

APPENDIX A

STATEMENT FOR NEW INDUSTRIAL RECRUITS

MR R. M. McGregor.....

The following summary of your main conditions of service, as they apply at present, is provided for your information. Your conditions of service are set out in greater detail in the Industrial and Trade Council Agreement on Wages and Conditions of Service of Forest Workers in the Forestry Commission, a copy of which will be given to you, and any significant changes will be notified to you as amendments to the Agreement.

You have been appointed as a TAPER DRIVER (grade) in the Forestry Commission as from 16th April 74. You will understand that in consequence of the constitutional position of the Crown, the Crown has the right to change its employees' conditions of service at any time and the Crown's employees hold their appointments at the pleasure of the Crown and cannot therefore demand a period of notice as of right when their appointments are terminated. Nevertheless, a period of notice will normally be given as specified below.

PAY                    You will be paid weekly at a rate of £22.62.....

OVERTIME            Your overtime (rate is 75p per hour)  
(rules are set out in .....)

HOURS                Your conditioned hours are 40..... hours net a week

LEAVE                In addition to seven days public holidays and  $2\frac{1}{2}$  days' privilege holidays, your normal annual allowance of paid leave is .15... days a year for which you will be paid at plain time rate.

SICK LEAVE           The grant of sick leave with pay is within the discretion of the Department, but after 26 weeks' service you may be allowed up to three months' sick pay (ie ordinary time rates less National Insurance benefits) in any 12 months. After 5 years' service you may be allowed a similar additional period of sick leave on half pay. Total paid sick leave in any period of four years may not exceed 12 months (less any period of unpaid sick leave).

NOTICE

Unless you are dismissed on disciplinary grounds and providing you have served continuously for 13 weeks or more, the following minimum periods of notice will apply:

- |                                                               |         |
|---------------------------------------------------------------|---------|
| a. Less than 2 years service                                  | 2 weeks |
| b. Two years or more but less than 5 years continuous service | 3 weeks |

- |    |                                                                |         |
|----|----------------------------------------------------------------|---------|
| c. | 5 years or more but less than 10 years<br>continuous service   | 5 weeks |
| d. | 10 years or more, but less than 15 years<br>continuous service | 7 weeks |
| e. | 15 years continuous service or more                            | 9 weeks |

If for any reason other than disciplinary dismissal the minimum period of notice cannot be given you will receive pay in lieu of the unexpired period of notice. If you decide to terminate your employment, you will be required to give not less than one week's notice. If you are retired prematurely, however, you will be eligible for a longer period of notice, details of which may be found in the Industrial and Trade Council Agreement.

#### PROBATION AND TRAINING

You will serve a probation and training period of not less than one year. During that period you will be assessed as to your skill, reliability and general suitability for forestry work. If it becomes clear that you are unlikely to attain the required standard by the end of that period your appointment may be terminated on 2 weeks notice. Any shortcomings will be explained to you from time to time, as the occasion may permit, and you will be notified of your progress at the end of 6 months, and again after 9 months service. In certain circumstances the period of probation and training may be extended beyond one year but this will be exceptional.

After the successful completion of your probationary period you will normally be nominated for establishment, ie permanent appointment. If you are a Forest Worker you will, at this stage, normally be regraded as a Skilled Forest Worker.

#### DETACHED DUTY

As part of your conditions of employment you will be liable to work on detached duty away from your normal place of work and this may entail absence overnight. For each such duty allowances will be paid in accordance with the Code of Industrial Travelling Rules.

#### SUPERANNUATION BENEFITS

Superannuation benefits for staff are provided under the Forestry Commission Principal Pension Scheme subject to your continuing to serve for at least five years. At retiring age you will normally become eligible for a pension and a lump sum additional allowance. Benefits are also provided in the event of early retirement on grounds of ill health or redundancy. No contributions are required and the benefits are given as of right. If you retire or resign voluntarily with at least 2 years and less than 5 years reckonable service, you will receive a gratuity. Such a gratuity will be at the rate of  $\frac{3}{80}$ ths of pensionable pay multiplied by the length of your reckonable service.

Participation in the Widows' Pension Scheme is compulsory for all male pensionable employees whether married or single. Contributions will be deducted at the rate of  $1\frac{1}{2}\%$  of current pay.

### GREIVANCES

If you consider that you have a grievance relating to your employment you should discuss it with your immediate supervisor. If you wish your local trade union representative may be present and may take action on your behalf. If the grievance is not promptly resolved at this stage you or your trade union representative, may refer it to the District Officer or Area Engineer etc.

If the grievance cannot be resolved at District/Area level it may then be referred to the Conservator and either side may then invoke the appropriate further steps of the Local Negotiating Machinery as outlined in paragraph 24 of the Industrial and Trade Council Agreement.

### REDUNDANCY

Compensation awards are detailed in the Industrial and Trade Council Agreement. In the event of a Forestry Commission compensation award being less favourable than the equivalent payment under the Redundancy Payments Act 1965, the Award will be made in full and a special payment also awarded to make up the difference. This applies to employees leaving the Service on redundancy after more than 2 years continuous service. Details of the Compensation Terms for Industrial Employees in the Forestry Commission whose service is terminated on Redundancy may be seen on application to your immediate Supervisor.

### TRADE UNION MEMBERSHIP

Staff are strongly encouraged to join the appropriate Trade Union but, under the Industrial Relations Act, they have the right to choose whether or not they do so. Nevertheless, management regard it as being very much in the individuals own interest to belong to a trade union which can support him in his reasonable claims and represent his point of view on all kinds of questions affecting his welfare and his terms and conditions of service.