

2018 Annual Salary Review (ASR) for colleagues in the Management & Clerical Collective Agreement

Intranet Content (Frequently Asked Questions)

1. Does this salary review apply to me?

This ASR applies to roles Grade D to H on the Management and Clerical collective agreements* in Support Centre and Co-op Legal Services as well as management and support roles in these grades in Food, Logistics and Funeralcare.

Colleagues in other collective agreements may have different outcomes and timescales for their pay reviews. If you're unsure about what pay review applies to you or when, please ask your manager.

**collective agreements are where groups of colleagues across the Co-op are represented by trade unions for pay review negotiations.*

2. Who isn't eligible for an increase?

You won't be eligible for an increase under this salary review if you:

- a) aren't covered by the Management or Clerical collective agreement;
- b) joined the Co-op on or after 1 January 2018;
- c) are on a career break;
- d) have received a salary increase after 1st January that was higher than the ASR (see Q6); or
- e) will leave the Co-op before the ASR is implemented (see Qs 9 and 10).
- f) you are on Secondment from role that isn't in scope (see Q1)

3. I am eligible, what percentage increase will I receive?

This depends on your end of year performance rating for 2017 (*Your manager should confirm your rating by the 6 April*). Find your performance rating in the table below and if you are eligible for a pay rise (see Q2), the percentage in the right hand column is how much we'll increase your base salary by.

2017 year end rating	2018 ASR (% base salary)
Outstanding	3.75%
Exceeding	3.0%
Achieving	2.5%
Partially Achieving	1.5%
Unacceptable	0%

If you don't have a performance rating because you joined late in 2017 or you were absent during 2017, you may have a 'Nil rating'. If this was due to maternity or long-term sickness, or you joined the Co-op between 1 October and 31 December 2017, you will still receive an increase, using the table below.

2017 year end rating	2018 ASR (% base salary)
Nil rating - maternity	2.5%
Nil rating – long term sick	2.5%
Nil rating – new to role	1.5%

4. When will I receive the increase?

The increase will be applied in the 12 April 2018 pay and will be backdated to 1 April 2018.

5. Will the salary review increase be applied to anything other than base salary?

Yes, it will also apply to any allowances paid as a percentage or multiple of your base salary (e.g. overtime). This will also be backdated to 1 April 2018. Fixed payments (e.g. a set amount of £50 per pay period, secondment allowances) will not be changed by the salary review.

6. What if I have already received a pay increase in 2018 e.g. due to a promotion?

If your pay increase was before the 1st April 2018 and greater than your annual salary review %

If you received a base salary increase between 1st January 2018 and 31st March 2018 which was greater than the salary review percentage increase you will not receive an additional salary increase.

If your pay increase was before the 1st April 2018 and less than your annual salary review %

If you received a base salary increase between 1 January 2018 and 31 March 2018 that was less than the salary review percentage increase you will receive an additional salary increase taking into account the difference.

If your pay increase is due after the 1st April 2018 and this is less than your annual salary review %

If you received a base salary increase after 1 April 2018 which was less than the salary review percentage this will be replaced with a salary increase under the 2018 salary review.

7. What happens for colleagues on maternity/paternity/adoption leave?

Colleagues on paid maternity/paternity/adoption leave will receive a salary review in the same way as other colleagues. If they are off on unpaid leave, the increase will be recorded on the HR system ready for when they return to work, or it will be applied immediately if it has an effect on maternity/adoption calculations.

8. What happens for colleagues on Long Term Sick?

For colleagues on Long Term Sick who are receiving company sick pay, the salary review will be applied in the same way as for other colleagues. For colleagues absent on Statutory Sick Pay, the increase will apply on their return to work.

9. What happens if I am leaving the Co-op?

If you receive your final pay before the salary review implementation date on 12 April 2018, you won't be eligible.

10. I'm leaving on redundancy shortly, will my salary review increase be included in any redundancy calculations?

If the pay review is agreed and settled in advance of your final date of employment, depending on personal circumstances this may be applied to the salary used in the redundancy calculation. You will receive confirmation in writing if this is the case.

11. What happens if I am on secondment?

If you are receiving a secondment or acting up allowance, the salary review increase will not be applied to this additional payment. The increase is applied to base salary only.

If you are seconded into a role normally covered by the Management or Clerical collective agreements, but your home (permanent) role is covered under a different collective agreement, you will be included in the salary review for your home role.

12. I'm an Agency Worker, am I eligible?

We'll tell Rullion about the salary review approach being taken for colleagues and they will apply the salary review principles to agency workers in equivalent roles. You will be told of any change to your rate through the usual channels.

13. Why is the salary review only being linked to performance and not my position in a salary range?

For 2018 any increases are linked to performance only. We plan in future years to consider both pay level and performance when allocating the pay budget.

14. I still have a question, where do I go?

We have tried to cover as much information here as possible, but if there is anything you still want to know, please speak to your manager. Managers may contact HR Shared Services on 0330 606 1001 for further guidance.