



101

148 Old Street
London
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Andy Furey
Assistant General Secretary
CWU
150 The Broadway
Wimbledon
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SW19 1RX

25th January 2011

Dear Andy

Post Office Ltd Admin Pay Offer 2010-11

Further to our recent meetings, I am writing to confirm the details of the pay offer for 2010-2011 for Post Office Ltd – Admin colleagues.

The offer applies to all CWU represented Admin grades within Post Office Ltd – Head Office functions, P&BA, FSA's, Service Centre at Farnworth.

This is a one year **pay offer** and is structured as follows:

Postal Assistants: (x14)

- A £10 per week consolidated pensionable pay increase. This is to be backdated to 1st April 2010 – see Appendix A for new pay rates
- Bonus schemes for all Admin grades – see detail below
- ColleagueShares dividend of £600 paid to all Admin grades in May 2011 (pro rata for part-timers) subject to effective delivery of OR and resulting changes to ways of working
- London weighting has already increased by 2% in line with a previous agreement

Postal Officers/CSA's: (237 PO's, 115 FSA's, 67 CSA's)

- A flat rate consolidated pensionable pay increase of 2.25% to all Postal Officer/CSA grades backdated to 1 April 2010 – see Appendix A for new pay rates
- Bonus schemes for all Admin grades – see detail below
- ColleagueShares dividend of £600 paid to all Admin grades in May 2011 (pro rata for part timers) subject to effective delivery of OR and resulting changes to ways of working
- London weighting has already increased by 2% in line with a previous



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agreement

Bonus schemes:

All the new bonus schemes will be backdated to April 2010 and because there have been no bonus targets set so far this year a payment of £637.50* (pro rata for part timers) for the first 3 quarters will be made as soon as possible after a positive ballot result. The remainder of £212.50 (FTE) will be paid in April salaries for those eligible employees.

- The introduction of a bonus scheme for P&BA with a potential annual payment of £850. Targets for 2011/12 will be jointly agreed and will be linked to productivity improvements and the successful implementation of the Back Office Efficiency Programme.
- The introduction of a bonus scheme for Head Office Admin colleagues with a potential annual payment of £850. Targets for 11/12 will be jointly agreed and will be linked to productivity improvements and delivery of specific items in the Operating Plan.
- The creation of new measures for the FSA bonus scheme, extended to all the Network Support team, aligned to their own achievements and no longer reliant on the Crown Sales Incentive Scheme performance. The revised scheme will have a potential annual payment of £850.
*The FSA payment for Q3 will be £637.50 less £392 overlay bonus payment already paid so far this year. Therefore a payment of £245.50 will be paid as soon as possible following a positive ballot result. The remainder £212.50 for Q4 will be paid in April.
- The current HR Service Centre bonus scheme will remain unaltered
- Bonus payments for part timers will be paid pro-rata based on actual hours worked including overtime over the reference period rather than contractual hours.

The next pay review date will be April 2011.

We believe this pay offer is fair as it reflects the effort of our Admin colleagues in the context of the current economic climate and the business challenges. We hope to include the pay increases in February salaries if the ballot is successful and completed by 13th February.

Yours sincerely

A handwritten signature in black ink that reads "Deborah Moore".

Deborah Moore
HR Director - Post Office Ltd



APPENDIX A BASIC PAY

PS Type 10		POL Admin PO					
		01-Apr-08			01-Apr-2010		
P. point		£/year	£/month	£/week	£/year	£/month	£/week
PO							
Min		£15,986	£1,332.17	£306.44	£16,346	£1,362.17	£313.34
Mid		£17,175	£1,431.25	£329.23	£17,561	£1,463.42	£336.63
Max		£19,878	£1,656.50	£381.05	£20,325	£1,693.75	£389.62
FSA		£21,046	£1,753.83	£403.44	£21,520	£1,793.33	£412.52
HRSC CSA							
Rec		£16,000	£1333.33	N/A	£16,360	£1363.33	N/A
Mid		£18,000	£1500.00	N/A	£18,405	£1533.75	N/A
Max		£21,000	£1750.00	N/A	£21,473	£1789.42	N/A

PS Type 12		POL Admin PA					
		01-Oct-07			01-Apr-2010		
P. point		£/year	£/month	£/week	£/year	£/month	£/week
Min		£15,799	£1,316.58	£302.86	£16,321	£1,360.08	£312.86
Max		£16,432	£1,369.36	£315.00	£16,954	£1,412.83	£325.00

PS Type 05		POL Pers Secretary					
		01-Apr-08			01-Apr-2010		
P. point		£/year	£/month	£/week	£/year	£/month	£/week
Min		£20,333	£1,694.42	£389.77	£20,791	£1,732.58	£398.55
Mid		£21,317	£1,776.42	£408.64	£21,797	£1,816.42	£417.83
Max		£22,303	£1,858.58	£427.54	£22,805	£1,900.42	£437.16

PS Type 16		POL Typist			
		01-Apr-08		01-Apr-10	
P. point			£/week		£/week
Max			£317.90		£325.05