

Employment Agreement

for community environmental groups

AGREEMENT Agreement between **XYZ Community Group** and **insert employee's full name**. This agreement confirms the terms and conditions of your employment.

YOUR POSITION You will be employed on a permanent / casual / part time basis for a period of xx months as a Project Officer (the position). Subject to your acceptance of this offer, employment will commence on day dd month year at 8.30am.

Your notional place of work will be XYZ Community Group's office; however, working from home will be permitted.

DUTIES AND TITLE Your responsibilities and duties as a Project Officer will include:

- Identifying available grants, funding opportunities and other sources of funds for XYZ Community Group;
- Identifying appropriate Landcare and community projects which may be eligible for funding;
- Forge project partnerships to implement on ground NRM activities.
- Delivering agreed outcomes on time, with best practice and minimal exposure to risk.
- Participate in XYZ Community Group's financial and budgeting processes as required.
- Other duties compatible with the employee's skills, competence and training <<it is highly recommended to include this dot point in all employment agreements>>.

All XYZ Community Group employees are expected to have a flexible approach to their work duties. You will be consulted about any significant changes to your position or duties before they take effect.

CONDITIONS OF EMPLOYMENT

I. PROBATIONARY PERIOD

Your appointment is subject to a probationary period of three (3) months. At the end of the probationary period, XYZ Community Group may elect to confirm your appointment subject to XYZ Community Group's assessment of your suitability for employment.

II. HOURS OF WORK

You will generally be required to work two (2) days per week between the hours of 8.30am and 4.30pm, inclusive of meal breaks.

Reasonable additional hours may be required on a regular basis. If an employee is required to work on a weekend or Public Holiday, an alternative day off will be negotiated with the Chairperson.

III. REPORTING LINES

You will report directly to the Chairperson, Mary Smith and in her absence to Deputy Chairperson, John Doe.

IV. REMUNERATION

a) Rate of pay

Your rate of pay will be \$XX per hour. Your remuneration will be paid fortnightly, on every second Thursday in arrears by direct deposit into your nominated bank account.

You will be required to submit a fortnightly timesheet (due Monday each fortnight) to Payroll Officer John Smith.

b) Superannuation

XYZ Community Group will make compulsory superannuation contributions equivalent to the requirements of superannuation legislation.

V. LEAVE

XYZ Community Group's Employment Policy outlines all forms of leave available, including:

- Annual leave
- Parental leave
- Personal / Carer's leave
- Compassionate leave
- Jury service leave
- Long service leave
- Public holidays

The XYZ Community Group Employment Policy provides overarching policy to this agreement and outlines XYZ Community Group's compliance with the National Employment Standards. Procedures for taking leave are outlined in the Employment Policy, ***a copy is attached herewith.***

PERFORMANCE REVIEWS

Performance reviews shall be undertaken for all employees before the conclusion of a probationary period and on an annual basis. The review will be in the form of a meeting with the XYZ Community Group Committee and will cover areas such as performance against work plan; attitude and staff relations; development; future objectives; and areas requiring improvement.

All formal complaints concerning performance reviews shall, in the first instance, be referred to the Chairperson.

POLICIES AND PROCEDURES

XYZ Community Group expects all its employees to behave in a manner appropriate for business purposes. You are required to read, understand and observe XYZ Community Group's various policies relating to code of conduct in the workplace.

WORK HEALTH AND SAFETY

XYZ Community Group has legal obligations to maintain a safe and healthy workplace. You also have legal obligations relating to the safety of the workplace. You are required to read, understand and observe XYZ Community Group's work health and safety policies.

Failure to comply with these requirements could result in disciplinary action including termination.

TERMINATION

XYZ Community Group may terminate your employment, without notice, in circumstances of you engaging in any act or omission warranting summary dismissal at common law.

Apart from circumstances above, your employment may be terminated subject to giving at least two (2) weeks' written notice or, in the case of XYZ Community Group, payment in lieu of notice may be made.

On termination of employment, you must return to XYZ Community Group, or delete or destroy, as directed, all XYZ Community Group property including all information that is the property of XYZ Community Group, including but not limited to confidential information.

ACCEPTANCE

This agreement is made on the dd of month MM year.

I (insert name of employee) have read and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.

Employee:

Name:

Signature:

XYZ Community Group:

Chairperson:

Signature:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWaLC or the user's independent advisor.