

# EMPLOYMENT CONTRACT TEMPLATE

## ORDER FORM

Written contracts of employment are implemented to clarify the terms of engagement between associated parties and to minimise the risk of disputes through having a written record of the agreed terms. Having the appropriate written agreement in place is vital to ensure you provide a clear understanding on the terms negotiated, and to reflect current legislation and case law. AMA Queensland has the following set of contract templates that can be implemented when drafting contracts for your practice staff. The Contract Templates are provided electronically for ease of access. The templates are available for staff covered by the *Health Professionals and Support Services Award 2010* (HPSS Award), the *Nurses Award 2010* and for doctors engaged as employees.

### YOUR DETAILS

Member Name: \_\_\_\_\_

Practice: \_\_\_\_\_

Attn mail to: \_\_\_\_\_

 Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### SELECT YOUR CONTRACT TYPE

	Member Rate	Non-Member Rate
<input type="radio"/> <b>Practice Managers, Receptionists, Cleaners &amp; Allied Health</b>	\$1,100 Inc	\$2,200 Inc
HPSS Award - Casual Employee Contract Template		
HPSS Award - Part-Time Employee Contract Template	<input type="radio"/>	<input type="radio"/>
HPSS Award - Full-Time Employee Contract Template		
Deed of Confidentiality Template		
<input type="radio"/> <b>Nurses in Private Practice</b>	\$1,100 Inc	\$2,200 Inc
Nurses Award - Casual Employee Contract Template		
Nurses Award - Part-Time Employee Contract Template	<input type="radio"/>	<input type="radio"/>
Nurses Award - Full-Time Employee Contract Template		
Deed of Confidentiality Template		
<input type="radio"/> <b>Employee Doctor - Contract Template</b>	\$1,100 Inc	\$2,200 Inc
	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> <b>Individual Flexibility Agreements*</b>	POA (price on application)	POA (price on application)
	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> <b>Independent Doctors Service Agreement or Locum Agreement</b>	Please contact the Workplace Relations Team for a referral.	

\* Please contact the Workplace Relations Team on (07) 3872 2211 before purchasing an Individual Flexibility Agreement.

