

Watermans Tronc Summary

Rules regarding the operation of The Watermans Richmond Tronc

1. The Watermans Richmond Tronc distributes to staff proceeds of any discretionary service charge and any card gratuities paid by customers.
2. The Troncmaster is **Charles Leatham**, and they will work with, and take advice from, managers and other senior personnel within the business to help make allocations of tronc funds.
3. These rules set out how the Troncmaster will operate the Watermans Richmond Tronc.
4. The Company will advise the Troncmaster on a weekly basis (week period runs from Monday to Sunday) of the amount of discretionary service charge available for distribution by the Troncmaster.
5. All employees within the venue will be eligible to participate in distributions from the tronc. The amount of any distributions will be at the sole discretion of the Troncmaster. The Troncmaster may take advice from managers, supervisors and other senior personnel when deciding the level of any distribution.
6. The Troncmaster, will award each member either a point value, and these will be set according to position, responsibility, performance and experience. The amount of any distributions will be at the sole discretion of the Troncmaster.

TRONC Calculations

In order to calculate individual payments, the following calculations are used:

Step 1) All employees are paid their agreed hourly rate which is made up of basic pay according to age group and topped up with tronc. This is multiplied by the hours worked in any given week from the Monday to Sunday and will be paid the following Friday into that employees account.

Step 2) Any residue from the tronc that is not paid out will be calculated at the end of the month and will subsequently be paid to each employee at the end of the following month on the following basis:

- a) You will be assigned a points level taking into consideration the following factors:
 - a. Total years worked
 - b. Seniority
 - c. Position
- b) The Points value for each staff member will then be multiplied by number of hours worked. Add all these figures together to get the Total Tronc Rate

Step 3) Divide the total Tronc received in a calendar month minus any funds dispersed during weekly payroll (step 1). This number is the Tronc Monthly Residue point value in £.

Step 4) Multiply step 2b figure for each staff member, by the Tronc Monthly Residue point value in step 3.

Example: (please note that these numbers are simplified for example purposes and the value per point will be far lower and the hours worked far higher than the example due the number of staff participating in the scheme)

Employee A: 10pts x 10 hrs = 100
Employee B: 5pts x 5 hrs = 25
Employee C: 2pts x 2hrs = 4
Total Tronc Rate = 129

Tronc monthly residue fund available = £100

£100/129 = 0.77p per Tronc point value

Employee A: 10pts x 10 hrs = 100 x 0.77 = £77.00, Employee B: 5pts x 5 hrs = 25 x 0.77 = £19.25, Employee C: 2pts x 2hrs = 4 x 0.77 = £3.08

7. No distributions of the Tronc Monthly Residue will be made to members during periods of sickness, unpaid leave, suspension without pay, maternity leave or paternity leave, or any other absence. In most circumstances, distributions in respect of holiday may be awarded, but this will always be at the troncmaster's discretion.
8. The Troncmaster reserves the right to withhold tronc awards if a member of the tronc is dismissed from employment is suspended without pay or fails to work the required notice period in full.
9. Staff will receive their share of Tronc by BACS transfer together with their salary from **Water Dray Limited** and this will be shown as a separate line on your payslip. These payments of Tronc will be net of Income Tax but will not be subject to National Insurance Contributions.
10. The Troncmaster may choose to delegate the day-to-day administration of the Tronc to a third party who will always act under instruction from the Troncmaster.
11. Employees may raise any questions regarding the general operation of the scheme, or their own personal award, with the troncmaster by email to Troncmaster@watermansrichmond.co.uk
12. The Troncmaster does not deal with any tips left in cash by customers. Members are responsible for maintaining their own record of any cash tips received and declaring this annually to HM Revenue & Customs. Tax will be paid via an adjustment to a member's tax code and any queries regarding this should be directed to HMRC.
13. Changes to these rules made by the Troncmaster will be notified to all members in advance, in writing. This may include but not be limited to the devolving of troncmaster duties to a third party or agency if he sees fit.