Working your notice

You must receive a minimum period of notice (during which you carry on working and getting paid) if your employer wants to stop you working for them:

Time since employment contract started	Notice period
Less than 2 years	1 week's notice
2 - 3 years	2 weeks' notice
More than 3 years	An extra 1 week's notice per year of continuous service, up to a maximum of 12 weeks

You and your employer may each have to give notice if your employment is to come to an end and you've been employed for less than two years.

If you've worked for your employer for two years or more, and you lose your job because of redundancy, you have a right to a redundancy payment. This applies to all employees, whatever type of employment contract they have. The statutory minimum redundancy payment is a week's pay for each year of employment.



## Healthcare in Jersey

### Accident and Emergency

If you need an ambulance, call 999 or 112.

Jersey's Emergency Department is on the Parade, St Helier and is open 24 hours a day, every day of the year. The emergency care is free, but you may have to pay for other hospital services.

### Mental health

If you're in a mental health crisis, call 01534 445290.

The Mental Health Crisis Assessment Team is free and available 24 hours a day, every day of the year.

### General Practitioners and Pharmacy

You can find a list of GPs on the Jersey Online Directory ([www.jod.je](http://www.jod.je))

General Practices and pharmacies are private businesses and choose how much they charge for their services. Ask your GP about the fees they charge so you know the cost of care and any additional charges (such as blood tests).

After you have worked in Jersey, and paid Social Security contributions for six months, you are entitled to subsidies from the Health Insurance Fund. The subsidy covers children (under 16) in the household too, and includes:

- a cheaper fee for a GP consultation
- free prescription medicines
- free influenza vaccinations for high-risk groups
- free cervical screening (a smear test for women and transmen)

### Non-emergency hospital treatment

For non-emergencies, book an appointment with your GP.

If your GP refers you for non-emergency hospital treatment, you may have to pay, although non-emergency treatment is free to employees who have been working in Jersey for:

- 6 months immediately before seeking treatment or
- at least 6 months consecutively anytime within the last 3 years.

This covers their children (under 18) and spouses too.

The Government also provides non-emergency treatment for free to employees who hold a 'licensed' status from the day they start work.

## Driving in Jersey

You must obtain a Jersey-issued driving licence if you're working in Jersey for 12 months or more and plan to drive in the Island.

Driving licences from some countries are valid, and can be exchanged for a Jersey licence, but that is not the case for all licences. You should contact:

- the parish hall in the parish where you live (go to [www.comite.je](http://www.comite.je) for details)
- Driver and Vehicle Standards (go to [gov.je](http://gov.je) and search DVS)

## Frequently asked questions

**Q. I am on a work permit which has not yet expired but my relationship with my employer has broken down completely. Can I change employers without leaving the island?**

A. In exceptional circumstances you may be able to switch employer where there are compelling grounds to do so. However, under Jersey's work permit policy, in general you cannot change to another employer unless you have completed a continuous 12-month period of employment with your current employer.

**Q. What can I do if my employer holds my passport and is refusing to return it?**

A. There is no legal basis for your employer to retain your passport. If you are concerned, you should seek advice from the States of Jersey Police. You should also contact Immigration if your employer retains your passport and refuses to return it – contact: [immigration@gov.je](mailto:immigration@gov.je)

**Q. How much money can my employer take for travel to and/or from Jersey?**

A. It is up to you to agree with your employer about the costs of travel to and from Jersey. You should agree this in writing with your potential employer before you book tickets or travel to Jersey.

**Q. What are the time limits for issuing a claim to the Employment & Discrimination Tribunal?**

A. Most claims (including unfair dismissal and discrimination) should be received by the Tribunal within 8 weeks of the date when your employment ended or the incident about which you are complaining happened. You will not usually be required to remain in Jersey while your claim is being considered by the Tribunal. You can get further information from the Tribunal – contact details are shown below.

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## Contact details

If you're worried about any aspect of your employment, you can get help and advice from several organisations.

None of these organisations will contact your employer or the authorities without your permission.

They will keep your query confidential.

The advice they will give you is free.

### Jersey Advisory & Conciliation Service

3rd Floor, 1 Seale Street, St Helier,

Jersey JE2 3QG

01534 730503

[www.jacs.org.je](http://www.jacs.org.je)

### Citizens Advice Jersey

St Paul's Centre, New Street, St Helier,

Jersey JE2 3PW

01534 724942

[www.citizensadvice.je/category/employment](http://www.citizensadvice.je/category/employment)

### Friends of Africa

[www.foajersey.org.je](http://www.foajersey.org.je)

### Trade Union representative

Unite the Union, 7D Spectrum, Gloucester Street,

St Helier, Jersey, JE2 3DA

01534 872584 or [Jersey@unitetheunion.org](mailto:Jersey@unitetheunion.org)

### Jersey Employment and Discrimination Tribunal

1st Floor, International House, 41 The Parade,

St Helier, Jersey JE2 3QQ

01534 441380

[registrartribunalservice@courts.je](mailto:registrartribunalservice@courts.je)

### Jersey Customs and Immigration Service (JCIS)

01534 448000

[immigration@gov.je](mailto:immigration@gov.je)

### Customer and Local Services (CLS)

01534 444444

[customerservice@gov.je](mailto:customerservice@gov.je)

### Honorary Consulate of Portugal

Burlington House, St Saviour's Road, St Helier,

Jersey JE2 4LA

01534 877188

[consuladoportugaljersey@hotmail.com](mailto:consuladoportugaljersey@hotmail.com)

### Jersey International Cultural Centre

Jersey Library, Halkette Place, St Helier,

Jersey, JE2 4WH

01534 448713

[icc@gov.je](mailto:icc@gov.je)