

## **Our Recruitment Services, Permanent and Temporary, Terms and Conditions, for EMPLOYERS**

### ***Permanent Placement Fee:***

Our well organized Recruitment Team over many years has ensured our Placement Fee, as a percentage of the Candidate's total remuneration package, plus GST, is very reasonable, and considerably lower than many others presently offered in the Recruitment Industry, and it will be a pleasure to discuss this further and in considerable detail, should you have a query.

Furthermore, for many of us driving our own small businesses, alternatively being required to manage departments within strict budgets, well aware challenges still remain ahead as the balance of the years continues, which need to be met, essential to both the successful promotion of services and sale of products, our Team remains negotiable to reasonable and affordable fees for both parties, particularly for Trade and specialist-type roles.

For this reason, in many cases, our Team may be willing to agree to a Flat Fee plus GST at the start of a Recruitment Assignment.

We also take great pleasure in agreeing to a replacement Guarantee Period, should our candidate resign, alternatively the period of employment be terminated during this period of employment, when we will endeavour to replace our candidate on similar Terms and Conditions of the original Recruitment Assignment, within a 30 day period of being advised, at no cost to yourself. In the unlikely event we are unable to do this, we will refund you, 100% of your placement fee.

Part Service: The personnel Connection, as part of our service offered to clients, is able to offer any component of the full recruitment process normally undertaken. Please ask us for details.

### ***Temporary Recruitment Services***

Should our staff member be assigned to your Company on a Temporary basis and administered by our Temporary Division, the hourly rate will be determined after close reference with the relevant Modern Awards, ensuring that the rate we offer our Temporary team member is in line with the existing rates of your Industry, workplace and the National Employment Standards.

It is important though to remember that in accordance with the Awards, casual staff attract a loading to compensate for permanent benefits they do not receive.

For this reason the hourly rate quoted to your Company, upon receipt of an assignment, will illustrate the markup on the wage paid to our Temporary Team member.

This charge rate covers superannuation, workers compensation, payroll tax, payroll bureau administration and processing, distribution of payslips and our own small fee.

In addition we issue Termination and Group Certificates, retain required records for the statutory period and respond to ongoing queries from the Australian Tax office, Centrelink offices and other Commonwealth departments.

Furthermore, should you wish to release the staff member of our Temporary Division it can be done by a phone call! Similarly, in the unlikely event our Temporary team member lets either one of us down, we will organize a replacement immediately.

Charges are made only for each hour or part thereof worked. There are no charges for meal breaks, sick leave or public holidays. Under the provisions of the National Employment Standards, employees must be engaged for a minimum of 4 hours in any given day. Under the Award, the standard working week is 38 hours or 7.6 hours per day, Monday to Friday. Overtime is calculated on a daily basis and authorised overtime will be charged as per the provisions under the Modern Award. Please note: there are additional payments depending on the length of overtime worked, these will be provided to you on request.

Our Temp staff members are paid weekly and superannuation is deposited to their nominated fund monthly. Under these Terms and Conditions, invoices are to be paid within seven (7) days of the invoice date.

Should you employ our Temporary candidate to your permanent staff, alternatively who had been assigned to your Company in the previous 6 months after having been introduced by our Division, there is the likelihood that an introductory fee will be charged.