

## INFORMATION REQUIRED FOR COMPLETION OF EMPLOYMENT CONTRACTS

To enable our consultants to draft a first draft employment contract specific to the needs of your organisation, please complete the below form, scan and email to [irdocs@irassist.com.au](mailto:irdocs@irassist.com.au) or fax to 07 3268 6683. Thereafter we will contact you to discuss and finalise.

Information Required	Your Responses
<b>General Information:</b> 1. Company/Employer Name <i>(Please indicate if Pty. Ltd. or not)</i>	
2. ACN/ABN	
3. Address of workplace – including State and postcode	
<b>Employment Contract Information:</b> 4. (a)Types of work to be covered by agreement (provide position titles and descriptions if you have them). If you don't have a position description we suggest you draft one – the contract provides for a position description to be appended to the contract as a Schedule.  (b)Please include the Award classifications of each position to be covered – for Award covered employees (if Award free – indicate this). If you don't know the answer to these issues please indicate that and we will contact you to discuss.	
5. Are employees full-time, part-	

<p>time, casual. Please specify which positions are employed as which type of employee.</p>	
<p>6. What are the Ordinary Hours of work (ie. 9am-5pm M-F). If different for different positions - specify</p>	
<p>7. Do you currently pay an hourly rate (ie. \$15 per hour) or an annualised salary (ie. \$35,000 per year)?</p> <p>Please provide full details of the remuneration paid, including any bonuses, commissions or other matters contributing to remuneration</p>	
<p>8. If you pay an hourly rate - do you pay an ordinary time rate and a separate rate for overtime, weekend work (ie. an ordinary rate plus Award overtime rates based on the ordinary hourly rate you pay) or just a one-off rate for all hours worked whenever they are worked?</p> <p>If so please describe.</p>	
<p>9. If you pay an annualised salary does it compensate for working overtime/weekends – or just for ordinary hours?</p>	
<p>10. Allowances – Do you pay any specified allowances (ie. meal allowance, first aid allowance etc) – or are all allowances compensated for by the hourly rate or annualised salary paid?</p>	
<p>11. Annual Leave Loading – do you pay annual leave loading when</p>	

<p>an employee takes annual leave or is it compensated by payment of the hourly rate or annualised salary?</p>	
<p><b>12. Meal and Rest Breaks</b></p> <p>Lunch breaks - Normally between 30 and 60 mins as directed by the employer. What do you do?</p> <p>Rest breaks – what rest breaks do you provide?</p>	
<p><b>13. Where will the work be performed – ie. your premises or various locations?</b></p>	
<p><b>14. How often are the employees paid?</b> <i>i.e. Weekly, Fortnightly, monthly</i></p>	
<p><b>15. How is the employee paid?</b> <i>i.e. Bank transfer/Cheque/Other method.</i></p>	
<p><b>16. Who does the employee report to?</b></p>	
<p><b>17. Anything else you think we should know about regarding the terms and conditions of employment for inclusion in the Employment Contract?</b> <i>Please tell us here.</i></p>	