

AGREEMENT BETWEEN AN POST & THE CWU TO DEAL WITH THE DUTY COMPETITIONS IN THE FIRST 20 DSUs IN THE DESIGN PROCESS

Discussions took place between the company and the union in regards to the issue of duty competitions and how we might improve the current process while still affording staff the time and opportunity to make an informed decision on their choice of duty. As result the following options have been agreed and will be utilised in the upcoming duty competitions that will take place in the first 20 DSUs in the design process.

Each of the 20 DSUs involved in the process will have an opportunity to jointly agree which option best suits their individual needs. Once an option is chosen and agreed it will then be utilised until the duty competition is complete. The duty competition will commence no later than the Monday of the eight week of the process as outlined by the company in its discussions with the union and all duties will be displayed within the DSU once agreed.

Staff who do not participate in the process will be assigned a duty by the DSM in consultation with the staff representatives which most closely matches their previous duty.

Where a staff member is on A/L / S/L or any other absence and they cannot or do not wish to be contacted, the DSM in consultation with the staff representatives will assign a duty which most closely matches their previous duty.

This agreement has been put forward on the basis that the Duty Competition will be completed within the agreed two-week period.

Option 1

The first option is to operate a list system with all duties that are available identified. The senior person will be approached and he/she will make their selection and it continues on that basis until all duties are filled. This will be carried out by the DSM or another member of the management team within the DSU. All staff will be given a sheet with all the duties and necessary details to make their choice of duties that are up for competition.

The Duty Competition will be completed within the agreed two-week period.

Staff who do not sign for a duty will be assigned a duty. Where a staff member is on A/L / S/L or any other absence and they cannot or do not wish to be contacted, the DSM in consultation with the staff representatives will assign a duty which most closely matches their previous duty.

Option 2

The second option is to utilise a duty preference sheet, similar to the annual leave sheet, where all staff are given a sheet with all the necessary details of available duties to allow them make their choice. The staff member fills out the list on a preference basis from their first choice to their last choice. A closing date for applications will be clearly notified on the form and should a staff member not apply the consequences of failing to do will be made clear on the form.

The Duty Competition will be completed within the agreed two-week period

All staff will be given a Duty listing to include:

- Duty Number/Attendance times duration
- Allowances applicable to the duty
- Main areas delivered to / No of delivery Points

Each staff member is advised to indicate the number of preferences, up to their seniority number to ensure they get the duty they apply for. Staff who do not sign enough preferences will be assigned a duty

Where a staff member is on A/L / S/L or any other absence and they cannot or do not wish to be contacted, the DSM in consultation with the staff representatives will assign a duty which most closely matches their previous duty.

Option 3

The third option will operate as a duty preference sheet similar to the second proposal, but it will do so in tranche's (numbers to be agreed locally). The staff in each tranche will apply for a duty within the agreed time frame and once that tranche is completed it will then move on to the next tranche until all duties are filled.

The Duty Competition will be completed within the agreed two-week period.

All staff will be given a full Duty listing to include:

Duty Number/Attendance times duration
Allowances applicable to the duty
Main areas delivered to / No of delivery Points

Each staff member will be advised to indicate the number of preferences, up to their seniority number in each tranche, to ensure they get the duty they apply for. Staff who do not sign enough preferences will be assigned a duty.

There will be an agreed time frame for each tranche to complete the process and this will have to strictly adhered to.

Where a staff member is on A/L / S/L or any other absence and they cannot or do not wish to be contacted, the DSM in consultation with the staff representatives will assign a duty which most closely matches their previous duty.

This agreement has been put forward on the basis that the Duty Competition will be completed within the agreed two-week period. Both sides have agreed to a joint review at the end of this process.