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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **WAGES AND CONDITIONS** | Doc: SH-004 |
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bs00044_**Wage Payments**

Wages and salaries are paid at the rate described in your Offer of Employment.

**Income Tax**

Income Tax will be debited from your wages according to ATO requirements. The tax scale is based on ATO income tax schedules and in accordance with the taxation forms lodged by you on commencement of employment. PAYG Payment Summaries will be issued within 14 working days of the end of the financial year.

**Superannuation**

The company will contribute a percentage of your income, as prescribed by the ATO, to your superannuation fund. Your fund details must be provided upon commencement of employment.

**Hours of Work**

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

Hours of work are briefly detailed in your Offer of Employment, for further information please see Section 5.1 – Hours of Work in the Drake Trailers Pty Ltd Employee Collective Agreement 2007.

**fd01111_****Breaks**

Breaks for morning tea and lunch are detailed in your Offer of Employment.

**Awards**

**BD05677_**Please see Section 4 – Classification and Rates of Pay in the Drake Trailers Pty Ltd Employee Collective Agreement 2007.

**Reimbursable Expenses**

* All reasonable work-related expenses are reimbursed to

authorised staff, with approval from management

* Receipts must be produced for all expenses incurred.
* Management will give guidelines as to what constitutes a reasonable expense.
* Check with management before you incur a business expense.