

## **WELCOME TO OUR TEMPORARY TEAM!**

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As your employer, we are responsible for payment of your salary, Workers' Compensation, Superannuation and tax deductions. We require you to complete and sign a tax declaration form prior to commencement of an assignment (otherwise a higher tax rate will apply).

We will try to offer you the best possible available assignments to match your qualifications and your chosen areas of temporary work. We aim to thoroughly explain each assignment to you, as to the length of the assignment, the commencing and finishing times, rates of pay, to whom to report and the standard of dress expected by the client.

If you have any queries, issues or difficulties regarding the assignment, please direct them (confidentially) to your Temporary Consultant. If your Consultant is not available and the matter is urgent, please ask to speak to the Team Leader of that division, or leave a detailed message including a required response time.

Please read carefully through the following information.

### **Timesheets**

Attached is a weekly timesheet. It is your responsibility to provide us with a completed and duly authorised (ie. by the Manager or Supervisor) timesheet for the hours worked. Should you find yourself on an assignment without one, please refer to our website [www.legal-eagles.com.au](http://www.legal-eagles.com.au) where you can download a copy.

**Timesheets must be received by our Payroll Office no later than 9.30am on Mondays** (faxed, posted or delivered). Timesheets received after this time will not be processed until the following week. Our Payroll Office is located in our Brisbane Head Office, any telephone enquiries can be directed to 07 3100 7000 or fax 07 3229 8186.

Remember, it's okay to use our client's fax to forward your timesheet to us. Don't forget to leave a copy with the client.

### **Banking**

We transfer your pay directly into your bank account on the Wednesday following the week you have worked. These funds should be available for withdrawal as clear funds on Thursday, although some Building Society accounts can experience a delay - please check with your Consultant.

Please ensure we have your correct banking details to safeguard against pay delays, and if your details change at any time, notify us immediately.

## Workers' Compensation

Should you sustain an injury whilst on an assignment or while travelling directly to or from an assignment, you are covered by our Workers' Compensation Insurance policy. Action to be undertaken (whether or not you consider the injury to be serious) is as follows:

### *On site*

Notify the appointed first aid officer immediately, who should record all relevant details and advise us. Seek medical attention if necessary. Should you wish to make a claim, complete a Pink Form 4 Workers' Compensation form and forward to Legal Eagles, along with a Form 5 Workers' Compensation Medical Certificate (available from your Doctor).

Accurately mark timesheet to show that time taken off will be subject to a Workers' Compensation claim.

### *In transit*

Seek medical attention immediately. Notify Legal Eagles as soon as practicable. Complete a Pink Form 4 Workers' Compensation Medical Certificate and a Form 5 Workers' Compensation Medical Certificate (available from your Doctor) and forward to Legal Eagles.

Workers' Compensation claims must be received by the Workers' Compensation Board within six months of the accident occurring. It is recommended by the Workers' Compensation Board that should an accident occur that may result in a future claim, that the relevant forms be submitted and marked 'For Record Purposes Only'.

## Superannuation

We are required by law to pay superannuation contributions at the current rate of 9%, whenever your ordinary time earnings from us equals or exceeds \$450 in a calendar month. This is automatically transferred and completion of a superannuation application form is not necessary as details are remitted from our computerised payroll. An annual statement will be forwarded to you.

Under the new super fund law effective 1 July 2005, you will not be eligible to choose the fund for your future superannuation guarantee contributions in Queensland, New South Wales, Victoria, West Australia, South Australia and Tasmania if:

- you are paid under a State Award or Industrial Agreement
- you are paid under a Certified Agreement or an Australia Workplace Agreement complying with the Federal Workplace Act 1996 or Industrial Relations Act 1988
- you are a Federal or State Public Sector employee excluded from choice by law or regulations; or
- you are in a "Defined Benefit" fund.

Your superannuation contribution will be made to our default superannuation fund with MLC and the fund name is *Masterkey Business Super Fund*.

Please contact our adviser John Cavalerie for a full explanation of the benefits of the fund on 1800 656 600 or email him at [administrator@cavalerie.com.au](mailto:administrator@cavalerie.com.au)

As an Employee of Legal Eagles your responsibilities are:

- On acceptance of the assignment, we anticipate that you will perform all duties requested of you in a friendly and efficient manner. If there are any tasks/jobs you do not wish to do, please let us know in advance.
- Forward bookings are common. We ask that you keep us informed of your whereabouts so we can contact you for assignments quickly and easily.
- Stay in touch - calling with your availability will let us know you are still keen to work, and will put you in front of mind with our Consultants.

Remember that as a temporary employee of Legal Eagles, you are our representative, so cooperation, enthusiasm and reliability in each assignment will bring credit to us both.

## **CODE OF ETHICS**

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### **Your commitment to Legal Eagles**

On arrival at all assignments to immediately familiarise myself with safety procedures, evacuation procedures, name of safety officer and first aid facilities.

To respect the confidentiality of information gained as a temporary employee during the course of my duties and will not disclose any information so gained. (As a temporary, you will in the course of your work, acquire a great deal of knowledge about the companies to which you are assigned. You are asked to respect the confidentiality of such information.) I agree not to disclose the names of any clients or terms of my employment with Legal Eagles (eg. hourly rate of pay) to any client or other source.

If I am sick or unable to arrive by the agreed start time any day, I will contact my Temporary Consultant (not the client in the first instance) immediately (either at work or on the alternative after hours numbers provided to me).

To immediately notify Legal Eagles, in confidence, of any unsafe practices or physical environmental factors that may endanger my well-being.

To conform to the required dress standards as relayed to me by the Legal Eagles Temporary Consultant.

To record my hours on a daily basis.

**I will not perform any unauthorised overtime including working through designated breaks, eg. under the clerical award, taking breaks that result in working in excess of 8 hours in any one day or 38 hours in a week.**

I will be paid in accordance with the relevant casual award of the company that I am assigned to (or as otherwise negotiated with Legal Eagles prior to commencement of the assignment). Should the dates I perform change, I will advise Legal Eagles if necessary so that rates can be adjusted.

To notify Legal Eagles if a client requests an assignment be extended/ shortened, or to undergo further assignments.

*I will not accept* a direct offer of further temporary/contract work or a permanent position from a client company for whom I have worked *without* the notification/ authorisation of Legal Eagles.

Should I be subjected to sexual harassment on an assignment, I have the right to withdraw my service and will contact Legal Eagles immediately.

I will not engage in personal phone calls without seeking prior permission from a supervisor and then only when absolutely necessary.

That if seeking a permanent position whilst temping, I will try to arrange interview times during my lunch break or after hours. If I am successful in obtaining a permanent position whilst on an assignment, I will endeavour to give Legal Eagles one week's notice if at all possible.

## **BANK DETAILS**

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All temporary wages are paid via direct credit to your bank/building society/credit union account.

To enable your first payment to be processed at the appropriate time, we ask that you complete the details below and return to us with your completed ATO employment declaration as soon as possible.

Should you be unsure that the information you are supplying is correct, please confirm with your bank prior to submission of this form.

Please note that card numbers are *not* account numbers and we will be unable to process your pay if these details are incorrect. Also note that BSB numbers are to be shown in a six-digit format, shown below.

*Thanks for joining our team and we look forward to an association that will be long and mutually rewarding.*

*If you have any queries, our Temporary Consultant will be only too pleased to assist you.*

**PLEASE COMPLETE THIS SECTION**

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**Declaration**

I \_\_\_\_\_ hereby apply to be part of the Legal Eagles temporary team, having read and accepted the *Code of Ethics of Temporary Employment*. I confirm that I understand my rights and obligations and accept the terms and conditions of employment.

**Bank Account Details**

Name on Bank Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Branch Name and State: \_\_\_\_\_

BSB No: (eg. 084-034)

Account No: \_\_\_\_\_

Account Type: \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

PLEASE SUBMIT YOUR AUTHORISED  
TIMESHEET TO THE  
LEGAL EAGLES PAYROLL DEPARTMENT  
NO LATER THAN 9.30AM MONDAY  
07 3229 8186



**TEMPORARY SERVICES TIMESHEET & INVOICE AUTHORISATION**

Week Ending (Sunday): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date Month Year

Name of Temporary: \_\_\_\_\_

Job Performed: \_\_\_\_\_

Customer Name: \_\_\_\_\_ State: \_\_\_\_\_

Is this assignment continuing next week? (Please tick) YES NO

Are you entitled to any allowances as a result of performing this role? YES NO

If so please supply details:  
\_\_\_\_\_  
\_\_\_\_\_

	Time Started	Time Finished	Less Breaks	Total Hours Worked	Office Use Only			
					Ord. Time	Time + Half	Double Time	Meal All.
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>Total for the Week</b>								

The amounts authorised by you above will form the basis of the pay to our temporary employee and the invoice to our client. Please ensure these figures are correct to reduce the need for adjustments.

Notice to Customers: A minimum of four hours per day applies to all temporary assignments. You will not be charged for lunch hours. Unless otherwise stated, a permanent placement fee (to cover the cost of liquidated damages) will apply when a temporary employee is hired within 365 days of a temporary assignment on a permanent or temporary basis either directly or indirectly by the customer, its subsidiaries, associated companies or referred to another employer.

Notice to Temporary Employees: Your pay will be deposited by direct credit. You are responsible for ensuring that we have your correct banking details to safeguard against payment delays - and if these details change you must notify us immediately. You are also responsible for ensuring Legal Eagles receives this timesheet by 9.30am on the Monday morning of the following week or payment of wages may be delayed.

Signature of Temporary Employee

Name of Customer / Authorised Supervisor

Signature of Supervisor

Date Signed