

RMPD 20/2015

To HR Services
November 2015

Date:

**Royal Mail Group CWU Productivity Scheme -
Underpin payment**

1. Royal Mail and CWU have agreed that new productivity scheme arrangements will be developed for CWU represented grades across Royal Mail. This will not replace any existing productivity schemes or payments arising from those schemes. The new arrangements will include, as a minimum, an on-going payment of £100 per year for each full time employee, with the potential for additional payments linked to performance.
2. The first payment was made in summer 2012. This directive authorises the fourth underpin payment to be made in December 2015. Further directives will be issued to trigger future £100 underpin payments as well as details on other productivity payments once agreed
3. HR Services are authorised to make a Lump Sum payment to employees in grades represented by CWU across Royal Mail Group, within Core Operations, Logistics, Engineers, Fleet & Maintenance Services, RMSS, Royal Mail International, Customer Experience, HR Services, Finance Operations, and central functions units.
4. This does not cover any employees in grades represented by Unite-CMA or senior managers, nor employees in Heritage Trust, Storefeeder or RM Courier Services
5. Employees in the following grades are eligible for payment -
Royal Mail and Logistics OPGs & OSGs (and all functional derivatives), MDEC keyers, MGV and LGC/C+E Professional Drivers, Secretaries, Letters Administrators, Engineers, & Fleet and Maintenance grades. Finance FSAs, HRS CS2s, Customer Services ACAs/SCAs
6. Subject to meeting the qualifying criteria, employees on permanent and fixed term contracts will be eligible. Casual employees or workers employed via agencies will not be eligible.
7. A £100 payment (pro-rata for part time employees) will be paid on pay date 18th December (24th December for monthly paid employees). Payments will be non-pensionable and subject to tax and National Insurance.
8. Payment in December will be made against contractual hours in week commencing 23rd November (November salaries for monthly paid employees). Term Time Working employees will have payment referenced against their average contractual hours after the reduction for Term Time Working arrangements.

9. A second payment on 15th January 2016 (or January salaries for monthly paid employees) will be paid which will top up payments to part time employees in accordance with the proportion of hours paid through Single Standard Pay Rate between the periods 29th December 2014 (pay date Friday 2nd January 2015) to 27th December 2015 (pay date Thursday 24th December 2015) inclusive. For monthly paid employees, those SSPR hours paid in January 2015-December 2015 salaries inclusive will be assessed.
10. In the January assessment, recoveries will also be made from any employees who have been overpaid e.g. due to a change in their circumstances/eligibility late in the assessment period.
11. Employees with 2 separate contracts of employment will have the hours of both contracts aggregated with a maximum £100 sum payable across both contracts combined.
12. To be eligible, employees must be in an eligible grade on the date of payment. Employees who have left Royal Mail employment by the date of payment will be ineligible, irrespective of the reason for leaving.
13. Subject to meeting other payment criteria, payments are not reduced for part years worked, family friendly leave, industrial action, Unpaid Special Leave, periods of Sick Half or Sick No Pay prior to the date of payment, nor for periods of short term substitution outside of an eligible grade. Employees on career break at the date of payment will not be eligible.
14. The lump sums will be processed on wage type 6749 on PSP. Payment will be shown on the pay advice as "Incentive Underpinning Payment".
15. Queries should initially be flagged to the Advice Centre (5456 7100 / 0845 6060603), or emailed to advicecentrePAY