



WORKFORCE
Solutions P/L

Mobile: 03 9354 0466
E-mail: info@eireworkforce.com.au
ABN: 28579548174

“Look no further, We have the skills you need”

Letter of Engagement

Eire Workforce Solutions ('the employer') is pleased to offer you a casual position on the terms and conditions set out in this letter.

1. Position

- 1.1 You will be made available for work on our system from the date of your registration once you have provided/met all requirements or unless otherwise stated/specified.
- 1.2 Your employment will be on a casual 'as needs' basis.
- 1.3 The duties of this position will be allocated according to your qualifications, skill level and experience provided. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.
- 1.4 The location and scope of your works will depend on the job and your availability. You will be required to perform your duties at these locations, or elsewhere as reasonably directed by the employer.

2. Terms and conditions of employment

- 2.1 Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the ***Building and Construction General On-site Award 2010 or Waste Management Award 2010*** and applicable legislation. This includes, but is not limited to, the National Employment Standards in the *Fair Work Act 2009*.
- 2.2 Site specific and job specific pay rates and allowances will be made available to you and the time of any job allocation.
- 2.3 A casual loading of 25% is paid instead of annual leave, paid personal/carer's leave, notice of termination, redundancy benefits and the other entitlements of full-time or part-time employment provided for in these awards.

3. Ordinary hours of work

- 3.1 Your ordinary hours of work will be contingent on the work available at the time, you will be provided with as much notice as reasonably possible of all working hours.
- 3.2 Your employment is subject to a minimum period of engagement of four hours once you have arrived on site ready to commence work.



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4. Remuneration

- 4.1 You will be paid weekly, with payments being made at the end of the week for the week prior.
- 4.2 The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

5. Leave

- 5.1 You will be entitled to unpaid compassionate leave, unpaid parental leave, unpaid carer's leave and unpaid community service leave in accordance with the ***Building and Construction General Onsite Award 2010*** and the National Employment Standards.

6. Your obligations to the employer

- 6.1 You will be required to:
 - (a) perform all duties to the best of your ability at all times;
 - (b) use your best endeavors to promote and protect the interests of the employer; and
 - (c) follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

7. Termination of employment

- 7.1 Casual employment may be terminated by either party by providing one (1) hours' notice of termination.

8. Confidentiality

- 8.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.



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9. Entire agreement

- 9.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer.
- 9.2 The terms and conditions in this letter and the attached Schedule shall apply to any future roles that you may hold with Eire Workforce Solutions, unless otherwise agreed.
- 9.3 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer.

If you have any questions about the terms and conditions of employment, please don't hesitate to contact our office on:

Out of office mobile

0478 157 722

Eire Workforce Solutions Office

03 9354 0466

Email

info@eireworkforce.com.au

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS