

1. Banded Contracts

Currently there are four types of banded contracts in operation:

- Band 1: 18 to 25 hours
- Band 2: 25 to 39 hours
- Band 3: 25 to 32 hours
- Band 4: 32 to 39 hours

The Company and Trade Unions are proposing some changes to the 2013 Banded Contract agreement with a proposed restructuring of the current bands and assimilation process to provide greater certainty for colleagues in relation to their weekly working hours.

The Proposed New Bands are as follows:

Band 1	15 - 20 hours
Band 2	20 -25 hours
Band 3	25 -30 hours
Band 4	30 - 35 hours
Band 5	35 - 39 hours

3.1 Band Classification

The introduction of the new classification of bands will be on the following basis:

- Band 2 will be the default band and Band 1 will be an option where it suits students or colleagues that may request this for their individual circumstances.
- The band re-classification process to establish banded contracts will commence in July 2022 in conjunction with the annual band assimilation as per the 2013 Banded Contracts Agreement.
- The assimilation will be based on the Colleagues average hours worked over a 52-week reference period (consideration will be made for holidays, public holidays, and absence). This will apply to all Colleagues on existing A, B and C Flexi Contracts.
- All colleagues will receive confirmation of their band in writing post the initial assimilation.

- As a result of the assimilation process, colleagues who wish to remain on a lower band can request to do so via a 'Change of Band Request Form' (Appendix 1).
- Colleagues who fall on the midway point between the new bands (i.e., between 2 & 3, between 4 & 5) will be assigned to the lower band. (e.g., If a Colleagues average is 25.4 hrs remain on band 2, if colleague's average is 25.6, they move to band 3)

3.2 Band Assimilation Changes

Band assimilation will move to a twice-yearly process, commencing in March 2023. Thereafter Colleagues will have the opportunity to apply for a change in band on 2 occasions in the year. The first 2 weeks in March and the first 2 weeks in October of each year will be open for colleagues to request a band review. The process for this will be as below:

- Colleagues should review their last 52 weeks' payslips prior to the application window to ensure they have worked (on average) over their band.
- Change of Band request form is completed by the colleague and given to the SRM in store
- The SRM will review the request and where it is established that the colleague has worked over their current band, they will receive an increase change of band.
- Colleagues can move up a band once in a 12-month period.
- The normal appeal process should be used in the event that a colleague is unsuccessful in their application.