

**SUGGESTED BASIS FOR
STANDARD CONTRACT FOR THE SERVICES
OF A FULL TIME EXHIBITION EMPLOYEE**

[DATE]

x
x
x

Dear

Letter of Employment for the position of.....

This letter will serve to confirm your employment as **[position]** with (the Employer) under the following conditions, which will commence on [DATE].

1. The terms and conditions of your employment will be governed by this letter and by the applicable provisions of the Amusement, Events and Recreation 2010 (the Award).
2. However, the Award is not intended to form part of your contract of employment.
3. Where this contract provides you with better terms and conditions than the Award, then this contract will apply.
4. Other terms imposed by Federal or State legislation or common law may also apply.
5. You shall be engaged on weekly basis for an initial three (3) month probationary period. During this period, one week’s notice of termination by either party is required.
6. Upon satisfactory completion of the probationary period, your contract of employment will convert automatically to a non-fixed term contract.
7. Your employee records will be kept on/off the premises [delete one option].
8. You will be responsible to[POSITION] and/or

.....[POSITION], or whoever holds those positions from time to time. [Amend as appropriate]

- 9. Other matters relating to company procedures and policies are detailed in the Induction Manual. A copy of this manual has been made available to you and you will be required to attend an induction day programme within the first four weeks of your employment. Please note that it is a condition of your employment that you familiarise yourself with all matters included in the Induction Manual and abide by these policies and future updates as they are provided.
- 10. You shall be paid the remuneration as set out in Schedule A.
- 11. Your hours of work will be based on a normal working fortnight of 76 hours.
- 12. All work in excess of 76 hours in a fortnight or 12 hours in a day will be paid as overtime in accordance with the Award.
- 13. Annual and personal/carer's leave will accrue in accordance with the National Employment Standards and the Award.
- 14. Business expenses incurred on the company's behalf will be reimbursed on production of expense vouchers or receipts in accordance with the Award.
- 15. In order to terminate this contract, either party will be required to provide notice as set out hereunder:

Period of continuous service	Period of notice
1 year or less (<i>following probation</i>)	1 week
1 year and up to the completion of 3 years	2 weeks
3 years and up to completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks

- 16. You hereby agree and warrant that you will not during the term of this Agreement disclose the terms and conditions of this Agreement to any other person or persons except to your accountant and/or other person or persons for the purposes of legal or other professional advice, except as and when so required by law or disclosure any details of the activities of the Employer pursuant to this agreement.

I would like to take this opportunity to welcome you to and would appreciate you signing and returning the duplicate copy of this employment contract as soon as possible.

Yours sincerely,

.....

I ACCEPT THE TERMS AND CONDITIONS CONTAINED IN THE ABOVE OFFER OF EMPLOYMENT.

.....

...../...../.....

(Signed by employee)

SCHEDULE A

Position:, Grade

Type of Employment: Full-time

Remuneration: (paid fortnightly)

Fortnightly Rate

Fortnightly Award rate \$.....

Fortnightly Flexibly loading allowance \$.....

Fortnightly Supervisory loading allowance \$.....

Fortnightly Tool allowance (if applicable) \$.....

Fortnightly Uniform allowance (if applicable) \$.....

Total ordinary rate per fortnight \$.....

(Hourly rate of pay \$.....)

Overaward payment \$.....

Total rate of pay per fortnight \$.....
