

Pay Rate Guide - CWU Represented Grades in Parcelforce Worldwide

Guide for employees

This guide provides pay information for CWU represented grades in Parcelforce Worldwide

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Getting help

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

Managers can obtain advice by:

Calling the HR Services Advice Centre on 0345 6060603

Managers working for Parcelforce Worldwide should call 0345 6042787

For web access go to:

<https://www.psp.royalmailgroup.com>



Pay Rate Guide - CWU Represented Grades on Parcelforce Worldwide

Guide for employees

Overview

This is the guide to pay for CWU represented grades in Parcelforce Worldwide.
*For members of the Defined Contribution scheme only basic pay is pensionable.
Where other payments are shown as pensionable this applies to members of the Royal Mail Pension Plan only.

Customer Service Provider

Effective from 1st April 2021

Basic Pay

	Annual	Monthly
Recruit	£21,119	£1,759.92
Max	£23,284	£1,940.33
Non-Pensionable Addition to Pay	£763.68	£63.64

London Weighting		
	Annual	Monthly
Inner London	£4,918	£409.83
Outer London	£2,916	£243.00

Scheduled Attendance		
Weekday Scheduled Attendance	Per hour	£12.19
Saturday Scheduled Attendance	Per hour	£14.87

Overtime		
Weekday Overtime	Per hour	£11.46
Saturday Overtime	Per hour	£12.88
Sunday Overtime *	Per hour	£16.74
Bank Holiday Option A with day off in lieu	Per hour	£13.71
Bank Holiday Option B	Per hour	£23.33
Bank Holiday Supplement (conditioned duty hours worked on a bank holiday between 00:01 and 23.59)	Per hour	£12.17
Saturday Premium	Per hour	£3.71
Sunday Premium *	Per hour	£5.56
Allowances		
Night Duty Allowance (payable between 20:00 and 06:00) *	Per hour	£2.31
Special Responsibility Allowance (Assigned) *	Per month	£188.49
Special Responsibility Allowance (Ad-hoc) *	Per day	£8.67
Depot Trainer *	Per day	£8.67
Drivers Allowance – C/D & Bulk	Per hour	£0.58
Drivers Allowance – 7.5 tonnes and above	Per hour	£1.70

Annual Holiday

- 22.5 days on entry
- 23.5 days after 5 years' service
- 26 days after 15 years' service
- 30 days after 20 years' service

Hub Operative

Effective from 1st April 2021

Basic Pay

	Annual	Monthly
	Basic	Basic
Recruit	£22,899	£1,908
Max	£23,853	£1,988
Non-Pensionable Addition to Pay	£763.68	£63.64
Reserved Rights Supplement (employees in grade prior to 31/12/97)	Per month	
	£97.81	
Pay Supplement HOP (employees in Hub Operative grade prior to 30/10/17)	Per Month	
	£135.17	

Overtime		
Monday to Saturday Overtime	Per hour	£15.20
Sunday Overtime *	Per hour	£20.35
Bank Holiday Option A with day off in lieu	Per hour	£15.27
Bank Holiday Option B	Per hour	£25.44
Bank Holiday Supplement (conditioned duty hours worked on a bank holiday between 00:01 and 23.59)	Per hour	£12.31
Travel Time	Per hour	£9.84
Sunday Premium *	Per hour	£3.13
Allowances		
Night Shift Payment *	Per week	£70.27
Fixed Lates Payment *	Per week	£51.68
Customs Examination Allowance *	Per day	£11.98
	Per week	£59.90
	Per month	£260.50

Annual Holiday

- 22.5 days on entry
- 23.5 days after 5 years' service
- 26 days after 15 years' service
- 30 days after 20 years' service

Hub Engineers Effective from 1st April 2021

Basic Pay

		Annual	Monthly
HE1	Recruit	£37,073	£3,089.42
Shift	Max	£40,380	£3,365.00
HE2	Recruit	£43,027	£3,585.58
Shift	Max	£47,005	£3,917.08
HE3	Recruit	£45,302	£3,775.17
Shift	Max	£49,524	£4,127.00
HE1	Recruit	£32,721	£2,726.75
Day	Max	£35,544	£2,962.00
HE2	Recruit	£38,658	£3,221.50
Day	Max	£42,146	£3,512.17
HE3	Recruit	£40,942	£3,411.83
Day	Max	£44,687	£3,723.92

Overtime

	Overtime			Bank Holiday	
	Mon-Fri	Sat	Sun	Option A	Option B
Hub Engineer 3	£28.29	£31.46	£41.01	£26.43	£49.35
Hub Engineer 2	£26.72	£29.71	£38.64	£24.69	£48.05
Hub Engineer 1	£21.20	£23.45	£30.34	£20.20	£42.56

Allowances

Intermittent Shift allowance		£21.66	per shift
Standby allowance:		£168.24	per week
	Mon-Fri	£16.83	per rota day
	Sat & Sun	£42.09	per rota day
	Bank Holiday	£84.12	per rota day

Annual Holiday

- 22.5 days on entry
- 24.5 days after 5 years' service
- 25.5 days after 10 years' service
- 27.5 days after 15 years' service
- 30 days after 20 years' service

Basic Pay

	Annual	Monthly
Recruit	£27,615	£2,301.25
Max	£29,695	£2,474.58

Overtime

Monday – Saturday	£16.27
Sunday	£21.50
Bank & Public Holidays	£24.19
Scheduled Attendance (Monday to Saturday)	£18.67
Additional payment for Sunday conditioned hours	£9.49
Additional non-pensionable payment for Bank Holiday conditioned hours	£10.92

Parcelforce Screeners are also eligible to claim Hub Operative overtime as detailed above.

Shift Payments

STARTS BETWEEN 0201 – 0400	DAWN	fully pensionable	£137.66
STARTS BETWEEN 0401 – 0500	EARLY 1	fully pensionable	£72.40
STARTS BETWEEN 0501 – 0530	EARLY 2	fully pensionable	£36.12
FINISHES BETWEEN 2000 – 2139	EVENING	fully pensionable	£103.25
FINISHES BETWEEN 2140 – 0159	LATE	fully pensionable	£218.26
THREE HOURS ACROSS 2300 – 0500	NIGHT		£412.99
		of which pensionable =	£218.26
		of which non pensionable =	£194.73
SPLIT DUTIES			
Total span over 10 Hrs			£58.51
Total span over 12.5 Hrs			£116.99

(Single contract for 2 daily attendances within conditioned hours provided the job requires at least seven attendances per week).

Allowances		
Leadership	Per month	£172.13
Coaching	Per month	£180.43

Annual Holiday

- 22.5 days on entry
- 23.5 days after 5 years' service
- 26 days after 15 years' service
- 30 days after 20 years' service

Clerical Grades Effective from 1st April 2021

Basic Pay

Clerical Level 5	Annual	Monthly
Recruit	£22,933	£1,911
Max	£23,662	£1,972
Non-Pensionable Addition to Pay	£688.56	£57.95

	Annual	Monthly
PO PFW	£24,534	£2045.
Special Typist	£25,908	£2,159

Overtime and Allowances

		Overtime			Bank Holiday		Premium	Night Duty
		Mon-Fri	Sat	Sun*	Option A	Option B	Sat	
Clerical	Recruit	£14.61	£14.61	£18.26	£14.61	£21.87	£3.91	2.53
Level 5	Max	£15.27	£15.27	£19.07	£15.27	£22.87	£4.07	2.63
PO (PFW)		£14.82	£15.86	£21.15	£15.86	£26.47	£5.46	3.55

Bank Holiday Supplement

CL5/CA5	£10.27
POF	£13.40

Annual Holiday

- 22.5 days on entry
- 23.5 days after 5 years' service
- 26 days after 15 years' service
- 30 days after 20 years' service

Basic Pay

	Annual	Monthly
Recruit	£21,119	£1,760
Max	£23,284	£1,940
Non-Pensionable Addition to Pay	£763.68	£63.64

Overtime		
Weekday Overtime	Per hour	£11.46
Saturday Overtime	Per hour	£12.88
Sunday Overtime *	Per hour	£16.74
Bank Holiday Option A with day off in lieu	Per hour	£13.71
Bank Holiday Option B	Per hour	£23.33
Bank Holiday Supplement (conditioned duty hours worked on a bank holiday between 00:01 and 23.59)	Per hour	£12.17
Saturday Premium	Per hour	£3.71
Sunday Premium *	Per hour	£5.56

Allowances		
Night Duty Allowance (payable between 20:00 and 06:00) *	Per hour	£2.31
Additional Responsibility Allowance (Assigned) *	Per month	£188.49
Additional Responsibility Allowance (Ad-hoc)*	Per day	£8.67
Processing Trainer *	Per day	£8.67
Processing Support Allowance	Per hour	£0.58

Annual Holiday

- 22.5 days on entry
- 23.5 days after 5 years' service
- 26 days after 15 years' service
- 30 days after 20 years' service

Basic Pay

	Annual	Monthly
Recruit	£21,119	£1,760
Max	£23,284	£1,940
Non-Pensionable Addition to Pay	£763.68	£63.64

London Weighting		
	Annual	Monthly
Outer London	£2,916	£243.00

Overtime		
Weekday Overtime	Per hour	£11.46
Saturday Overtime	Per hour	£12.88
Sunday Overtime *	Per hour	£16.74
Bank Holiday Option A with day off in lieu	Per hour	£13.71
Bank Holiday Option B	Per hour	£23.33
Bank Holiday Supplement (conditioned duty hours worked on a bank holiday between 00:01 and 23.59)	Per hour	£12.17
Saturday Premium	Per hour	£3.71
Sunday Premium *	Per hour	£5.56

Allowances		
Night Duty Allowance (payable between 20:00 and 06:00) *	Per hour	£2.31
Additional Responsibility Allowance (Assigned) *	Per month	£188.49
Additional Responsibility Allowance (Ad-hoc) *	Per day	£8.67
Processing Trainer *	Per day	£8.67
Processing Support Allowance	Per hour	£0.58

Annual Holiday

- 22.5 days on entry
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- 30 days after 20 years' service

**Processing
Engineers
NWPC**

Effective from 1st April 2021

Basic Pay

		Annual	Monthly
PE1	Recruit	£44,167	£3,680.58
	Max	£48,264	£4,022.00
PE2	Recruit	£37,073	£3,089.42
	Max	£40,380	£3,365.00

	Mon-Fri	Sat	Sun	Bank	Holiday
				Option A	Option B
Processing Engineer 1	£27.51	£30.60	£39.81	£25.56	£48.71
Processing Engineer 2	£21.20	£23.45	£30.34	£20.20	£42.56

Allowances

Standby Allowance:	Mon-Fri	£16.83	per rota day
	Sat & Sun	£42.09	per rota day
	Bank Holiday	£84.12	per rota day

Annual Holiday

- 22.5 days on entry
- 24.5 days after 5 years' service
- 25.5 days after 10 years' service
- 27.5 days after 15 years' service
- 30 days after 20 years' service

**Processing
Engineers SEPC**

Effective from 1st April 2021

Basic Pay

		Annual	Monthly
PE1	Recruit	£44,167	£3,680.58
	Max	£48,264	£4,022.00
PE2	Recruit	£37,073	£3,089.42
	Max	£40,380	£3,365.00

London Weighting	Annual	Monthly
Outer London	£2,916	£243.00

	Mon-Fri	Sat	Sun	Bank	Holiday
				Option A	Option B
Processing Engineer 1	£27.51	£30.60	£39.81	£25.56	£48.71
Processing Engineer 2	£21.20	£23.45	£30.34	£20.20	£42.56

Allowances

Standby Allowance:	Mon-Fri	£16.83	per rota day
	Sat & Sun	£42.09	per rota day
	Bank Holiday	£84.12	per rota day

Annual Holiday

- 22.5 days on entry
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