



Jim White
t/a White Wood Management
48 Northfield Road
Okehampton
Devon
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Outline Statement of Employment Particulars

P1

Name of employee

t.b.c.

Commencing employment with

Jim White (trading as White Wood Management and Devon Timber)

on

t.b.c. September 2020

P2

Subject to a three month probationary period. Any previous engagement with White Wood Management (voluntary, s/e or otherwise) does not count as part of a period of continuous employment with WWM.

P3

a. You are employed as (job title)

Assistant Manager (*Timber Stock & Sales*)

b. A brief description of the work for which you are employed is:

To support the proprietor and other personnel working with White Wood Management / Devon Timber in delivery of timber and firewood stock management, sawmilling, timber production and record keeping, sales of timber goods (raw, processed and assembled products) and services. + other tasks related to the general running and development of the business (Refer to separate job description for full details)

P4

You are required to work at the following places

For the most part work will be at the operational base, Clifford Barton EX6 6QB with occasional office or home based work as agreed in advance with the proprietor/ employer. Work further afield may arise on a very occasional basis.

and the address of your employer is

48 Northfield Road
Okehampton
Devon
EX20 1BA

P5

Your pay will be

£20,688 /Year (equivalent to £10/hour)

(with allowances for mileage, Income Tax, National Insurance Contributions and, in due course, Work Place Pension which will all be deducted at source by your employer. Details of these various contributions will be shown on your pay slip.)

P6

You will be paid

In arrears of work done on a monthly basis. This will be paid direct to your bank account on the 10th of each month (following the previous month's period of work)

P7

Your hours of work are

Negotiable, but with a maximum of 40hrs/wk for one person (1FTE min) incl. occasional weekend, evening and bank holiday work with time off in lieu of extra hours worked. See accompanying sheet for options.

P8

Your holiday entitlement is

12 days/ year excluding bank holidays. Based upon one 8 hr day of paid holiday for every 72 hours worked .

P9

In case of incapacity to work

Please refer to the “White Wood Management Sickness Policy” document which sets out your rights and responsibilities as an employee. It gives details and requirements for statutory sick pay.

P10

Particulars of terms and conditions relating to employee’s pension

The employee has the opportunity to opt in or out of a workplace pension arranged through N.E.S.T. More info available following recruitment.

P11

a. The amount of notice of termination of your employment you are entitled to receive is

A minimum of three months in written form (letter or e-mail) with verbal communication prior to this if possible.

The amount of notice you are required to give is

Ideally a minimum of three months by verbal confirmation with your employer followed by a written letter from you no later than one month prior to termination.

P12

a. Your employment is permanent – subject to P11 above, to general rights of termination under the law and to the following

Any subsequent change in these particulars and the nature of your ongoing role with WWM, in which case sufficient notice will be given.

P13

There are no collective agreements which directly affect the terms and conditions of your employment outside these particulars

P14

You are not expected to work outside the UK (And certainly no more than one month in any one year if such work should arise (beyond which, terms will negotiated) .

P15 & P16

The disciplinary rules and dismissal procedure which apply to you

Can be found in a separate document titled ‘White Wood Management Disciplinary Rules & Dismissal procedure’

P17

If you are dissatisfied with any disciplinary or dismissal decision which affects you

You should apply in the first instance to White Wood Management proprietor Jim White

P18

You should make your application by

Written or typed letter or by e-mail

P19

If you have a grievance about your employment

You should apply in the first instance to White Wood Management proprietor Jim White

P20

You should make your application by

Verbal communication initially or if this is poorly received or not dealt with satisfactorily at the time, by written or typed letter or by e-mail .

P21

Subsequent steps in the firm’s disciplinary and grievance procedures are set out in

The document document titled ‘White Wood Management Disciplinary Rules & Dismissal procedure’.

P22

A contracting-out certificate under the Pensions Schemes Act 1993 **is not** in force for the employment this statement is being issued for.

I have read the above details and agree to these terms in my employment as Wood Management Assistant for Jim White (Employer) trading as White Wood Management

SIGNED (Employee):

- Print Full Name: Date:.....

I undertake to uphold my responsibilities as set out above and in accompanying documents as employer to the aforementioned / signed.

SIGNED (Employer):

- *Print Full Name:* *Date:*