

01 April 2020

Glasgow Coffin Factory Pay Agreement

BETWEEN

Funeralcare

part of

The Co-op

and

Unite

in respect of

**Production Operatives, Production Line & Fit Operatives &
Production Craft Operatives**

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Full details of Co-op and Funeralcare general policies can be accessed, via the Co-op's intranet site or by reference to Coffin factory management or the HR team in Funeralcare.

AGREEMENT

1. **SCOPE OF AGREEMENT**

This agreement is applicable to Production Operatives, Production Line and Fit Operatives and Production Craft Operatives employed within the Glasgow Coffin Factory located at Bogmoor Place, Shieldhall, Glasgow G51 4TQ

2. **CONDUCT, MANNER AND STANDARD OF APPEARANCE**

All colleagues must conduct themselves in a manner, attitude, demeanour and appearance acceptable to the functions which he/she has to perform insofar as Internal Clients, the Profession and Funeralcare are concerned and adhere to Co-op and Factory policies at all times.

The Co-op's Code of Conduct, which applies to all Co-op colleagues can be found on the intranet.

3. **HEALTH & SAFETY**

All colleagues, at all levels, whether on Co-op premises or elsewhere, conducting the Co-op's business have important health and safety responsibilities. These include:-

Care of Own and Others' Safety - taking reasonable care of your own health and safety and that of colleagues and anyone else who may be affected by their work

Co-operation - co-operating fully with management by always working to good safety standards and practices

Reporting Dangerous Situations - reporting immediately to management any work situation or damage you consider to be a danger to the health, welfare and safety of yourself or others

All colleagues covered by this agreement will be subject to the Co-op's Drugs and Alcohol Testing Policy.

4. **DRIVING ON COMPANY BUSINESS**

Colleagues who are required to drive to undertake their duties must comply with the Co-op Driving Policy at all times. Details can be found on the intranet.

5. **JOB ROLES**

All roles referred to in this agreement will have an agreed and up to date Role Description available at any time from the factory production manager or the Funeralcare HR Dept.

6. **ASSESSMENT DURING PROBATIONARY PERIOD**

The Co-op's Probationary period Policy can be found on the intranet. All new colleagues appointed to coffin factory positions will be subject to a probationary review on conduct, attitude, attendance and performance within 13 weeks of engagement with the business. Reviews will also be conducted at 13 week intervals within the colleagues first 12 months' period of employment. These subsequent reviews will concentrate on the colleagues training, progress and job performance, but will also review conduct, attitude and attendance.

7. PERFORMANCE APPRAISAL

A mid-year and annual performance appraisal shall be conducted for all colleagues. In addition to past personal objectives, tasks will be set for the year by agreement with each colleague and training needs will be identified.

8. SALARIES WAGE RATES and ALLOWANCES

8.1 The following basic salaries/ allowances will apply with effect from 01 April 2020

Production Operative (PO)	£21,246.77 per annum
Production Line & Fit Operative (POL&F)	£21,246.77 per annum
Production Craft Operative (PCO)	£22,580.08 per annum

8.2 Chargehand Salary

The above colleagues will receive a salary of £24,065.66 per annum plus Productivity Bonus of £6,787.89 per annum.

8.3 Productivity Bonus

Providing agreed 2020 productivity levels are met, the following represents maximum productivity bonus levels:

<i>Title</i>	<i>Total Basic</i>	<i>Total Bonus</i>	<i>Total Annual</i>
<i>PO</i>	<i>£21,246.77</i>	<i>£4,717.38</i>	<i>£25,964.15</i>
<i>POL&F</i>	<i>£21,246.77</i>	<i>£6,787.89</i>	<i>£28,034.66</i>
<i>PCO</i>	<i>£22,580.08</i>	<i>£6,787.89</i>	<i>£29,367.97</i>

Colleagues formally 'acting up and undertaking the duties of a higher graded role for less than four weeks will receive the appropriate increase in weekly productivity bonus only. Those formally 'acting up' and undertaking the duties of a higher grades role for more than four weeks will receive both the basic pay and bonus levels of the higher graded role.

9. WORKING WEEK

Core hours of the business shall be **37.5** hours per week for all grades. Starting and finishing times are set out below. Lunch-breaks will be defined and agreed internally

Start Time will be 07.55 Monday to Friday

Morning Break will start at 10.00 and finish at 10.15 – Monday to Thursday, and start at 11.00 and finish at 11.15 on Friday

Lunch Break will start at 12:30 and finish at 13:00 - Monday to Thursday

Afternoon break will start at 14.45 and finish at 15.00 Monday to Thursday

Finishing time will be 16.25 Monday to Friday, and 13.30 on Friday

Co-op Funeralcare reserves the right to introduce colleague clocking in and out at break times in the event of an increase in colleagues taking early or extended breaks.

LATENESS

It is recognised that colleagues may, from time to time, be late for work due to circumstances out of their control.

For the first instance of being late – there will be no deduction in pay if a colleague is late for their normal working start time by up to 3 minutes. Where a colleague is late for more than 3 minutes, deduction in pay will be made on a like for like basis, e.g. 10 minutes late will result in deduction in pay of 10 minutes.

Further instances of lateness - deduction in pay will be made on a like for like basis as above.

Lateness on more than 3 occasions in any 13 week rolling period will be investigated in accordance with the disciplinary procedure.

10. OVERTIME

Overtime worked in excess of **37.5** hours per week is payable at the rate of time and one half Monday – Saturday (up until noon) and at double time on Saturday (afternoon), Sundays and Statutory Holidays.

11. PART TIME WORKING

Salaries and general terms and conditions of employment shall be the same as for full time colleagues but on a pro rata basis to the hours worked. Normal premium rates will apply to part-time colleagues once they exceed **37.5** hours work respectively (Monday-Friday) in any given week.

12. ANNUAL HOLIDAYS

Service	Annual Entitlement	Entitlement in hours
12 Months service	23 days	172.5 hrs
2 years' Service	28 days	210 hrs
5 Years' Service	29 days	217.5 hrs
10 Years' Service	31 days	232.5 hrs

12.1 The holiday year runs from 1st April to 31st March and holiday is accrued on the basis of completed days of service

12.2 A minimum of 2 weeks of this annual entitlement must be taken between the 1st May and 15th October in each year, by mutual agreement. In special circumstances this 2 week holiday may be allowed outside the normal period, subject to agreement between Management and the colleague concerned and will be governed by the needs of business at that time.

The remainder of the colleague's holiday shall form a reasonable balance of 'odd' days and consecutive days of holiday and shall be the subject of local agreement, subject to the needs of the business. In order to minimise business disruption and to avoid a build

up of untaken holidays at the holiday year end (ie February - March) colleagues should plan their annual entitlement at the earliest opportunity with their Manager.

- 12.3 Funeralcare will not unreasonably withhold approval for holidays, however, it is paramount that there is always appropriate levels of resource to operate the factory safely and maintain production levels to service our customers. Consequently, Funeralcare will need to consider various factors before holiday requests are approved, including other known absences e.g. sickness, training, holidays already agreed etc. On occasion, it may therefore not be possible to accommodate a colleague's request for holiday on their preferred dates.
- 12.4 A colleagues' entitlement to annual leave increases with length of service. The increased entitlements will be granted on 1st April following the date on which the colleague has the required length of service.
- 12.5 Holidays must be taken during the period referred to above and cannot be carried over into the following year, nor can payment be made in lieu of holidays.
- 12.6 Holiday remuneration shall be paid via payroll as part of normal four weekly pay.
- 12.7 For those colleagues working less than 5 days per week, holiday entitlement will be expressed in weeks rather than days, ie 4.4 weeks, 5.4 weeks, 5.8 and 6.0 weeks dependent on length of service.
- 12.8 Holidays will be paid pro rata, in accordance with the following calculation:

Effective from 6th April 2020, holiday pay is calculated on the basis of a colleague's average earnings over the rolling previous 52 weeks or their Basic Salary (and production bonus), whichever the higher.

If a colleague has less than 52 weeks service, holiday pay will be calculated on the basis of a colleague's average earnings over the total number of weeks during which they have been employed with Co-op, or their Basic Salary (and production bonus), whichever is the higher.

When colleagues leave the Co-op, they're entitled to receive payment for any accrued but untaken holidays. This is calculated by taking the amount of holiday accrued since the previous 1st April and deducting any holidays already taken.

If a colleague has taken more holidays than they have accrued at the point they leave the Co-op, then the Co-op will deduct the salary equivalent (calculated as above) for the overtaken holidays from the colleagues' final pay.

Please see appendix A which sets out the pay elements which are currently included in the holiday pay calculation referred to above. Please note that these elements may be reviewed from time to time, to ensure that we are complying fully with our legal and contractual obligations.

13. CUSTOMARY/STATUTORY HOLIDAYS

- 13.1 The following days are recognised and allowed as holidays and any other day pronounced as a National holiday by the Government:

Christmas Day; Boxing Day; New Year's Day; 2nd January, Easter Monday; May Day, Glasgow Fair (2 days), September Weekend (1 day). - Total 9 days - and any other day decreed by public proclamation

- 13.2 Where it is not the custom to observe the holidays set out above, or when a customary holiday falls on a Saturday or Sunday, other days not fewer in number may be substituted by mutual agreement.
- 13.3 Payment for customary holidays will be dependant on attendance at work on the normal working day (or night) immediately prior to and following the customary holiday period (unless certified unfit by Medical Certificate or absent by permission of the Management). Any cost of providing a Medical Certificate will be reimbursed to the colleague on production of a receipt. Payment for public /statutory holidays will be based on average earnings of each colleague at the time (based on their last 13 weeks earnings).
- 13.4. Colleagues within the Machine, Assembly and Polishing section of the factory traditionally take 3rd January annually as an agreed holiday as part of their annual leave entitlement (e.g. one day of their entitlement as outlined in the table at 12. above).

14. SICK PAY

Depending on service, colleagues' entitlement to Co-op Sick Pay in any 'sickness year' is as set out below:

<i>Service</i>	<i>Sickness Absence (per rolling 12 month period)</i>
After 3 months	10 weeks
After 2 years	15 weeks
After 4 years	20 weeks
After 10 years	26 weeks

- 14.1 "Sickness year" means the shortest of the following:-

14.1.1 the period of 12 consecutive calendar months immediately prior to the first day of absence due to sickness or incapacity terminating on the day immediately prior to that first day of absence or

14.1.2 the period of employment since the commencement of employment.

- 14.2 All sickness absence will be managed in accordance with Co-op Absence policies and processes. Details are available on the intranet.

15. TRADE UNION MEMBERSHIP

In accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, the Co-op has Trade Union Membership Agreements with those Unions which are recognised signatories to Agreements covering the wages and conditions of all colleagues within the Co-operative Group. As such all colleagues covered by this Agreement are encouraged to become members of Unite.

16. CONFLICT OF INTEREST

It is agreed between the parties that in order to carry out his/her duties to a standard mutually acceptable to the Funeral Profession, the general public and the Co-op, no

colleague whilst party to this Agreement shall undertake any work in his/her own time which may conflict with these interests. The Co-op will, in the first instance, determine what constitutes a conflict of interest but any colleague may contest such a ruling through the Grievance Policy.

17. TERMINATION OF AGREEMENT

This Agreement is to be operative from 01 April 2020 and shall remain in effect unless amended and agreed between the parties or terminated by either party giving to the other 3 months' notice in writing.

Signed for and on behalf of:

**Co-op
Funeralcare**

Signature:

Nic MacLennan

Print Name:

Nic MacLennan

Date: 08/12/2020

Unite

Signature:

Charlie McDonald

Print Name:

Charlie McDonald

Date: 08/12/2020

Note – due to the Coronavirus pandemic this years' agreement was confirmed via email by Nic MacLennan and Charlie McDonald to Andy Shepherd, ER Manager, Co-op.

Appendix A: Pay elements included in holiday pay calculation

- Basic Pay
- All overtime premiums
- Production bonus
- Sickness payments
- First Aid payments