

GUIDELINES

SALARY PACKAGING - ECU SPORTS MEMBERSHIPS

- 1.0 Entering into an Agreement to Salary package your ECU Sports membership**
 - 1.1 Staff wishing to enter into an ECU Sports Salary Packaging Agreement to salary package memberships to ECU Sports shall adhere to the policy Salary Packaging.
 - 1.2 All ongoing and fixed term staff members are eligible to enter into an ECU Sports Salary Packaging Agreement.
 - 1.3 Staff wishing to enter into an ECU Sports Salary Packaging Agreement shall do so on the form, Agreement - ECU Sports Salary Packaging. Staff may enter into such an Agreement at any time.
 - 1.4 Upon entering into an ECU Sports Salary Packaging Agreement, pre-tax salary deductions will commence in the first available pay day after lodging the form Agreement - ECU Sports Salary Packaging with STAFFPLUS.
 - 1.5 By entering into an ECU Sports Salary Packaging Agreement, the staff member agrees to adhere to the terms and conditions of membership of the ECU Sports and Fitness Centres.
 - 1.6 Staff of ECU may not salary package memberships for family members. The taxation laws only provide the exceptions for fringe benefits tax for memberships to staff. Staff can still have their family membership taken out of their salary but it is post tax e.g. after tax.
- 2.0 During the term of membership**
 - 2.1 If a participating staff member terminates or resigns from ECU they must inform ECU Sports and STAFFPLUS immediately and a new membership agreement must be completed for their membership to continue. If payment is not received within 7 days of the date due, the membership will be cancelled.
 - 2.2 During periods of leave (extended sick leave, annual leave and long service leave) deductions will continue to be made unless the staff member advises both ECU Sports and STAFFPLUS to discontinue deductions at least 5 working days before the leave commences.
 - 2.3 Participating staff must notify both ECU Sports and STAFFPLUS if they commence any period of unpaid leave.