

WHAT DO YOU MEAN?

workplace terminology for sign language interpreters



Erasmus+





designs

deaf community employment

WHAT DO YOU MEAN?

workplace terminology for sign language interpreters

We acknowledge the Citizen Information Board, Ireland who have kindly granted permission to adopt contents of this glossary.



Co-funded by the
Erasmus+ Programme
of the European Union

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

ADOPTIVE LEAVE

Adoptive leave is leave from work for an adoptive mother or sole male adopter after the adoption of a child.

AGENCY WORKER

Someone who is employed by an agency to work for another person or company.

ANNUAL LEAVE

Annual leave is paid time off work for holidays, rest or recreation.

BENEFIT-IN-KIND

A term used by Revenue to refer to a taxable non-cash payment to an employee, for example, the use of a car.

BREAKS

Short periods of time for rest and refreshment taken during working hours.

BULLYING

In the workplace bullying is repeated inappropriate behaviour by one or more people against another person or people.

CAREER BREAK

An unpaid period of time away from your employment which can be for family reasons or study, which is approved by your employer.

CARER'S LEAVE

Carer's leave is leave from work to care someone who is deemed by the Department of

Social Protection as being in need of full-time care and attention.

CASUAL WORKER

A person employed as required without fixed hours or attendance arrangements

CODE OF PRACTICE

A code of practice sets out good practice in employment but is not usually legally binding

COLLECTIVE AGREEMENTS

Agreements negotiated between unions and employers about terms and conditions of employment.

COMMON LAW

Law derived from custom and court decisions, rather than legislation.

COMPARATOR

A comparator means a comparable employee who is doing the same or similar work as a part-time worker or someone on a fixed-term contract.

CONTRACT OF EMPLOYMENT

A contract of employment exists if someone is offered work in return for wages and accepts the offer – see also written terms of employment.

CONSTRUCTIVE DISMISSAL

Constructive dismissal is when you terminate your contract of employment because of your employer's behaviour.

CONTINUITY OF EMPLOYMENT OR SERVICE

This means the employee's service or employment is unbroken and can help you qualify for certain employment rights such as redundancy.

CRITICAL SKILLS EMPLOYMENT PERMIT

A Critical Skills Employment Permit is an employment permit for occupations with an annual salary above €60,000 and for some occupations with an annual salary of €30,000 to €60,000.

CUSTOM AND PRACTICE

Custom and practice is where a term of employment is set up by normal behaviour in a workplace rather than by legislation or a written contract. One example is an informal ten-minute coffee break at 11am.

DEDUCTIONS

Deductions are amounts taken off your pay and listed on your payslip, for example, PRSI.

DISCIPLINARY PROCEDURE

It sets out in writing how the employer will deal with the alleged shortcomings of an employee.

DISCRIMINATION

This means treating one person less favourably than another person. Discrimination at work is illegal if it is based on gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller community.

DISMISSAL

This occurs when your contract of employment is ended. If you are dismissed by your employer you may be able to claim unfair dismissal.

DOMESTIC WORKER

A domestic worker is someone who is employed to work in a private home.

DUTY OF CARE

Your employer owes you a duty of care to provide a safe workplace and this is implied by law in your contract of employment. It means that you should not have to work in unsafe or unhealthy conditions.

EMPLOYEE

An employee is someone works for someone else in return for payment. There is no definition of 'employee' in employment law. The Code of Practice in determining Employment Status contains criteria which can be used to clarify whether a person is employed or self-employed. The employment status of a person is generally determined by Revenue or the Department of Social Protection.

EMPLOYMENT PERMIT

Most non-EEA nationals must have an employment permit in order to take up employment in Ireland.

EMPLOYMENT REGULATION ORDER (ERO)

EROs are negotiated by Joint Labour Committees to regulate conditions of employment and pay in certain employment sectors.

FIXED-TERM CONTRACT

A fixed-term contract is a contract of employment which ends on an agreed date.

FORCE MAJEURE LEAVE

Leave from work for an employee for urgent reasons because of the illness or injury of a family member.

FREEDOM OF INFORMATION (FOI)

FOI legislation allows you to access records held by government departments and certain public bodies.

GENERAL EMPLOYMENT PERMIT

A General Employment Permit is a type of employment permit for certain occupations a minimum annual salary of €30,000 and for a few jobs with salaries below €30,000.

GRIEVANCE PROCEDURE

This sets out how to complain about something in your employment terms and conditions which affects you.

GROSS MISCONDUCT

Blatant misbehaviour at work such as assault, stealing, bullying or harassment.

HARASSMENT

Under employment equality legislation harassment on any of the 9 discriminatory grounds is illegal. It is defined as behaviour “which has

the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person".

HOLIDAY

A holiday is paid time off work for rest and recreation. It can mean either annual leave or a public holiday.

JOBSHARING

A type of flexible work where two people share the same employment position.

JOINT LABOUR COMMITTEES (JLCS)

JLCs regulate conditions of employment in certain employment sectors. Their agreements are called Employment Regulation Orders (EROs).

LABOUR MARKET NEEDS TEST

This is a requirement for most General Employment Permit applications. It means advertising a vacancy with the EURES employment network for 8 weeks and in local and national newspapers for 6 days.

LAY OFF

Lay off is when you are let go from your job temporarily as your employer has no work for you.

LEAVE

Permission to be absent from work. Under employment rights legislation there are statutory entitlements to annual leave, maternity leave, adoptive leave, parental leave and carer's leave.

MATERNITY LEAVE

Maternity leave is leave from work for a woman who is pregnant or who has just given birth.

MIGRANT WORKER

Someone who is not a national of the country where they are working.

MINIMUM WAGE

This is a minimum hourly rate of pay. Most employees have a legal right to the national minimum wage (NMW).

NIGHT WORK

Under the Organisation of Working Time Act 1997 night work means work done between midnight and 7am.

NOTICE

Notice is an announcement by the employee or employer that the employment contract will end on a certain date.

OPEN-ENDED CONTRACT

This is a contract of employment which continues until the employer or employee ends it. It is known as a contract of indefinite duration. This is what employees often refer to as a permanent job.

OVERTIME

Overtime is work done outside normal working hours.

P45

When you leave your job your employer gives you a P45 form. It is a certificate stating your pay, tax, USC and PRSI contributions deducted from the start of the tax year to the last day of your job.

P60

At the end of each tax year your employer gives you a P60 form. It is a certificate stating your pay, tax, USC and PRSI contributions deducted during the year.

PARENTAL LEAVE

Parental leave is leave from work for parents of children aged under 8 (16 if the child has a disability).

PART-TIME WORKER

An employee whose normal hours of work are less than the normal

hours of work of a comparable full-time employee.

PATERNITY LEAVE

Paternity leave is leave from work for a parent (other than the mother) following the birth or adoption of a child. There is a statutory entitlement to paternity leave in respect of births or adoptions that occur on or after 1 September 2016.

PAYE

PAYE (Pay As You Earn) is the system where tax is deducted from your wages by your employer and sent to the Revenue Commissioners.

PENSION

A pension is a payment from the State or a private company to someone who is retired.

PPS NUMBER

Your PPS (Personal Public Service) Number is your unique reference number for all dealings with Government departments and other public bodies such as the Revenue Commissioners.

PROBATIONARY PERIOD

A specified period at the start of an employment to see if the employee is suitable for the job.

PRSA

PRSAs (Personal Retirement Savings Accounts) are a type of pension arrangement.

PRSI

PRSI (Pay Related Social Insurance) means the social insurance contributions deducted from your wages. Your PRSI contributions help you to qualify for social welfare payments such as Illness Benefit.

PUBLIC HOLIDAYS

There are 9 public holidays each year, for example, Christmas Day. The

statutory public holiday entitlement for employees is: either a paid day off, an extra day of annual leave or a day's pay.

REDUNDANCY

Redundancy is when your job ceases to exist because of lack of work or your company closing down.

REGISTERED EMPLOYMENT AGREEMENT (REA)

REAs set out pay and conditions of employment in certain employment sectors. They are collective agreements which have been registered with the Labour Court.

REST PERIOD

A rest period is any time that is not working time.

SELF-EMPLOYED

A self-employed person is someone who carries on their own business and is not an employee.

SEXUAL HARASSMENT

Unwanted behaviour of a sexual nature that affects the dignity of women and men at work – see also harassment.

SHORT TIME

This is where your pay or hours reduced to less than half your normal weekly amount because there is less work to be done.

SPECIFIED PURPOSE CONTRACT

A contract of employment which ends when a specific task is completed, or when a specific event occurs.

DEPENDANT/PARTNER/SPOUSE EMPLOYMENT PERMIT

A Dependant/Partner/Spouse Employment Permit is issued to the spouse, civil partner, partner or dependant of a Critical Skills Employment Permit holder or researcher.

STATUTORY ENTITLEMENT

A Legal right that comes about as a result of legislation that is in place.

SUMMARY DISMISSAL

Dismissal of an employee generally instantly without notice or pay in lieu of notice, usually because of gross misconduct

TRADE UNION

A trade union is an organisation which negotiates with an employer for better pay and conditions.

TRANSFER OF BUSINESS

A transfer of business happens when a company is taken over by another or when two companies join together.

UNFAIR DISMISSAL

If your employer terminates your contract of employment, your dismissal is presumed to be unfair unless your employer can justify it on fair grounds.

VICTIMISATION

Victimisation or penalisation is unfair treatment of a employee by an employer because of some action the worker has taken, such as claiming the minimum wage.

WAGES

Wages are the money paid to you by your employer for your work. This money is also known as pay, salary or remuneration. Sometimes other benefits can be included to make up your wages, for example board and lodging, if supplied by your employer and are part of your employment contract.

WORKING HOURS

This means the time when you are working. For most employees the legal maximum average working week is 48 hours.

WRITTEN TERMS OF EMPLOYMENT

Although all your contract of employment does not have to be written, you have a legal right to a written statement of certain employment terms.

ZERO-HOURS CONTRACT

A zero-hours contract is a type of employment contract where the employee makes themselves available for work for a specified number of hours and get paid for a proportion of those hours even if not required to work.

NOTES

NOTES

