## A RECOMMENDED LIST OF ITEMS/CLAUSES TO INCLUDE AN EMPLOYMENT CONTRACT

* Cover letter with the offer of employment
* Parties to the contract
* Background
* Commencement and term of engagement
* Industrial instrument and conditions that govern the employment.
* Warranties
* Probation and qualifying period
* Position and title
* Principal duties
* Policies and procedures
* Place of employment
* Hours of work and trading hours of the business
* Training
* Remuneration and allowance (wages breakdown if the employee is paid a salary)
* Superannuation
* Commission (if applicable)
* Leave entitlements: annual, personal, carer’s, compassionate, long service leave, and other leave.
* Public holidays
* Dress code
* Confidential information
* Restraint of trade (during and post-employment)
* Intellectual property
* Social media
* Workplace surveillance (if applicable)
* The suspension (if applicable)
* Termination of employment (including the return of property)
* Redundancy
* Assignment
* Governing law
* Variation of terms
* Entire agreement
* Severability
* Fair work statement
* Sign off/declaration.