

No: 239/2020

1<sup>st</sup> May 2020

**For the Immediate Attention of All:**

**Postal Branches  
Divisional Representatives  
Area Delivery Representatives  
Area Processing Representatives  
Area Distribution Representatives**

Dear Colleagues

## **Temporary USO Changes – Operational Guidelines**

Further to LTB 238/20 published this afternoon on the commitments secured around the temporary changes to the USO regarding the non-delivery of letters on a Saturday until the 13<sup>th</sup> of June, for the information of Branches and Representatives, attached are the operational Guidelines agreed with the business.

Building on the commitments contained within the correspondence included in LTB 238/20 these guidelines clarify the safeguards and the process for discussions and should be used to guide local engagement on any proposed changes.

Any enquiries in relation to this LTB should be addressed to Mark Baulch, Assistant Secretary, email: [outdoorsecretary@cwu.org](mailto:outdoorsecretary@cwu.org) quoting reference: 230.03.

or

Davie Robertson, Assistant Secretary, email: [dwyatt@cwu.org](mailto:dwyatt@cwu.org) quoting reference: 014.14.

Yours sincerely

**Mark Baulch**  
Assistant Secretary

**Davie Robertson**  
Assistant Secretary