

Marketing English in Ireland

Member School Staff Charter

Staff Charter for MEI Members Schools.

Members of MEI should ensure that at a minimum:

1. The contracts of all staff are governed by local labour laws and by national contracts where these apply.ⁱ
2. Terms and conditions of employment comply with Irish directives, where applicable, and are fair, especially in the following areas:
 - a. salary;
 - b. length of contract;
 - c. working hours and teaching hours per week;
 - d. paid holiday entitlement;
 - e. sickness, maternity, family and compassionate leave;
 - f. pension and severance pay arrangements, where relevant;
 - g. unpaid leave of absence;
 - h. conditions and remuneration for freelance staff.
3. An appropriate proportion of staff members are employed on a full-time and/or permanent basis.
4. Clearly specified written procedures exist for dealing with staff grievances and disciplinary problems.
5. MEI sets high and achievable standards whereby staff members have appropriate training, qualifications and experience for the work in question.
6. Teaching staff have received initial training as language teachers that included supervised teaching practice. This training was sufficient and appropriate in terms of its content and duration for the work they are doing.
7. In addition to initial training, all staff are given opportunities to improve their skills in continuous professional development within and outside working hours.
8. All staff have appropriate workspace and the facilities for them to carry out their duties effectively.
9. All staff, whether full or part time, are issued with written contracts or letters of agreement specifying the terms of employment under;
 - a. the main responsibilities of the post, the procedures available for dealing with grievances,
 - b. and the procedures to be followed in the event of disciplinary action.
10. The services of freelance/self-employed individuals are contracted according to national legislation, and people who are freelance/self-employed are treated fairly.
11. Staff members are informed about the status and ownership of the institution employing them, and about the organisations or associations it belongs to.

ⁱ Terms of Employment (Information) Acts 1994 -2001 and Employment (Miscellaneous Provisions) Act 2018.
Safety, Health and Welfare at Work Act 2005 and Employment Equality Acts 1998-2015.
Employment Equality Acts 1998-2015.
Minimum Notice and Terms of Employment Acts 1973–2005.
Payment of Wages Act 1991.
Maternity Protection Acts 1994 and 2004.
Protection of Employees (Part Time Work) Act 2001 in respect to part-time employees.

Redundancy Payments Acts 1967–2014.

National Minimum Wage Act 2000.

Protected Disclosures Act 2014.

European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003.

Organisation of Working Time Act 1997 in respect to working times, rest breaks and annual leave.