



Avondale College

CHRISTIAN HIGHER EDUCATION

18/12/2006

Harvey Alferez
Mission College
Thailand

New
Returning

employee
employee

x

Dear Harvey,

We are pleased to offer you sessional academic employment on a casual basis at Avondale College. Your responsibilities will involve sessional teaching and/or other short-term responsibilities as detailed in the attached schedule. The start and end dates of your employment under this contract are as listed in the schedule.

Performance

In the course of your employment you will be expected to:

- (a) make every effort to achieve the necessary quality and completion of the work assigned to you or that should reasonably be expected of you;
- (b) use your best endeavours to promote the interests of Avondale College;
- (c) act in good faith in accordance with the standards and ethics of Avondale College;
- (d) comply with the policies of Avondale College. (Your supervisor can provide copies of relevant policies and procedures).

In your employment at Avondale College you agree to support the objectives and mission of the College.

Remuneration

Your remuneration is set out in the attached schedule. The remuneration listed in the schedule includes a 20% casual loading.

Remuneration for each hour of teaching or laboratory/clinical supervision assumes the time engaged in teaching/supervision plus associated working time such as preparation, student and/or staff consultation, reasonably contemporaneous marking.

Wages are paid by electronic funds transfer into your nominated account either fortnightly or on receipt of your invoice or a time card signed by your supervisor.

You should normally fill out a time card each fortnight, have your supervisor sign it, and submit it to the Finance Office in time for processing with the fortnight's payroll.

Superannuation will be paid to your nominated superannuation fund in accordance with the Superannuation Guarantee Levy.

Avondale College has a policy of reviewing the operation of classes once student numbers fall below a set level. In such cases classes may be amalgamated or closed.

Leave

As this is a casual position, there is no entitlement to annual leave, paid personal/carer's leave or compassionate leave. However, you are entitled to up to two days per occasion of unpaid carer's leave if necessary. Long service leave provision will accrue in accordance with the relevant state legislation.

You are required to submit a leave form each time you are absent from work. A certificate signed by a registered health practitioner or, if this is impracticable, a statutory declaration, is normally required if you are absent two or more days in succession, and may be required for shorter absences.

Confidential Information

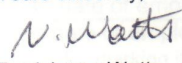
As an employee of Avondale College you will owe Avondale College a duty of confidentiality. You agree not to disclose Avondale College specific unauthorised and/or confidential information to any parties either during the course of your employment or after termination of employment.

Acceptance

If you agree to accept the terms of employment set forth in this agreement and the attached schedule, would you please sign and date both the agreement and the schedule (two copies of each). Please return one set of signed documents to Mrs Sonya Muhl in the Human Resources Office. You should retain the other set for your records.

We would like to take this opportunity to thank you for your willingness to contribute to the work of Avondale College.

Yours sincerely,


Dr vivienne Watts

Vice President (Academic Administration)


Francois Keet

Vice President (Finance)

....., understand and agree to
the terms and conditions of employment set out in this letter and the attached schedule.

.....
Signature of appointee

.....
Date

PLEASE ALSO SIGN AND DATE THE ATTACHED SCHEDULE