

SCHEDULE 2

Pro forma: Letter of Placement for Temporary Contractor

Date

ITS Manager

Dear Manager

Terms Sheet – Engagement of Temporary Contractor

We are pleased to confirm the provision of {Candidate's Name}, an employee or subcontractor of {insert name of the Contractor}, to perform services to meet the requirements of {Position Title}.

1. Performance of Temporary Contractor's Role

Unless otherwise agreed in writing between {insert name of the Contractor} and you, the Temporary Contractor's position will be performed by {Candidate's Name}.

2. Agreement for the Supply of Temporary Contractor

The terms and conditions of the Personnel Placement Agreement between Monash University (represented by and acting through its **Human Resources Division**) and {insert name of the Contractor} dated [*insert date*] ("Head Agreement") together with this Terms Sheet, form the agreement for the engagement of the above named Temporary Contractor. Where there is any inconsistency between the Head Agreement and this Terms Sheet, the provisions in the Head Agreement will prevail.

3. Contractor Fee for Temporary Contractor

The Contractor Fee for supplying the services of the Temporary Contractor shall be {insert \$\$\$\$ amount} per hour of work performed by the Temporary Contractor for you. The rate is subject to any additional government imposed taxes and charges during the term of this engagement.

Where a Temporary Contractor works less than four hours in any one day for you, you shall be charged as though the Temporary Contractor has in fact worked four (4) hours. Where the Temporary Contractor works in excess of 40 hours in any calendar week, for each hour in excess of 40 the Contractor Fee will be charged at one and a half times the usual rate.

With the agreement of all parties concerned the Contractor Fee may be varied in accordance with the Head Agreement.

The Contractor Fee is payable upon receipt of an invoice from us in accordance with the Head Agreement, which is 30 days from the end of month of invoice.

Business travel, hotel or other expenses incurred by the Temporary Contractor under this arrangement will only be paid if agreed by Monash University prior to them being incurred by the Contractor or the Temporary Contractor. Such expenses must be

itemized on a invoice submitted to Monash University for the hours of work performed by a Temporary Contractor.

4. Nature and Duration of Assignment

The assignment will involve the Temporary Contractor performing the following role and/or tasks for you and in relation to the following projects:

- *[insert description of position e.g. Technical Writer].*
- The Term of the Assignment is {?? Months} commencing on {??/??/200 } and ending on {??/??/200 }. Based in {faculty/division} of the University.
- The engagement of the Temporary Contractor may be terminated in accordance with the Head Agreement.
- Where the project duration exceeds the Term of the Assignment, you may at your option renew the engagement of the Temporary Contractor for a further Term or Terms.
- Any engagement of the Temporary Contractor after the specified period described above must be agreed by the parties in writing but, in the absence of such written agreement will be deemed to be on the terms set out in this letter on a weekly term.

5. University Manager for this Placement

{Name of the Hiring Manager and contact Number}

Should you have any further queries in relation to the placement of the Temporary Contractor please do not hesitate to contact us.

Please sign and return to us one of the copies of this letter indicating your acceptance of these terms and conditions.

Yours sincerely

[Recruitment Company]

Acceptance

I am an authorised officer of Monash University and hereby agree to the above Terms and Conditions.

.....
(signature)

.....
(print name and position)

Date: