

Working Time Agreement Joint Statement – 23.08.01

The agreement commits both parties to two reviews each year. This statement summarises progress to date and sets out the position in relation to future steps.

1. September Review

The following information will be provided to CWU in advance of the formal meeting:

- Information on the progress of introduction of 5-day weeks
- Confirmation from areas that the daily and weekly agreed breaks are being adhered to
- Number and cost of gross paid for hours used April 2000 to April 2001, suitably adjusted for pay increases.
- Cost of casual hours as a proportion of regular hours – this year against last year, weekday and weekend separately if possible
- Average earnings by grade by area – April 2000 to April 2001
- Number of people by area working over 70, over 75, over 80
- Hours profile for technical services grades.
- Information on numbers of people with second jobs.
- Confirmation from areas that second job hours are taken into account in the monitoring of total hours.

The review meeting will take place as early in September as is practicable. The implementation of the increase to the daily break to 10 hours will be dependent on the outcome of the Yearly Review which will take place during September to establish if the success criteria are being met.

2. Minimum 10-hour break

To avoid the problems experienced with previous steps, it is essential that this phase of the agreement is planned properly. It has therefore been integrated into the business planning process. Both planning and local discussions should continue in parallel with the review process. Proposals should be constructed so as to minimise any negative impact on individual earnings and should stop short of implementation where there are disagreements on the detail of the proposals. These will be progressed in line with Industrial Relations Framework.

3. Christmas Review

The review of last Christmas has now been completed and the following modifications have been agreed for 2001: The hours/breaks for the locally agreed 4-week Christmas period will be:

- 80 gross hours for each of the two peak Christmas weeks (dates to be determined locally), minimum 9-hour break in each 24 hour period
- 72 gross hours for the remaining two weeks with the agreed daily break in each 24 hour period.
- As with last year, there will be no requirement for a mandatory 24 hour break each week or a 48 hour break each fortnight, for the duration of the agreed 4 week period.
- All pre-scheduled hours between full time conditioned hours and the upper limit will be paid as Scheduled Attendance where the hours have been prescheduled in advance, individually signed up for and performed as agreed. Hours that are not pre-scheduled or where there is no signed individual commitment to attend will be paid at the appropriate overtime rate.
- Confirmation that Christmas planning meetings are underway by the first week in October.
- All Christmas planning should be complete by the end of October 2001 and any outstanding working time issues flagged to both CWU HQ and SDHQ.
- Normal casual attendances should not exceed 40 hours per week. There will however need to be a flexible response to special circumstances, where for example regular staff had

worked their maximum hours in a week and it becomes necessary to offer additional hourage to casuals, but this would be discussed and agreed with local CWU as part of the normal Christmas resourcing negotiations. Casual staff should not be employed for longer than the agreed weekly hours limit specified above.

Signed:

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Mr D Camp – Service Delivery Mr J Keggie - CWU

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Mr A Delso – Service Delivery Mr M Collins - CWU

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Mr D West – Service Delivery M P O'Hara – CWU
Date:..... Date:.....