

Tronc scheme entitlement

How tips and service charges left by our guests are shared between the team. The scheme is run by the staff, for the staff.

The rules

- Tips are not contractual.
- The scheme is administered by the staff for the staff. Hotel management play no role in deciding how tips are allocated.
- If you have been absent from work through illness for a total of more than two weeks within the quarter, your payment will be pro rated to reflect your contribution.
- If you have been dismissed for gross misconduct, or have resigned before the end of the quarter, you forfeit your right to any payment from the tronc scheme.
- If you are in your three month probationary period you are not entitled to a share of the tronc scheme payout. In this instance any payout remains at the full discretion of the Tronc Master.
- Tips are paid out quarterly, subject to sufficient funds being available.
- You must collect your tips payout in person, directly from the Tronc Master, and sign for it.
- Cash tips must be put in the tip box in reception or the restaurant straight away. A breach of this may result in disciplinary action.
- Distribution of tips is subject to personal tax.

HOW SHARES ARE WORKED OUT

Tip amounts are distributed according to the average hours you have worked in that quarter.

Full share

Over 25 hours a week

Half share

10 to 25 hours a week

Quarter share

Under 10 hours a week

Restaurant lunches

Tips collected in the restaurant on Wednesday and Sunday lunches are shared between the restaurant, bar and kitchen staff only. However, 20% of this is pooled and distributed to all hotel staff.