

# Coronavirus Job Retention Scheme

Further reading for affected staff

26<sup>th</sup> March 2020



As we are all now aware, the business as of 11am today is in the advance stages of shutdown, with just a skeleton staff and management team performing largely clerical tasks.

In order to protect our workforce and in an effort to preserve our business, for the past week we've been focused on attaining legal 'Furloughed' status for all of our staff.

This means that certainly in the short term, instead of redundancies or layoffs we are keeping everyone on our payroll and able to offer a government backed wage of 80% of your basic contracted wage, up to a cap of £2,500 per month.

Although time has been short and we are now just 48hrs from the closure announcement, we hope we have in person furnished every employee with the right information as well as help to fill in forms so everyone can take a wage over the upcoming period.

There will however I am sure remain some unanswered questions, so you may find the below of use.

## **Who qualifies for the CJRS Scheme?**

With, and only with your written agreement, all full and part time employees qualify and will be enrolled in the scheme be they shop floor, drivers, staff, management and directors. Agency staff sadly do not.

**Please contact us via our website if you have not agreed to update your employment contract for Furlough Working. We are only able to Furlough workers if you consent to the change to your contract.**

## **How long will I get the payments?**

The government says 'We intend for the Coronavirus Job Retention Scheme to run for at least 3 months from 1 March 2020, but will extend if necessary'.

**What if I get ill why I am furloughed?**

CJRS pay is only applicability to 'those healthy and able to work if required, if you fall ill with Coronavirus or any other form of sickness, or are self-isolating for a family member please use the form on the Covid-19 homepages on our website [www.claytonglass.co.uk](http://www.claytonglass.co.uk) to let us know.

If you are ill or self-isolating as of the time of shutdown, you will have to run through the relevant 7 or 14 day period on SSP before you qualify for Furlough status and pay.

**Will I get 80% of my shift premium too?**

You will be paid 80% of your average earnings over the last 12 months at Clayton Glass Ltd (or if shorter, since your start date). This will include shift premium if applicable, but exclude overtime, bonus or commission.

**Will we all be subject to Furloughed status for the same period of time?**

You will only be furloughed in instances where we have no work for you or the function you specifically perform.

Since the vast majority of the workforce are utilised in manufacturing and we have nothing to make, the entire shop floor is currently under Furlough.

Essential back room functions such as payroll (thankfully) may continue throughout or be part time, any other role or task which is an *essential business need* would be classed similarly.

**Will I have a job at the end of all this?**

Clearly nothing is certain and there are no guarantees for any worker - worldwide.

For almost the past two decades however Clayton Glass has remained steadfast throughout, and in the past 6 months we have made our name on a truly national scale. What we do is not rocket science or highly dependent on the global market, on our return we fully intend and expect to pick up where we left off, growing sales and employing opportunities for all.

**Will we return to work at the same time?**

Almost certainly not. Just as going into hibernation is a phased process as will be our return. Task wise for example - we obviously need to process an order 5 days before we need the driver to deliver it, likewise there will be preparatory functions maybe engineering or ops management to coordinate your return.

Volume wise it is unlikely on day one, or even day 21 we will be back up to the volumes we were pre-covid. It's therefore likely we'll return in waves, shifts, or otherwise phased with some workers remaining on furlough and others back to employed status. This process may take a considerable time.

### **What should I do whilst Furloughed?**

Essentially you are being paid by the government to stay at home where possible, and follow government guidance about your activities. As per your agreement you are also obliged to remain available for work in order to continue to qualify.

This is not a holiday period and shouldn't be taken as so, however it may be an opportunity to spend more time with you family and loved ones, something perhaps we could all do with.

### **How will I know when to come back to work?**

You have all provided contact details be they email, phone or address and we may use any of these means. Keep a look out for these updates and keep monitoring this COVID webpage for news at [www.claytonglass.co.uk/covid-19/](http://www.claytonglass.co.uk/covid-19/).

We hope to see you all very soon, please stay safe and look after yourselves at this difficult time.