

Seniority

Guide for employees

This guide outlines how seniority is applied in Royal Mail Group.

Main topic areas

- When might we use seniority
- Definition of seniority
- Commencing employment on the same day

Getting help

Contact your manager if you have any queries about this guide.



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When Might We Use Seniority

Seniority is normally used when resourcing to CWU represented grade non specialist jobs following a major change in a unit. Full details are contained in the Way Of Working Agreement and the agreed guidance on resourcing jobs as a result of major change. For employees within Parcelforce Worldwide the equivalent resourcing principles are contained within the Blueprint Agreements.

Where pay protection applies the resourcing principles in the Managing the Surplus Framework Agreement takes precedence over seniority.

Similarly special individual circumstances, such as employees covered by the Equality Act 2010, can also override seniority when allocating employees to jobs.

There may also be occasions where the application of seniority order of priority will need to be varied to accommodate individuals who, for serious personal or domestic reasons, need to be treated differently. In such circumstances, discussions will take place with local Communication Workers Union (CWU) representatives.

Seniority must not be used for annual holiday selection, except possibly to allocate employees into rotating groups.

Specialist roles are filled by objective selection..

Definition of seniority

All service including permanent and temporary since joining the business counts for seniority purposes, whether full or part-time, with the exception of:

- Periods worked on a lower grade than the current one
- Periods worked on a casual contract
- Periods of career breaks
- Periods before a break of contract.

For career breaks the period of the career break should be excluded, but with scope to agree locally to vary this in exceptional circumstances. An example might be an employee who has had to give up work due to serious domestic reasons such as looking after a sick relative.

This definition of seniority is the only one that may be used for the grades concerned

Grade assimilation

All the grades assimilated into the Operational Grade, i.e. Postman, Postman/Woman Higher Grade, Secretarial Levels 1-6, cadet and the part-time equivalents are treated as equivalent, as are the three grades assimilated into the Operational Support Grade.

Employees Transferring

Employees transferring from another Royal Mail Group business unit on a level transfer will be able to count periods of service in a broadly equivalent grade, except for Parcelforce Worldwide where employees transferring in from other business units are not able to count any previous periods of service for seniority purposes

**Commencing
employment on
the same day**

Where several employees have the same length of service, as defined above, the order of seniority will be determined as follows.

For employees recruited before 14 February 2000 the order was:

- any periods of Royal Mail Group service on other grades, i.e. longest total Royal Mail Group service first,
- existing substantive grade, highest first
- If still equal then - position on previous locally agreed seniority list at 14 February 2000, highest first

In the CWU Way Forward Agreement the order was:

- Date of selection
- Date of birth

Following the Age Regulations in October 2006, the sequence will be:
any periods of Royal Mail Group service on other grades, i.e. longest total Royal Mail Group service first,

- Date of written confirmation offering employment, earliest first
- If still equal then - date of interview, earliest first
- If still equal then - date of test, earliest first