Date

**Employment Agreement**  – Candidate Name

Dear Candidate

I am pleased to offer the position with Neighbourhood Houses Victoria Inc (NHVic) as the Coordinator under the following terms and conditions.

**Commencement Date and Term**

Your contract of employment is with Neighbourhood Houses Victoria Inc.

**Employment Status and Hours of Work**

Your employment will be on a part time basis, AMOUNT hours per week (AMOUNT FTE).

**Probation**

The first six months of your employment is on a probationary basis. During this time period, either you or Neighbourhood Houses Victoria can terminate your employment contract, by giving one weeks’ notice in writing. If your employment is terminated by Neighbourhood Houses Victoria during this time period, it may employment immediately and pay you one week’s salary instead of giving notice.

**Duties and Responsibilities**

Your specific duties and responsibilities in this position are outlined in the attached position description. You may however, be required to undertake other duties and responsibilities from time to time to assist the overall organisation.

**Employment Conditions**

Your employment conditions are as per the Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016, to which NHVic is a respondent. Your starting rate will be **$Amount per hour ($Amount pa pro-rata)**, and the starting band is Level 6 of the Award, a copy of which is provided with this latter of offer for your review.

**Annual Leave**

Annual leave entitlements accrues progressively according to your ordinary hours of work accumulates on a year to year basis. For every completed year of service you are entitled to 4 weeks’ paid annual leave. NHVic actively encourages it’s employees to take advantage of their full entitlements to support a healthy work/life balance.

**Personal Leave**

Your personal leave entitlement accrues progressively from year to year. Under the NHACE Personal leave, which includes sick, carers and compassionate leave, an employee accrues at one day per month for the first year of continuous service, 14 days per year for years 2 – 4 of continuous service and 21 working days for each year thereafter.

**Long Service Leave**

The NHACE also provides for a higher rate of long service leave accrual with 13 weeks accumulated over the 10-year period. The introduction of the Long Service Benefits Portability Act 2018 (Vic) means that long service leave will accrue from the day you commence within the Community Development Sector and the entitlement accrued is transferable within the Sector. You can find out more about the PLSL here <https://www.vic.gov.au/worker-information-portable-long-service>

**Conflict of Interest**

Employees and Committee members must disclose any potential conflict of interest, including those that develop over the course of employment or volunteer relationship. The employee and/or committee member will avoid taking on any conflicts of interest while working for our organisation, including disclosing offers that pose a conflict of interest. This could include receiving gifts or favours from suppliers, customers or a competitor.

**Confidential Information and Intellectual Property**

As part of working within Neighbourhood Houses Victoria you may receive or generate information relating to Neighbourhood Houses Victoria, it’s members, clients, Government bodies and community partners. Confidential information may be verbal or written and also in electronic form. You understand that confidential information is to be treated confidentially and reasonable and necessary precaution to prevent disclosure.

**Neighbourhood House Victoria Property**

Upon termination of your employment with Neighbourhood Houses Victoria, you must return all equipment, property, records and documents which belong to Neighbourhood Houses Victoria. You may not keep any copies of the organisation’s information or material without the express permission of Neighbourhood Houses Victoria Board. Such consent will not be unreasonably withheld.

**Acceptance**

Once again, on behalf of NHVic, I would like welcome you as a member of the NHVic Team. To signify your acceptance of this offer of employment under the conditions outlined above, please sign, date and return the duplicate letter to me.

Yours sincerely

Manager Name

**Manager Title**

DATE

**LETTER OF OFFER** – ROLE TITLE

I, PERSON’S NAME, have read and understood the above information and each of its attachments, and I accept the offer of employment on the terms set out in this letter.

Signed: Date:\_\_/\_\_/2021