

John

26 February 2010

Jonathon Lord


Dear Jonathon

Re: Appointment as Children Services Coordinator

On behalf of the YMCA of Sydney I am pleased to offer you part time employment. This offer is made on the basis of the following terms and conditions of employment:

1. POSITION

The position to which you are appointed is Part Time Children Services Coordinator and reports to the Centre Coordinator

A position description outlining your duties in the position will be provided. A copy of this position description should be signed and returned with this contract.

2. ENGAGEMENT

This position with the YMCA of Sydney will commence on 28 January 2010.

3. BASIS OF EMPLOYMENT

3.1 CONTRACT

This contract is for the period of the YMCA of Sydney agreement with the Council to manage the facility and renewal is subject to the continuation and renewal of the contractual agreement.

3.2 HOURS OF WORK

This is a Part time position based on a 25 hour week. However, work outside these times may be required from time to time. Your salary takes into account that you will undertake the hours of work necessary to complete the requirements of work in your position.

This is a part time position prescribed as start day to finish day at time to time for XX hours per scheduled shift. Work outside these times may be required from time to time. However, changes to the above scheduled shift requires authorisation by your manager in writing, 7 days prior to the scheduled shift. Your salary takes into account that you will undertake the hours of work necessary to complete the requirements of work in your position.

5. SALARY

Your base hourly rate will be \$18.40 per hour. You will be paid any allowance and loading entitlements as stated in your award.

Your position is referenced to Children Services Assistant Step 1

You will be paid on a fortnightly basis into your nominated bank account.

6. SUPERANNUATION

In accordance with government legislation, you are eligible to choose the Fund to which the YMCA of Sydney will make superannuation contributions on your behalf. You have two options:

1. Join the nominated Employer Fund – Australian YMCA Superannuation Fund.
2. Choose an alternative Fund. The YMCA of Sydney will make contributions to this Fund in accordance with superannuation legislation. You should note that until such time as your Choice Form is processed, the YMCA of Sydney will be required to make contributions on your behalf to the Employer Fund named above.

You are required to complete the Standard Choice Form attached and provide additional information where requested. An information pack with further details regarding Super Choice is enclosed.

By accepting this offer of employment you are consenting to the provision of your personal information, including any health information, between the YMCA of Sydney, the superannuation fund and their service providers in order to facilitate provision of benefits in the course of your employment and for the management of the fund.

7. ANNUAL LEAVE

The employee shall be entitled to four weeks annual leave for each year of service in accordance with the provisions of the Fair Work Act 2009.

If you are a Part-time employee you are entitled to a proportionate amount of annual leave based on the provisions above.

8. PERSONAL LEAVE

In this position, you will be eligible for sick/carers leave in accordance with the relevant Award.

If you are a Part-time employee you are entitled to a proportionate amount of sick leave based on the provisions above.

13. COMPLIANCE

From the commencement of your employment, on an ongoing basis, your computer use, including your internet and email use, may be subject to continuous monitoring in accordance with the YMCA of Sydney policy.

14. ENTIRE AGREEMENT

This agreement may only be varied, replaced or terminated by agreement in writing signed by yourself and an authorised representative of the YMCA of Sydney. This agreement embodies the entire understanding of the parties in relation to your employment by the YMCA of Sydney and all previous negotiations, representations or agreements are superseded by this agreement.

15. INTELLECTUAL PROPERTY

You acknowledge and agree that all intellectual property developed, created or conceived by you during your employment with the YMCA of Sydney, is and will be the sole and exclusive property of the YMCA of Sydney.

16. ACCREDITATION & QUALIFICATIONS

It is the responsibility of the staff member to ensure all minimum qualifications required to perform your position description are current and renewed prior to expiry. Copies of these qualifications and renewals should be provided to the YMCA of Sydney for inclusion in your personnel file. Failure to maintain relevant qualifications or provide current copies of qualifications may result in unpaid suspension of your duties until documentary evidence of the qualification is provided.

17. YMCA PROPERTY

When you resign or are terminated, you are required to return all organisation property in good repair and working order.

18. ORGANISATION POLICIES AND PROCEDURES

You are required to comply with the policies and procedures of the organisation. The organisation's policies and procedures and this requirement, as amended from time to time, form part of this offer of employment.

These include but are not limited to Occupational Health & Safety, Equity and Diversity policies, Termination policies and other Workplace Place policies.