

[Parish letterhead]

<date>

Dear ,

LETTER OF OFFER FOR PART-TIME EMPLOYMENT

We are pleased to confirm our offer of part-time employment with the <name of Parish> Parish (Parish) as [position].

*The general conditions of employment are those contained in the document titled **Conditions of Employment for Employees of the Catholic Diocese of Bunbury and its Organisations** (the Conditions of Employment).

You have been provided with a copy of the Conditions of Employment and acknowledge that it may be amended from time to time by Parish in a manner consistent with this Letter of Offer.

This Letter of Offer is intended to supplement the Parish Conditions of Employment. In order to avoid doubt, if the two documents are inconsistent in any respect, this Letter of Offer prevails to the extent of the inconsistency.

The terms and conditions stated in this Letter of Offer will continue to apply in the event of any changes to the position description, duties, reporting lines or work location.

This Letter of Offer constitutes the entire agreement between you and the Conference and supersedes any other prior arrangement or understanding.

Principal place of employment

The principal place of employment will be [workplace] but on occasion you may be required to perform your duties at other work locations.

Commencement date

Once you have accepted the terms of this offer by signing and returning this Letter of Offer and completing the enclosed documentation, your part-time employment will commence at <time> on <date>.

Probation period

Your part-time employment is subject to satisfactory completion of a twelve-week probation period from [the employee's commencement date] to [the last day of the probation period].

We will review your conduct and performance six weeks after your commencement date. You will be informed whether there are any issues of concern and what action you will need to take to address these issues.

We will again review your conduct and performance no later than two weeks before the end of the probation period. We will inform you immediately whether you have satisfactorily completed the probation period.

If your conduct or performance is unsatisfactory during the probation period, further employment will not be offered at the end of the twelve-week period. Please be aware that your employment may be terminated with two weeks notice of termination at any time during the probation period. Payment in lieu of notice may be made at the discretion of the employer during the probation period.

Period of part-time employment

Subject to the satisfactory completion of your probation period of employment, your part-time employment will be ongoing unless otherwise terminated in accordance with this Letter of Offer.

Position Description

Your current primary objectives, major accountabilities and key communications are summarised in the attached position description. The position description provides a general overview of, but is not limited to, the tasks that you may be required to perform in this role.

Pro Rata Remuneration

Your pro rata Total Remuneration Package is set at <proportion of EFT e.g. 0.2 etc.> of the Total Remuneration Package as follows:

Annual Cash Salary	\$<insert>
Superannuation Guarantee Contribution	\$<insert>
Total Remuneration Package	\$<insert>

Salary is payable fortnightly.

The Parish will contribute superannuation in accordance with applicable legislation.

Hours of work

Your normal hours of work are [*number of hours*] each week to be worked between [*time*] and [*time*] from [*day*] to [*day*]. Please be aware that the Parish may be required to vary your hours of work and/or additional hours of work may be required from time to time to perform your duties. You are entitled to a half hour unpaid lunch-break where you work more than 5 hours in a day.

Pro Rata Leave entitlements

You will be entitled to [*insert actual number of days/hours based on pro-rata part-time entitlements*] days of paid Annual Leave for each year of service. You will be entitled to paid

Personal Leave in accordance with the National Employment Standards for each year of service. Your annual leave and personal leave entitlements are cumulative.

You will be entitled to Long Service Leave and Parental Leave in accordance with the Conditions of Employment.

Public holidays

You will be entitled to public holidays that fall on days which you normally work in accordance with applicable Western Australian law.

Confidentiality

You must not, at any time during your employment or at any time after your employment, disclose any confidential information concerning the business affairs or property of the Parish to any third party, unless you first obtain the approval of the Parish Priest or unless required by law.

During your employment, you must use your best endeavours to prevent the unauthorised disclosure of any such confidential information by a third party.

Policies, Procedures and Guidelines

The Parish has developed policies, procedures and guidelines to assist in the effective management of its business. These policies, procedures and guidelines are not intended to be legally binding on the Parish. They are not incorporated into your contract of employment. The Parish may modify, replace or withdraw any of its policies, procedures or guidelines at any time and it reserves the right to depart from any of the policies, procedures or guidelines in individual cases. It is your responsibility to familiarise yourself with the Parish's policies, procedures and guidelines.

Copies of the current policies, procedures and guidelines are available on the <insert electronic location of policies and procedures> and are easily accessible to all employees. They are also available in hard copy on request.

Unless otherwise directed by the Parish, you are required to act in conformity with the Parish policies, procedures and guidelines in effect at the relevant time. A failure to do so may result in disciplinary action being taken against you. Compliance with the Parish policies, procedures and guidelines creates no right or entitlement to any benefits or condition outside of the terms of this contract.

General conduct

You undertake to perform your duties in a manner that supports the values and mission of the Parish and the beliefs and teachings of the Catholic Church. A copy of Integrity in the Service of the Church will be provided to you.

Termination of employment

You may terminate your employment by giving four weeks' written notice to the Parish.

The Parish may terminate your employment by providing you with four weeks' notice of termination in writing, or the requisite notice required to be given under applicable legislation,

whichever is more generous. The Parish may, at its discretion, pay you in lieu of some or all of your notice period.

However, your employment may be terminated without notice if:

- you are guilty of serious misconduct; or
- you are convicted of a criminal offence that brings the Parish or yourself into disrepute; or
- your conduct conflicts with the beliefs and teachings of the Catholic Church; or
- your conduct damages, or has the potential to damage, the integrity and reputation of the Catholic Church or the Parish; or
- you are negligent in the performance of your duties.

Expenses

We will reimburse you for all reasonable and proper expenses incurred by you in carrying out your duties on presentation of supporting receipts.

Return of property

On termination of your employment you must return all documents, correspondence, records, equipment and other property in your possession or control belonging to the Parish.

Other employment

You will not undertake employment outside working hours that would in any way directly or indirectly compete with the activities of the Parish or which conflicts with your duties or affects your performance.

Review

There will be a formal annual appraisal of your performance.

Privacy

We will comply with applicable privacy laws in regard to the collection, disclosure and transfer of your personal information.

Severability

Part or all of any provision of this Letter of Offer that is unenforceable may be severed from this Letter of Offer and the provisions that remain will continue in force.

Conclusion

Please indicate your acceptance of this offer of part-time employment by signing and dating the attached duplicate copy of this letter and returning it to me at the above address by <date>.

Congratulations and welcome to our staff. May you have a fruitful association with *[insert name of the Parish]* and I look forward to working with you.

Yours faithfully,

[Click **here** and type your name]

[Click **here** and type job title]

Enclosed: Conditions of Employment
 Tax File Number Declaration
 Employee Profile Form
 Superannuation Forms

I hereby accept the offer of part-time employment on the terms set out in this letter and the attached position description. I have read the *Conditions of Employment for Employees of the Diocese of Bunbury and its Organisations* and acknowledge it may be varied from time to time in a manner consistent with this Letter of Offer.

.....
<NAME OF EMPLOYEE>

.....
SIGNATURE OF THE WITNESS

.....
DATE