



PAY 2009

PAY POT HITS 5% FOR 2009

Unite's National Company Committee has approved the distribution of the pay pot for 2009 negotiated by Unite. The settlement was concluded after much debate and is reflective of our members' main concerns around low pay, unfair ratings (Needs Improvement), inconsistencies in pay decisioning and inequities for Group C staff. It also provides inflation proof protection for the majority of our members in Groups A and B. The negotiating team went into talks using feedback gathered from Workplace representatives and our pay survey and argued for an across the board settlement based on September's Retail Price Index which we believe is the fairest way of protecting our members from spiralling food and fuel costs whilst at the same time rewarding all staff for their contribution. This is particularly important in the current economic and political climate where the focus is very much on 'failed banks' and their disproportionate reward system for senior staff.

Whilst the Company did not concede an across the board pay rise, the settlement reached goes some way towards meeting our members' concerns and means that 70% of staff in Groups A and B will receive an inflation or above rise, with all of Group C staff receiving an underpinning minimum of £800 with an additional discretionary pay rise from the remaining funds in the pay pot. For the first time all staff in Groups A, B and C on Needs Improvement will receive a lump sum payment of £200 regardless of where they are in the range. The pay increase will apply from 1 January 2009.

What is the Deal for Pay 2009?

- Pay Pot of 5% (Year 2 of the three year deal agreed by a ballot of members was for September's RPI plus 0.2% with a maximum of 5%.

Groups A and B

- Lump sum payment of £800 for every member of staff regardless of where they are within the range (excluding Needs Improvement and Unsatisfactory).
- Lump sum payment of £200 for every staff member on Needs Improvement regardless of where they are within the range.
- A further increase will be applied via the matrix based on performance and position in range for all staff excluding Needs Improvement and Unsatisfactory with increases ranging from 0.25% to 3.50% (see matrix below).

Groups A and B Performance Matrix excluding Needs Improvement

RANGE

PMF Rating	<80	80-89.9	90-99.9	100-109.9	110-119.9	>120
Outstanding	3.50%	3.00%	2.25%	2.25%	2.00%	1.25%
Commendable	2.75%	2.25%	1.50%	1.50%	1.25%	0.75%
Fully Competent	2.00%	1.50%	0.75%	0.75%	0.50%	0.25%
Developing	2.00%	1.50%	0.75%	0.75%	0.50%	0.25%

Group C

- Lump sum payment of £800 for every member of staff regardless of where they are within the range (excluding Needs Improvement and Unsatisfactory)
- Lump sum payment of £200 for every staff member on Needs Improvement regardless of where they are within the range
- Members of staff will also be eligible for a discretionary increase from the remaining 3.2% of the pay pot which will be allocated via your annual salary review discussion with your Manager who will communicate their decision via a face-to-face meeting with individual staff members. For further information, please see the document "Salary Review 2009 – Guidance for People Leaders and Employees", which is on the NAG People Toolkit under the What's New Section.

Working for you in NAG

Mary Alexander, National Secretary Tel: 0141 404 1850

In response to concerns raised by Unite around discretionary pay decisions made which many of our Group C members found to be unfair, the Company agreed :

- To produce a two page guidance document for recipients of pay decisions and for managers making decisions which sets out clearly the process to be followed and how individual staff members can challenge a discretionary pay decision which they are not comfortable with.
- To run further workshops on pay decisioning for District Managers and Regional Managers in Retail which Workplace representatives can attend on 18th and 19th November in Leeds and Glasgow

The above is in addition to the compulsory e-learning module managers have to complete annually prior to pay decisions being made.

The Company also agreed to conclude Equal Pay Audit analysis and recommendations by the end of the year.

How should discretionary pay work?

- The underpinning minimum is allocated as per details above.
- Managers making pay decisions should have a face-to-face meeting with individual employees ensuring each employee understands the context for the review.
- Managers should communicate to employees how the salary decision is made and what the outcome of their review is demonstrating how they have taken into account the individual's performance; how their salary compares against the market reference; how the individual compares to others in the same role in respect of performance and salary; the budget available.
- Managers should ensure employees have access to market data for their role.
- Managers should communicate what the employee should do if they disagree with the decision.

Not happy with the decision?

If you are not comfortable with the decision your manager has communicated to you, then you should talk to your manager and explain your concerns. If the matter remains unresolved, then you should talk to the next level manager and put your concerns in writing to him/her. You should also contact your Union rep for advice and support

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We want your feedback

We have two full time Senior Representatives and a network of 36 Workplace representatives up and down the country in key business areas. For details of your nearest representative, please go to EH10-102 in the Employee Handbook or go to the NAG section on the Unite Amicus Section website.

It is important you feed your concerns back to your Workplace rep or e-mail the Union and let us know what you think. We are particularly interested in Pay Decisioning and members' experience for 2009 pay increase.

**You can also e-mail us on the NAG helpline on
NAG@unitetheunion.com**

Join online at www.amicustheunion.org