



# DRAFTING EMPLOYMENT CONTRACTS 2021

## Half Day Practical on What You Need to Know to Draft A Good Employment Agreement

<p><b>When:</b>  <b>Thursday 15 April 2021</b>          Online Webinar          Through Your PC</p>	<p><b>Formation of the Employment Contract/Agreement</b>          Advertising Vacant Positions, Discrimination Legislation          Various Type of Enterprise Agreements          Common Law Contracts vs Awards/Agreements</p>
<p><b>Session Times:</b>  <b>New South Wales/Victoria/          Queensland/Tasmania/ACT:</b>          10.00 am - 2.00 pm (+ Q &amp; A time)  <b>South Australia/          Northern Territory:</b>          9.30 am - 1.30 pm (+ Q &amp; A time)  <b>Western Australia:</b>          8.00 am - 12.00 pm (+ Q &amp; A time)</p>	<p>Definitions, Parties, Commencement and Expiry Dates          Recognising Prior Service: Related &amp; Unrelated Employers          Checking Existing Awards, Agreements or Contracts  <b>Standard Clauses for Every Contract</b>          Employment Categories, Classifications and Occupations          Probation Periods, OH&amp;S, Anti-Discrimination          Termination, Redundancy, Dispute Settling Procedures  <b>Drafting to Incorporate Modern Awards and the NES</b>          Standard Entitlements and Application to Employees          Including Guarantees of Annual Earnings</p>
<p><b>Session Times</b>  <b>What You Will Gain:</b></p> <ul style="list-style-type: none"> <li>• Expert presentation</li> <li>• 4 CPD/CPE hours</li> <li>• Employment contract template for immediate use</li> <li>• Comprehensive course notes</li> <li>• All your questions answered</li> </ul> <p><b>Attendees:</b></p> <ul style="list-style-type: none"> <li>• Human resource personnel</li> <li>• Workplace relations staff</li> <li>• Payroll staff</li> <li>• Remuneration managers</li> <li>• Recruitment personnel</li> <li>• Employer and employee representatives</li> <li>• Legal/accounting professionals</li> </ul>	<p>Basic Pay, Casual Employees + Loadings, Standard and Flexible Hours of Work, Standard and Special Federal Minimum Wages, Annual Leave, Personal Leave, Sick and Carer's Leave, Compassionate Leave, Parental Leave, Community Service Leave, Medical Certificates          BOOT Compared to Modern Awards          Special Clauses for Engaging Casual Employees  <b>Remuneration, Salary Packaging/Salary Sacrifice</b>          Incorporating an Employer Salary Packaging Policy          Total Remuneration Concepts and Salary Sacrifice          Bonuses, Superannuation, Package Reconciliation          Meeting Underpayments and Recovering Overpayments  <b>Clauses for LSL and Other Types of Leave</b>          Including Appropriate Long Service Leave Provisions          Service Inside and Outside the State or Territory          Service with Other Employers Within the Corporate Group          Leave Without Pay and Sick Leave Without Pay</p>
<p><b>Fees Per Delegate (incl GST):</b>          \$540 Standard          \$525 Early Bird (paid 7 days prior)          \$510 Group of 4 + Early Bird  <b>Registration (essential):</b>          W: seminarsaustralia.com.au          E: admin@seminarsaustralia.com.au  <b>Payment Methods:</b>  <b>EFT (on invoice):</b> Preferred  <b>Online*:</b> Visa/MCard/Amex (*fee)</p>	<p><b>Termination of Employment Clauses</b>          Clauses for Various Types of Employee Termination          Employer and Employee Termination Notice Periods          Post-Employment Restrictive Covenants  <b>Other Employment Related Clauses + E'ee Rights</b>          Balancing Work and Family Life Law and Clauses          Flexible Working Arrangements, Make Up Time          Employment Medical Tests + Pre-Existing Injuries  <b>Administration/Question and Answer Session</b>          Lodgment and Approval of the Employment Agreements          Your Specific Employment Law Questions Answered</p>
<p><b>Seminars Australia Pty Ltd</b>          ABN 83 981 851 753          Sydney Melbourne Canberra          Brisbane Perth Adelaide Hobart          Country Centres  <i>The Best Professional          Education Training</i>          www.SeminarsAustralia.com.au</p>	<p><b>About the Presenter – Dr Peter Klomp</b>          Dr Klomp is a probably the most highly qualified and experienced person in this field. He holds four university degrees, is a practising barrister at the NSW Bar, a registered legal practitioner in three states, a Chartered Accountant, a Chartered Taxation Adviser and a Chartered Company Secretary. Dr Klomp is a member of the NSW Bar Association; CA (Aust &amp; NZ); Institute of Chartered Secretaries (Governance Australia) and the Tax Institute of Australia. Dr Klomp has had 40 years' experience in employment, business and taxation law in Australia and overseas, and is in constant demand to provide professional advice and speak at seminars and conferences.</p>