



Joint Statement between Royal Mail Fleet and CWU on the guidelines for the implementation of the Shorter Working Week for Fleet Administrative Grades.

In line with the Shorter Working Week as contained in the Pathway for Change agreement 2021, it has been agreed by RM Fleet and the CWU that the 2nd hour reduction in the working week for Royal Mail Fleet Administrative grades will commence as from Monday the 5th April 2021.

Our shared vision is to move to a paperless operation in workshops which will ultimately apply to all CWU grades in Fleet openly embracing new technology to reduce paper recording

RM Fleet Administrative grades currently working a 39 hour gross working week, which is inclusive of 1 hour lunch break (34 hrs net working week), will have their working week reduced to 38 hours gross (33 hrs net working week).

In Fleet Maintenance the general principle that AFMM's and CWU Territorial Reps should consider is that many Administrative grades are currently tasked with ensuring all time sheets are completed for pay purposes and PSP inputting which may include SAP ordering. Therefore, it would potentially be to the detriment of the workshop for both parties to ignore a flexible approach towards a reduction in the working week as the cut-off day for pay is the Tuesday of each week. It would therefore prove impractical for the Administrative grade to take their time off on a Monday or Tuesday.

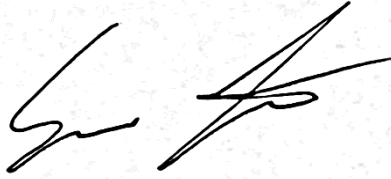
Where such tasks are a necessary requirement in order for good housekeeping, the full hour will be taken on an agreed day of the week that does not impact upon this workload. If the Administrative grade in that workshop does not carry out such tasks, then the principle can be a reduction of 12 minutes per day.

For all other administrative grades in Fleet the balance of workload across the week should be jointly reviewed and the implementation of the SWW should be agreed locally.

Review of workload and agreement of how the SWW will be applied in Fleet Maintenance, Fleet Supply & Lifecycle and Fleet Demand & Compliance should commence by Friday 5th March in order to achieve implementation.

Any clarification or interpretation of this agreement should be sent to the signatories for a joint response

Signed:



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Stewart Ferrie
Royal Mail Fleet

Date: 25/02/2021



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Alan Tate
CWU Postal Executive

Date: 25/02/2021