

## Reinstatement Following Dismissal

### Guide for managers

This guide outlines the jointly agreed principles between RMG and CWU for reinstating employees who have previously been dismissed from RMG. It also includes the steps managers need to take to reinstate the employee.

#### Main topic areas

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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 / 5456 7100

Managers working for Parcelforce Worldwide should call 0345 6042787 / 5456 4747

For web access go to:  
<https://www.psp.royalmailgroup.com>



# Reinstatement Following Dismissal

## Guide for managers

### Overview

This is a manager's guide to reinstatement in Royal Mail Group. This guide has been produced to clarify and assist managers in their knowledge of the steps needed to be taken when a previously dismissed employee is reinstated.

It is of the utmost importance that the process of reinstatement and return to work is acted upon immediately.

This guide should be read in conjunction with the Recruitment Vetting Policy.

### Reinstatement on appeal - CWU and Royal Mail jointly agreed principles

#### Reinstating pay

- As soon as a person's appeal is completed and upheld, the manager will complete an ECR and the employee will be reinstated with immediate effect\*.
- Basic pay will be reinstated once the ECR is received and at the next available pay day.
- Back pay will be calculated based on applicable assigned pay, supplements and allowances. Annual holiday entitlement will be amended to reflect the entitlement that would have accrued (adjusted for any pay in lieu of holiday payments and recoveries). This activity will need to be completed within two weeks of return.
- The employee's manager will need to request a copy of any benefits received during the 'dismissal period' (e.g. Job Seekers Allowance and unemployment benefits). This money is due back to the Department of Works and Pension. Good practice would be to request the benefits information be brought to this meeting to reduce delay.
- Managers should ensure that the HR17 is correctly completed so the allowances applicable to the employee are accurate. For the avoidance of doubt should a revision have taken place whilst the employee was away the MTSF process should be followed on resourcing and pay protection.

#### Vetting requirements

- Twenty eight days is the agreed time-frame for any acceptable gap in activity history for any employee going through vetting in line with our Mails Integrity obligations. This vetting check would not stop the employee returning to work whilst those checks are being carried out. Unless there are exceptional circumstances, employees will return to work with pay reinstated, whilst we are waiting for an outcome.
- For some roles there may be a requirement, pending security checks, to agree indoor supervised working, and it should be noted that checks can take longer for some roles, for example, airside workers.

#### Vetting outcome

Should the result of the vetting of an employee's history show issues of concern, a manager should consider appropriate action in line with the Recruitment Vetting Policy.

#### Independent case manager role

The employee's manager will be asked to raise the ECR by the decision making manager (ICM) and their feedback document includes guidance on what to do and where to seek further support.

### **Manager roles and responsibilities**

- The employee's manager will complete the ECR as soon as they are notified of the decision.
- This will state the date of return and a valid position, which would normally be the position the employee held prior to the conduct penalty (unless the conduct decision stipulates otherwise).
- The weekly pay should be reinstated and the system will subsequently calculate pay due, minus any pay owing and the balance will be paid.
- The manager should welcome the employee back to work, ensuring the employee has the required uniform, is aware of any changes that have taken place in their absence and generally understand any support the employee may require, this may include utilising rehabilitation principles. Managers may be required to carry out remedial work based upon the Independent case manager's decision.

*\*Dependant on any conditions attached to the appeal decision e.g. if mediation is required or other requirements to re-integrate the employee into the work place.*

### **Where to go for further information**

The Getting Help box on the front page tells you where to find further information.

Guidance is also available on the Policy and Information Site on PSP and HR pages of the intranet (for non-PSP users).

### **Related documents**

You may find it useful to read the following documents (located on the Policy and Information site on PSP (HR pages of the intranet for non-PSP users) in conjunction with this policy:

- Induction Process Guidelines
- Recruitment Vetting Policy
- Recruitment Vetting Guide
- Rehabilitation Guide
- Conduct Policy and guides
- Attendance Policy and guides

Collective agreements related to this policy:

- CWU Way Forward Agreement
- CWU Conduct agreement
- CWU Attendance agreement
- CWU MTSF agreement