

TERMS AND CONDITIONS OF EMPLOYMENT



BSI Learned Friends Copy (Please read, sign and return at your earliest convenience).

This Temporary Employee Agreement is to be signed by all temporary staff upon registering for employment with BSI Learned Friends (herein referred to as BSI Learned Friends). As a temporary employee, some conditions of your employment may be set by a relevant award, site or enterprise agreement, but the conditions as stated in that award, site or enterprise agreement shall not form part of our common law contract of employment.

I have read, understood and agreed to the conditions set out below:

1. I am an *Australian/New Zealand resident or hold a current visa permitting me to work in Australia.
Delete which ever is not applicable
2. My employment with BSI Learned Friends is as a temporary on an assignment by assignment basis, with each assignment constituting a discrete period of employment. I may accept or reject any offer of an assignment from BSI Learned Friends. On completion of an assignment, whether satisfactory or otherwise, BSI Learned Friends is under no obligation to offer me further assignments.
3. I understand that BSI Learned Friends does not control the length of any assignment and I accept that whilst BSI Learned Friends may indicate the potential length of an assignment with a client in good faith, the client may vary the length of an assignment period or terminate my attendance at an assignment at their absolute discretion.
4. I accept that if a client of BSI Learned Friends varies the length of an assignment period or terminates my attendance at an assignment, as provided for in Point 3 above, BSI Learned Friends has the right to discontinue my employment and to not offer me further assignments with other clients in the future.
5. I accept that I am under the care, control and supervision of the clients of BSI Learned Friends during the period of any assignment in regard to defining working arrangements and the manner and proficiency in which my work is to be performed. I acknowledge the right of the clients of BSI Learned Friends to direct my work activities.
6. I agree to adhere to all Occupational Health and Safety policies of BSI Learned Friends and its clients and to obey all lawful and reasonable orders from those clients with regard to the safety equipment, the wearing of protective clothing and noise protection devices, and with regard to methods of performing work tasks.
7. Payment for my work will be made by BSI Learned Friends on a weekly basis only on receipt of a BSI Learned Friends Timesheet, correctly completed and with appropriate authorisation by an approved client supervisor, or by some other method defined by BSI Learned Friends.
8. My remuneration is on an hourly basis according to my classification and is subject to all relevant provisions of an appropriate award, site or enterprise agreement.
9. My hourly rate is subject to change from the effective implementation date of any decision by an authorised tribunal to amend wage rates.
10. Where overtime, shift penalties or other allowances are provided for in a relevant award, site or enterprise agreement, such payment will be calculated according to the terms of the award, site agreement or enterprise agreement.
11. Payment for public or trade holidays is governed by the appropriate award, site agreement or enterprise agreement.



12. Payment of occupational superannuation is governed by the appropriate legislation, award, site or enterprise agreement.
13. On any assignment, I will be paid by BSI Learned Friends for a minimum of four hours, unless otherwise agreed by me, or such other minimum period stipulated by a relevant award, site or enterprise agreement.
14. I understand that it is my responsibility to provide an authorised Timesheet to the BSI Learned Friends office and acknowledge that I will not be paid if the Timesheet is not provided.
15. I understand that future payments may be adjusted if actual working hours or other details differ from information provided on authorised Timesheets received and I further agree to allow BSI Learned Friends to deduct any overpayment from future payments.
16. I agree to notify a consultant at the BSI Learned Friends office as soon as practicable, but no later than normal start time on any day, that I am unable to attend during any period of an assignment.
17. I agree to keep confidential any information obtained during my assignment with a client of BSI Learned Friends, which may be considered sensitive or confidential to BSI Learned Friends, or its client including client details, trade secrets and other confidential information.
18. For a period of six months from the cessation of my last assignment, I agree that I will not seek or accept a direct offer of employment whether temporary, contract or permanent from any client, former client, employee or former employee of BSI Learned Friends to whom I am introduced without first notifying BSI Learned Friends.
19. I agree that I will not seek or accept a direct offer of employment from another agency for placement with a client of BSI Learned Friends whilst currently employed by BSI Learned Friends for a period of six months from the cessation of my last assignment with that client, if I have been introduced to the that client by BSI Learned Friends.
20. I agree to complete an Employment Declaration (Australian Taxation Office form) within 4 weeks of commencement of my first assignment for BSI Learned Friends if I have not already done so, and agree that if I fail to provide BSI Learned Friends with my tax file number and completed form, then the highest tax rate will be applied to my earnings.
21. I accept that on some types of assignments I may be required to undertake a medical examination or a hearing test.
22. BSI Learned Friends is responsible for statutory Workers Compensation Insurance and, in the event of an injury occurring during an assignment, I will contact BSI Learned Friends with details immediately.
23. My employment relationship with BSI Learned Friends is subject to a two-week probationary period.

I declare that the employment related information, which I have provided to BSI Learned Friends, is true and correct.

I have read and understand the Terms and Conditions of my employment as detailed above and accept BSI Learned Friends and/or its client's rules covering union membership, medical requirements, safety regulations, time of attendance at work, and any other conditions on the work site to which I am assigned from time to time.

I accept the Terms and Conditions of the Offer of Employment as detailed above.

Employee Name _____

Signature: _____ Date _____