|  |
| --- |
| **STATEMENT OF EMPLOYMENT PARTICULARS** |

|  |  |  |
| --- | --- | --- |
| **To:** | *Employee* | |
|  | |  |
| **This statement gives details of your employment with:** | | *Company Name*  *Company Address* |

|  |  |  |
| --- | --- | --- |
| 1. **Date of Employment / Continuous Employment** | | |
|  |  | |
| 1. Your employment began on: | *dd/mm/yyyy* | |
|  | | |
| 1. Your continuous employment (taking into account any service with this company or with a previous employment which counts) began on: | | *dd/mm/yyyy or N/A* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Job Title** | | | | |
|  |  |  |  |  |
| Your job title is Adult Trainee (Installation Electrician). | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Collective Agreement** | | | | |
|  |  |  |  |  |
| Your employment is subject to the collective agreement between SELECT and Unite the Union, and consequently, your terms and conditions of employment are governed by the SJIB National Working Rules, details of which are appended here.  Adult Trainees are encouraged to join Unite the Union. The details of your local Unite office can be found at <https://www.unitetheunion.org/what-we-do/unite-in-your-region/scotland/> | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Job Location** | | | | | | |
|  |  | |  | |  |  |
| You have been: | | | | | | |
| 1. \*Shop recruited, in which case you are required to start and finish each working day at your employer’s shop and are liable to work on any site where the company has a contract. | | | | | | |
| The location of your shop is: | | *Location* | | | | |
| 1. \*Travel recruited; in which case you are required to start and finish at the normal starting and finishing times on the job and are expected to work on any site where the company has a contract. | | | | | | |
| 1. \*Locally Engaged in accordance with the relevant SJIB National Working Rule. | | | | | | |
| The site on which you are initially engaged is: | | | | *Location* | | |
|  | | | | | | |
|  | | | | | | |
| \*delete as appropriate | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Pay** | | | | | | | | |
|  |  | |  | | |  | |  |
| Your rates of pay are paid in accordance with the SJIB National Working Rules. | | | | | | | | |
| 1. Shop Rate | | *£ rate* | |  | |  | |  |
| 1. Travel Rate | | *£ rate* | |  | |  | |  |
|  | |  | |  | |  | |  |
| Pay Interval: | *Pay interval* | | | | Pay Day: | | *Pay day* | |
| Method of Payment | *Method of payment* | | | | | | | |
| Overtime Payment – Monday – Friday | | | *Relevant overtime payment rate* | | | | | |
| Overtime Payment – Weekends | | | *Relevant overtime payment rate* | | | | | |
| \*Bonus | | | *Bonus rate* | | | | | |
|  |  | |  | | |  | |  |
| \*delete as appropriate | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Hours** | | | | |
|  |  |  |  |  |
| Full Time: | *Number of hours* | | Part Time: | *Number of hours* |
| Normal Working Hours: | *XXX to XXX* | | Normal Working Days: | *XXX to XXX* |
| The standard working week shall be 37.5 hours worked on five days, Monday to Friday inclusive. The normal working day shall not be more than eight hours worked in any consecutive twelve hours between 7:00am and 7:00pm. | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Holidays** | | | | | | | | | |
|  | |  | | |  | |  | |  |
| Holiday entitlement and pay is in accordance with the SJIB National Working Rules. | | | | | | | | | |
| The holiday year runs from the first working Monday of the year to the Sunday preceding the first working Monday of the following year. | | | | | | | | | |
| You are entitled to : | *holiday entitlement* | | | days’ holiday per year. | | | | | |
|  |  | |  | | |  | |  | |
| If, when you leave the Company, or your employment is terminated, your holidays taken exceeds your entitlement accrued, the Company reserves the right to deduct the equivalent sum from any monies owed to you at that time. | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Entitlement To Paid Leave (e.g. Maternity, Paternity, Adoption etc)** | | | | |
|  |  |  |  |  |
| Adult Trainees are entitled to all applicable statutory paid leave as detailed in the Employment Rights Act 1996, subject to statutory eligibility. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Additional Benefits / Other Remuneration** | | | | | |
|  |  |  | |  |  |
| The Company provides the following additional benefits / other remuneration: | | | | | |
| * Statutory Sick Pay * Additional Sick Pay as detailed in the SJIB Apprentice and Adult Training Schemes Guide | | | * Death Benefit, Accidental Death Benefit (On-Site), Permanent and Total Disability Benefit, and Accidental Dismemberment Benefit as detailed in the SJIB National Working Rules. | | |
| For more information on rates and allowances, please see [www.sjib.org.uk](http://www.sjib.org.uk) . | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Training** | | | | | |
|  |  |  | |  |  |
| Adult Trainees are registered on the SJIB Training Scheme and must complete the various stages of Adult Traineeship within the time limits specified within the SJIB Apprentice and Adult Training Schemes Guide. The following training must be refreshed at the appropriate time to allow continuity of qualification to carry out the duties of the role. | | | | | |
| * *Add additional training here if necessary* | | | * *Add additional training here if necessary* | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Sickness Absence** | | | | | | | |
|  |  |  | |  | |  | |
| If you are ill and unable to attend work you should inform: | | | *contact details* | | no later than | *XXXX* | am / pm. |
|  | | | | | | | |
| For further information, please refer to the Company Sickness Absence Policy, details of which are appended here. | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Pension** | | | | |
|  |  |  |  |  |
| The company will enrol eligible employees into a workplace pension of no less favourable terms than the Evolve Pension Scheme, details of which can be accessed at [www.evolvepensions.co.uk/crystal/bluesky/](http://www.evolvepensions.co.uk/crystal/bluesky/) . | | | | |
|  |  |  |  |  |
| For further information on the pension scheme, please refer to the Pensions details which are appended here. | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Notice** | | | | |
|  |  |  |  |  |
| **From the Employer:** | | | | |
|  |  |  |  |  |
| 1. Employed for less than a month: | | | *One day* | |
| 1. Employed for more than a month but less than two years: | | | *One week* | |
| 1. Employed for more than two years: | | | *One weeks’ notice for each completed year of continuous employment (maximum of 12 weeks)* | |
|  |  |  |  |  |
| **From the Adult Trainee:** | | | *1 week (weekly paid) or required notice period* | |
|  |  |  |  |  |
| The Employment Rights Act 1996 allows either party to waive their right to notice on any occasion or to accept payment in lieu of notice. In either event, the decision should be expressed in writing. | | | | |
|  | | | | |
| The periods of notice set out above do not affect the company’s right of summary dismissal for gross misconduct. | | | | |

|  |
| --- |
| 1. **Disciplinary Procedures** |
|  |
| For details of the disciplinary rules refer to the Company/SJIB Disciplinary Policy which is appended here. |
|  |
| If you are dissatisfied with a disciplinary decision you may follow the Company/SJIB appeals procedures, details of which are appended here. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Grievance Procedure** | | | | |
|  |  |  |  |  |
| If you have a grievance relating to your employment please refer to the Company/SJIB Grievance Procedure, details of which are appended here. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Reference Documents** | | | | | |
|  |  |  |  | |  |
| The following documents form part of this statement and are appended here: | | | | | |
|  |  |  |  |  | |
| \*Employee Handbook |  | | SJIB National Working Rules |  | |
|  |  |  |  |  | |
| \*Company Rules |  | | \*Health and Safety Rules |  | |
|  |  |  |  |  | |
| Disciplinary Rules |  | | Pension Information |  | |
|  |  |  |  |  | |
| Grievance Procedure |  | | Sickness Absence Policy |  | |
|  |  | |  |  | |
| \*SJIB Apprentice and Adult Training Scheme Guide | | | |  | |
|  |  |  |  |  | |
| \*delete as appropriate | | | | | |

|  |  |
| --- | --- |
| **\*Declaration** | The signing and dating of this document by both parties is necessary for the formation of a written Contract of Employment. |

This employment is conditional upon the named Adult Trainee abiding by the SJIB National Working Rules for the Electrical Contracting Industry in Scotland. Both parties confirm receipt of the contract of employment, which sets out that which is required under s.1 of the Employment Rights Act 1996 and agree to the contract’s terms and conditions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee** | | | | | |
|  |  |  |  |  |  |
| Name: |  | | | | |
|  |  |  |  |  |  |
| Signed: |  | | Date: |  | |
|  |  |  |  |  |  |
| On behalf of the **Employer** | | | | | |
|  |  |  |  |  |  |
| Name: |  | | | | |
|  |  |  |  |  |  |
| Signed: |  | | Date: |  | |

|  |
| --- |
| \*delete as appropriate |