# **Aston University UCU BranchLocal Hardship FundIndustrial Action to Defend Our Pensions – February and March 2022**

# INFORMATION FOR CLAIMANTS

## Introduction

In support of industrial action, the Committee of the Aston UCU branch has agreed that compensatory payments can be made from the Local Hardship Fund to members whose pay has been reduced because of the member’s participation in the action.

The UCU Branch endeavours to give priority of payment to members most in need.

**Members will be eligible to claim from day 1 of strike action up to a maximum of £50 per day, but please apply for the National Fund first.**

For information on the National UCU Fighting Fund see link below: <https://my.ucu.org.uk/app/answers/detail/a_id/429/~/ucu-fighting-fund-2021>

## Eligibility

To be eligible to make a claim against the Fund, you must meet the following criteria:

* Be a current and fully paid up UCU member
* **Have taken part in the industrial action called by the union.**
* For each day of action to have been docked pay.
* Be able to supply a scanned copy, or photocopy, of your pay slip(s) showing the gross amount of pay deducted in respect of each day’s participation in the action, plus a copy of your payslip for the month(s) preceding strike action, to provide a baseline from which to calculate your loss – highlighting basic pay as opposed to additional payments, such as overtime etc.
* If you are an **hourly-paid member** of staff who must submit a timesheet to be paid, please submit a copy of your previous payslip, and your contract/timetable showing the days you were contracted to work, i.e. If you usually submit timesheets to be paid, and would have received November wages in December, please ensure you make this clear when contacting us, so we can process these payments first.
* **Your combined applications to UCU accredited hardship funds (local and national) will not exceed your total loss of income**

When you submit a claim, your membership will be checked, and no claim can be met for members who are in arrears of subscriptions. Before you claim, therefore, check [here](https://members.ucu.org.uk/) to ensure you are paying the correct level of subscription according to your earnings and are up to date with your subscriptions. Note that the local subscription is an additional £1 per month.

If you cannot locate your membership number, please email membership@ucu.org.uk.

## How can claims be submitted?

To submit a claim please complete the claim form available below and email the form and supporting evidence to raig1@aston.ac.uk with **‘Aston UCU Hardship Fund’** in the subject line. On receipt, we will calculate the maximum you could claim, and check this figure with you.

## Timing of claims:

You have until the **18th May 2022** (for action relating to February and March 2022) to submit your claim.

## How much will be paid to each claimant?

A claim arising from this dispute will only be paid if there are sufficient funds and if it is received by the deadline. The actual award will depend on the total claims, so may be less than claimed.

The Aston UCU hardship fund payments will be calculated on the assumption that members have claimed everything they are entitled to from the **NATIONAL FIGHTING FUND – PLEASE CLAIM THE MAXIMUM FROM NATIONAL.**

## What evidence is needed to support a claim for compensation?

Applications to the Local Hardship Fund must be accompanied by evidence of pay deduction (i.e. copies of the relevant pay slips from Aston University) for the days for which you are claiming. We also need your preceding payslip, to calculate your actual loss.

This is essential to avoid liability for tax on the compensation paid. Claims cannot be paid without this evidence. However, we can assure you that your payslip will be treated in a strictly confidential manner. Scanned pay slips can be submitted in PDF or JPEG format.

We will retain documentation for audit and HMRC purposes.

## In what circumstances might claims be rejected?

Claims not accompanied by the evidence of pay slip(s) showing the deductions will be rejected.

Claims from

* non-members
* members in arrears of their subscription
* members not paying the correct UCU subscription according to their annual earnings

will **not** be paid.

All claims are at the discretion of the union – UCU Aston Branch reserves the right not to meet a claim if it is not satisfied about the eligibility of the claimant, the details of the claim itself or the supporting evidence.

## How will successful claims be paid?

Payment will be made by Cheque or BACs to your nominated bank account at the time of the claim. Please ensure that you enter correctly all the bank details. UCU may not be able to recover any payments sent to an incorrect bank account and, if that occurs, we regret it may not be possible to make a further payment from the Fund to recompense for the mis-directed payment.

## Special circumstances

If you are need of financial assistance resulting from the docked pay, for example if you are hourly paid and lost a significant proportion of your weekly earnings, you will be given priority of payment if you select “yes” to the special circumstances button on the claim form. We may ask you for additional evidence in these circumstances. But in no case can payments be made in excess of your actual loss.

# APPLICATION FORM: CLAIM TO ASTON UCUC LOCAL HARDSHIP FUND

To apply to the Local Hardship Fund, please complete the form below.

|  |
| --- |
| YOUR DETAILS |
| Forenames |  | Last Name |  |
| UCU membership number |  | Daytime telephone number |  |
| Email address |  | I am full-time / part-time |  |
| Have you, or will you, make a claim to the national Fighting Fund in relation to the current dispute?Yes/No | Do you want to claim special circumstances?Yes/no |
| LIST THE DATES YOU WERE ON STRIKE |
| December:  |  |
| We expect you to claim **ALL** that you are entitled to from **THE NATIONAL FIGHTING FUND BEFORE LOCAL**   |
| Total amount you will/have claim | £ |
| YOUR BANK DETAILS Payment will be made by BACS to the bank account which you detail below |
| Bank Name |  | Account name |  |
| Account Number |  | Sort Code |  |

You must send a scanned copy of each payslip.

If you are claiming special circumstances, please explain what these are and what evidence you can provide to support your claim. Evidence related to your employment status and pay should be attached to this claim. Other evidence is not needed at this stage but may be requested by the Aston UCU branch panel that is administering claims.

**Description of special circumstances, and of supporting evidence**

**Declaration:**I confirm that:

1. I took industrial action on the days specified
2. The information in this form is correct.
3. I meet all the eligibility criteria for the Aston Local Hardship Fund as specified in the Information for Claimants accompanying this form

|  |  |
| --- | --- |
| Signature | Date |

Sign this form, scan it (pdf or jpeg format), and email your claim form and supporting evidence to raig1@aston.ac.uk.