

FULL TIME AND PART TIME	
You will receive two agreements with this option, one for full-time and one for part-time employees.	
Employment Agreement Content	
Standard Clauses	<ul style="list-style-type: none"> ● Compensation for all legal entitlements ● Confidentiality ● Employee details ● Employee qualifications (moved from optional) ● Employer details ● Hours of work ● Leave entitlements ● Performance & Review ● Position ● Public Holidays ● Remuneration (Salary/Rate of Pay) ● Reporting requirements (moved from optional) ● Superannuation ● Termination of Employment
Optional Clauses	<ul style="list-style-type: none"> → Additional benefits (non – cash) → Annual Leave Loading → Award coverage → Discretionary Bonus and incentive payments → Eligibility to Work → Guarantee of annual earnings → Intellectual property and moral rights → Performance review and salary review → Post-employment obligations → Pre-Employment Conditions → Probation period → Superannuation-additional contributions → Vaccination → Work related expenses → Work-surveillance
Number of pages	<p>Full Time (up to 25 pages depending on optional clauses selected) Part Time (up to 26 pages depending on optional clauses selected)</p>

FIXED TERM (NOT TRUE)	
<p>This agreement will typically end without either party needing to give the notice to terminate. The agreement will conclude at the end of the specified term, not at the initiative of either the employer or employee.</p>	
Employment Agreement Content	
Standard Clauses	<ul style="list-style-type: none"> ● Agreement duration ● Compensation for all legal entitlements ● Confidentiality ● Employee details ● Employee qualifications (moved from optional) ● Employer details ● Hours of Work ● Leave entitlements ● Performance & Review ● Position ● Public Holidays ● Remuneration (Salary/Rate of Pay) ● Reporting requirements (moved from optional) ● Superannuation ● Termination of Employment
Optional Clauses	<ul style="list-style-type: none"> → Additional benefits (non – cash) → Annual Leave Loading → Award coverage → Discretionary Bonus and incentive payments → Eligibility to Work → Intellectual property and moral rights → Post-employment obligations → Pre-Employment Conditions → Probation period → Superannuation-additional contributions → Vaccination → Work related expenses → Work Surveillance
Number of pages	Up to 23 pages (depending on optional clauses selected)

APPRENTICESHIP/TRAINEESHIP	
<p>The agreement will typically end without either party needing to give notice to terminate and will conclude at the end of the training contract, not at the initiative of either the employer or employee.</p>	
Employment Agreement Content	
Standard Clauses	<ul style="list-style-type: none"> ● Agreement duration ● Compensation for all legal entitlements ● Confidentiality ● Employee details ● Employee qualifications ● Employer details ● Hours of Work ● Leave entitlements ● Performance & Review ● Position ● Public Holidays ● Remuneration (Salary/Rate of Pay) ● Reporting requirements ● Superannuation ● Termination upon completion of Apprenticeship/Traineeship ● Training Contract/RTO Reference
Optional Clauses	<ul style="list-style-type: none"> → Additional benefits (non – cash) → Annual Leave Loading → Award Coverage → Discretionary Bonus and incentive payments → Eligibility to Work → Intellectual property and moral rights → Post-employment obligations → Pre-Employment Conditions → Probation Period → Superannuation-additional contributions → Vaccination → Work related expenses → Work Surveillance
Number of pages	Up to 21 pages (depending on optional clauses selected)

CASUAL	
Suitable for casual employees of all employers.	
Employment Agreement Content	
Standard clauses	<ul style="list-style-type: none"> • Casual Loading • Eligibility to Work • Employee details • Employee qualifications • Employer details • Hours of Work • Nature of employment/Location • Reason for the agreement • Superannuation • Termination of Employment • Wages
Optional Clause	<ul style="list-style-type: none"> → Additional benefits (non – cash) → Confidentiality → Drugs and Alcohol → Enterprise Agreement → Expenses → Intellectual property and moral rights → Modern Award → Post-employment obligations → Vaccination → Workplace Surveillance
Number of pages	15 pages

PARENTAL LEAVE	
<p>The agreement will typically end without either party needing to give the notice to terminate. The agreement will conclude at the end of the specified term, not at the initiative of either the employer or employee.</p>	
Employment Agreement Content	
Standard Clauses	<ul style="list-style-type: none"> ● Agreement duration ● Compensation for all legal entitlements ● Confidentiality ● Employee details ● Employee qualifications ● Employer details ● Hours of Work ● Leave entitlements ● Performance & Review ● Position ● Public Holidays ● Remuneration (Salary/Rate of Pay) ● Reporting requirements ● Superannuation ● Termination of Employment
Optional Clauses	<ul style="list-style-type: none"> → Additional benefits (non – cash) → Annual Leave Loading → Award Coverage → Discretionary Bonus and incentive payments → Eligibility to Work → Intellectual property and moral rights → Performance review and salary review → Post-employment obligations → Pre-Employment Conditions → Probation Period → Superannuation-additional contributions → Vaccination → Work related expenses → Work surveillance
Number of pages	Up to 27 pages (depending on optional clauses selected)

INDEPENDENT CONTRACTOR	
The Independent Contractor Agreement can be used by all employers.	
Agreement Content	
Includes	<ul style="list-style-type: none"> • Commencement, Duration & Option to Renew • Company details/contractor details • Confidentiality • Contract Fees • Description of service • Dispute Resolution • Equipment details (if required) • Fee details/general details • General Provisions • Indemnity • Insurance details • Nature of Relationship • Obligations of Contractor • Other Contract Work • Payment arrangement • Post agreement obligations and period (if required) • Representative details • Taxation • Termination • Timetable • Warranties
Optional Clause	<ul style="list-style-type: none"> → Post-agreement obligations → Vaccination → Workplace Surveillance
Number of pages	20 pages

PRICING SUMMARY	MEMBER (excl GST)	NON-MEMBER (excl GST)
<ul style="list-style-type: none"> • Full time/Parttime employment agreement 	\$500	\$700
<ul style="list-style-type: none"> • Apprenticeship/traineeship employment agreement • Casual employment agreement • Fixed term employment agreement (Not True) • Parental Leave employment agreement 	\$300	\$500
<ul style="list-style-type: none"> • Independent contractor agreement 	\$550	\$750

CONTACTING THE VICTORIAN CHAMBER OF COMMERCE AND INDUSTRY

The Victorian Chamber's team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters on fee-for-service basis. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at Fair Work Commission proceedings.

For assistance, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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