



Date 13.06.06

Name Sheree Ockwell

Address [REDACTED]

Dear Sheree

OFFER OF EMPLOYMENT AS Childcare Worker

Following your interview, I am pleased to offer you employment in the above stated position with the YMCA of Sydney, based at the Caringbah YMCA commencing on Monday 19th June 2006. This position is subject to a working with children check.

A summary of your duties and responsibilities is set out in the attached Job Description and Staff Code of Conduct.

The basic conditions that govern this appointment are as follows:

SALARY

You will commence as a Child Care Worker Step 2. Your rate per hour is annum is \$ [REDACTED], in accordance with the accordance with the Miscellaneous Workers, kindergarten and child care centres state award. Your salary will be paid fortnightly into your bank account.

PROBATIONARY PERIOD

A probationary period of three months relates to this offer of employment to enable assessment of your performance to be undertaken. At the successful conclusion of the probationary period, employment will continue on a permanent basis.

WORKING HOURS

The position is part time and you will be required to work 25 hours per week. Should you be unable to attend work, please advise the Area Manager by 6 am at the latest on the morning of your first day of absence.

CARINGBAH YMCA

5 Jacaranda Road, Caringbah NSW 2229
PO Box 257, Caringbah NSW 1495
Phone: (02) 9524 1800 Fax: (02) 9524 1496
E-Mail: admin.caringbah@ymcasydney.org
Web Site: www.ymcasydney.org

LEAVE

Four weeks annual leave is granted each year and is taken at a mutually agreed time. Statutory Public Holidays are additional. A 17.5% loading on holiday pay is provided after one year's completed service. Annual leave in excess of 4 weeks shall not be accumulated without the written approval of the Chief Executive Officer. On termination no more than four weeks annual leave will be paid out.

Five days sick leave in the first year of service and 10 days leave in the second & subsequent years in the case of a full time employee. A part time employee shall be entitled to pro rata sick leave commensurate with the proportion which their ordinary hours bear to 38 hours.

TERMINATION

Ideally, 4 weeks notice should be given by either party but this may be varied according to the circumstances, but shall be in accordance with the Industrial Relations Act, 1996.

SUPERANNUATION

YMCA of Sydney pays a 9% superannuation guarantee levy for all employees. Employees may also contribute to superannuation, should they wish.

UNIFORMS

Staff T-shirts/shorts and 50% tracksuit costs will be supplied. Uniform must be worn at all times. All uniforms bearing the YMCA of Sydney logo must be handed in on termination of employment.

TRAINING

In the course of your employment in this position you will be provided with YMCA of Sydney training opportunities and it is expected that you attend all designated training sessions. The workplace orientation workshop held at Head Office is compulsory and you are expected to attend.

Please indicate your acceptance of this offer by signing and returning the enclosed duplicate of this letter.

Welcome on board **Sheree**, I look forward to developing a productive and mutually rewarding working relationship and I extend my full support to you in your new position.

Yours sincerely,





26.6.06.

Maggie Ient
AREA MANAGER