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## Enterprise agreement

**Description:** This is a precedent enterprise agreement setting out the minimum conditions of employment for employees at a specific business, employer, enterprise or group of companies.

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En

This Agreement shall be known as the [in

## 1. Application of Agreement

This Agreement shall apply to all v  
this Agreement within the states ar

## 2. Parties bound

- (a) This Agreement is made by,
  - (i) all employees emplo  
(Employer) in position
  - (ii) the Employer.
- (b) This Agreement does not  
Employees will be advised if  
change or promotion their ap
- (c) This Agreement does not ap

## 3. Date and period of operation

This Agreement shall operate from  
shall remain in force until [insert  
binding on the parties unless it is re

## 4. Relationship to award(s)

This Agreement regulates the r  
employees covered by this Agre  
whether an award, agreement or o

## 5. Definitions

**Base Wage** means the minimum  
as set out in Schedule A. Base W  
not include specified allowances  
during the course of the employe

**Ordinary Hours** means an employ

**Parties** means the Employer and t

**Related Body Corporate** mean  
Corporations Act 2001 (Cth).

**Shift** means a period of time durin  
with a start time and a finish time, i

## 6. No further claims commitmen

The parties to this Agreement und  
neither party will seek any cha  
Agreement or seek further remune  
for the duration of this Agreement.

## 7. Objectives of the Agreement

The objectives of this agreement a

- (a) [insert list of objectives].

## 8. Hours of work

- (a) The ordinary hours of work s

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- (b) Employees may be required to complete their duties as directed by the Employer to complete their duties.
- (c) A standard shift will not be less than 8 hours and allowances shall apply to the minimum rates set out in this Agreement.

**9. Remuneration**

- (a) This is a minimum rates agreement which is in accordance with the minimum rates set out in this Agreement.
- (b) Any allowance, penalty or variation in rates shall be above the minimum rates set out in this Agreement.
- (c) Employees may also be entitled to other allowances provided for in this Agreement which vary from time to time in the following pay period.
- (d) Employees will also receive a bonus payment from time to time subject to the approval of the Employer. Bonus payments shall be a part of the employee's remuneration for the period in which they are paid.
- (e) Employees may be eligible for a bonus payment from time to time subject to the approval of the Employer. Bonus payments shall be a part of the employee's remuneration for the period in which they are paid.
- (f) Remuneration will be paid in accordance with the rates specified by the employee.

**10. Allowances**

Allowance
[insert allowance]
[insert allowance]

- (a) No additional loading, allowances or other benefits shall be provided in this Agreement.
- (b) Allowances apply to permanent employees unless otherwise specified.

**11. Employee categories**

**11.1 Permanent employee**

- (a) A **full-time** employee means an employee employed on a permanent basis.
- (b) A **part-time** employee means an employee employed on a permanent basis for less than 38 hours per week generally paid for the time they work unless otherwise stated.

**11.2 Casual employee**

- (a) Due to the nature of the work and the fluctuating numbers of employees during peak periods of employment.

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- (b) The term **casual employee** as such. Casual workers will be paid per Shift. A casual worker is employees shall be paid at also receive a *[insert ]* personal/carers leave, annual employees also will not acc employment related benefits
- (c) Clauses 15 (annual leave (category transfers) do not a

**11.3 Category transfers**

If an employee's employment status conditions will be determined by category.

**12. [Optional] Shiftwork**

Shiftwork may be used to best ma

For the purposes of the National (Cth), a **shiftworker** is defined as and public holidays.

Any employee, whether defined a and/or before *[insert time]* and *percentage]*%.

A shift allowance of *[insert percen*

- (a) *[insert criteria]*.

**13. Probation employment**

Employees will complete a six permanent employment.

During this period, the Employee training needs will be assessed.

During the probationary period, eit one week's notice or payment i employees who are employed by t is in addition to any other rights o under this Agreement.

**14. Overtime and penalties**

Any overtime worked shall be as f

- (a) *[insert criteria]*.

**15. Annual leave**

- (a) Full-time employees are en service with the Employer, t

- (b) Shiftworkers are entitled to

- (c) Annual leave will accrue p full-time and part-time en employment. Accrued pro-r Employer's approval.

- (d) An employee may be direc accumulated annual leave b

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