<date>

<name>

Dear <name>

**Employment with Kyeema Support Services Inc.**

We are pleased to offer you employment with Kyeema Support Services as a <position> at 50 Lalor Street and in the community.

1. The terms and condition of your employment are prescribed by the Kyeema Support Services Inc. Enterprise Agreement 2023. A copy of the Agreement together with a copy of the Fair Work Information Statement can be found on Kyeema’s Quality Management System. The Agreement covers standard conditions including annual leave, sick leave, superannuation and other such entitlements.
2. Your classification of the Agreement will be Disability Support Worker, Casual.
3. Your commencing hourly rate with be paid at a <level>, <paypoint> $<amount> per hour. Superannuation of 12% in accordance with Superannuation Legislation will be paid in addition to your wage into your selected or staple superfund.
4. Your hours will be by arrangement with management and are subject to change.
5. You are entitled to salary packaging consistent with Kyeema’s Salary Packaging Policy as amended from time to time.
6. Your role is subject to a probationary period of 3-months from the signing of this contract. At the completion of this period, your employment will be reviewed to ensure are meeting all requirements of the role.
7. Under the Accident Compensation Act 1985, Kyeema requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment in the attached Pre- Existing Injury Declaration Form. Failure to do so may render you ineligible for workers’ compensation in some circumstances.
8. It is a condition of your employment that both during your employment and following its termination you observe confidentiality of both participants and the organisation. You must treat all information you receive about participants as confidential and not disclose or use it other than as is required in the course of your duties. You must similarly respect the confidentiality of the Organisations information such as information concerning staff, operations, participant lists and finances.
9. Due to conflicts of interest, Kyeema does not allow their employees to also work with unregistered providers during their appointment in the organisation, nor to work privately with a participant who is also a Kyeema participant, unless by agreement with Kyeema management. Your employment may be terminated should this occur.
10. Following departure from Kyeema’s employment, employees are restricted to a non-solicitation period which lasts for a period of 3 months. Breaches of the non-solicitation period include but are not limited to:

Communicating your dismissal/ resignation from Kyeema to families with the offer to continue to work with participant or to transfer to independent providers.

1. Kyeema Support Services acknowledges that your role within in the organisation can at times be demanding and you may feel you need to take a leave break. We encourage you to speak to your direct manager who can support you to ensure this happens in a timely manner.
2. Your Contract and your employment may be terminated:

* At any time and without payment of notice by Kyeema due to you being dismissed for serious misconduct or breach of contract; or
* Due to frustration of this contract (an event that occurs that is not the fault of either party); or
* By you or Kyeema providing the minimum number of weeks written notice prescribed by the Fair Work Act.

1. Kyeema Support Services has adopted a number of polices, compliance with which is required of all employees. A copy of our current policies concerning Privacy and Confidentiality, Equal Opportunity and Social Media are enclosed. Additional policies can be found on Kyeema’s Quality Management System.

Signed for and on behalf of Kyeema Support Services Incorporated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<name>**

**Direct Manager**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<employee name>**

Please return this contract signed and dated to Kyeema Support Services Incorporated. A copy will be provided and should be kept by you.