

Dear Member

As a result of the MOPI / Mandate Pay Agreement 2022, Band-Assimilation is now a twice-yearly process. 6<sup>th</sup> March – 19<sup>th</sup> March 2023 shall be the next opportunity for members to request a band review. In order to make this process as clear as possible we have decided to produce this information and resource pack. The following pertinent and useful documents are enclosed:

- The Band Assimilation Changes section (3.2) of the 2022 Mandate / MOPI National Agreement.
- Template Hours Calculation Form
- MOPI Change of Band Request Form

The following is a Step-by-Step Guide to applying for an increase in Banded Hours Contract:

- Step 1:** Read the attached “Band Assimilation Changes” Section of the 2022 Agreement.
- Step 2:** Review your last 52 weeks’ payslips prior to the application window. Payslips available on core portal – if you can’t access Core Portal please email [hadmin@musgrave.ie](mailto:hadmin@musgrave.ie)
- Step 3:** Starting at your most recent payslip and working your way back start completing the “Hours Calculation” form by entering the total number of hours worked beside the relevant Week No. EG. Week 202410– 27 Hours, Week 202409 – 29 Hours etc. etc. Reference period is Week no 202310 to Week no 202410 (52 weeks)
- Step 4:** After completing the “Hours Calculation” form and you establish that your weekly average for the 52-week period is above the top point of your current band, please complete a “Change of Band Request Form” (**Please be advised that you do not have to work above the top point of your band for the 52 weeks, it is simply based on your average, e.g “My current band is 20-25 hours but my 52 week average is 28 hours”**)
- Step 5:** Complete the “MOPI Change of Band Request Form” enclosed with this correspondence.
- Step 6:** Keep a copy of the completed “MOPI Change of Band Request Form” (You can do this by simply taking a photograph of it on your phone) and submit the completed form to your SRM.
- Step 7:** The SRM will respond to your request as soon as is practicable.

***\*\*Please note that as per the 2022 Agreement, a colleague may only move to a higher contract band on one occasion per 12 month period. This means if you successfully move to a higher band in the March window, you are ineligible to apply again in the October window. However, if you apply in March and are unsuccessful, you have every right to apply again in October should you feel your average weekly hours are sufficient.***

**IF AT ANY STAGE YOU ARE UNSURE OR IF YOU HAVE ANY QUESTIONS PLEASE CONTACT YOUR SHOP STEWARD / HOUSE COMMITTEE MEMBER OR THE UNDERSIGNED FOR ASSISTANCE**

Yours fraternally  
On Behalf of the SuperValu MOPI National Team

Keith Pollard  
Divisional Organiser

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