

No. 279/24

21st August 2024

Dear Colleagues,

Royal Mail Property & Facilities Solution Limited (RMPFSL) - July 2024 Underpayment

The Outdoor Department has been informed by Royal Mail Property & Facilities Solution Limited (RMPFSL) that, following one of its regular checks on pay, it has highlighted a small level of **underpayment** for cleaning grade employees in July 2024 against hours worked to that paid.

In drawing this to the Department's attention, the company have set out the following details in terms of this matter and the corrective measures it will be taking:

*We have identified some individuals that had a small level of **underpayment** in July 2024 based on total monthly hours worked. We are therefore writing to advise you of next steps.*

- *Make good any underpayments in August pay – approx. 700 cases*
- *Communicate in line with below on Wednesday 21st August via manager internal comms and cleaning App (in advance of payslips being visible on Thursday PM).*

Communication

*Following an assessment of work schedule data held on PSP for July 2024 compared to July monthly hours worked we have identified that some employees were **underpaid** in July. We are therefore writing to advise you of the action being taken to rectify.*

1. **How did the underpayment occur?**
The number of working days in July resulted in hours performed in the calendar month exceeding paid hours for July
2. **How will it be corrected?**
A basic pay adjustment will be paid to you in August payroll
3. **Will the basic pay adjustment affect other deductions or contributions?**
As with your Basic pay the payment is a 'Gross' value which is subject to standard deductions i.e. Tax, NI & Pension contributions
4. **Will the basic pay adjustment be listed on my August payslip?**
Yes this will be listed as a payment on your August 2024 payslip under the description of 'Arrears of Basic'
5. **Will the basic pay adjustment be recovered?**
No, the payment will be made as a one payment with no recovery.'

As outlined in the above communication from RMPFSL, those individual members affected by this underpayment will be advised accordingly and have the correction made in their August pay.

Any enquiries to the content of this LTB should be directed to the Outdoor Department reference 120.12, email address: Pharacz@cwu.org.

Yours sincerely,

Mark Baulch
Assistant Secretary