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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This agreement provides a Salary Sacrifice option for the payment of casual monies directly into your nominated choice of Superannuation fund. This agreement must be completed, signed and submitted to Payroll Services prior to the work being undertaken. This arrangement will be applied to all casual payments processed. | | | | | | | | |
|  | | | | | | | | |
| **Edith Cowan University (hereinafter referred to as the University) offers:** | | | | | | | | |
| Employee’s full name: | | Click or tap here to enter text. | | | Staff number: | | | Enter staff number |
| **(hereinafter referred to as the employee) the following arrangements for salary sacrifice for the period:** | | | | | | | | |
| Start date: | Enter start date | | Finish date: | Enter finish date | | Nominate salary sacrifice %  (% of your total casual salary ie/ 50%, 100%) | Enter % nominated salary sacrifice | |

***The employee agrees that any payments made under a casual agreement will be sacrificed and paid by the University as an employer contribution to their nominated Superannuation Fund. This means that the nominated percentage of your casual salary payments will be salary sacrificed into superannuation.***

## Terms and Conditions

The Offer is conditional upon the Employee signing this Agreement in acceptance of the Offer and agreeing to be bound by the following terms and conditions. The headings in these terms are used for convenience and shall not affect the interpretation of the Agreement.

## Term of the Salary Sacrifice Arrangement

The period of this packaging arrangement shall  **only** be for the dates specified above. A further arrangement can be negotiated to continue/amend these arrangements when this period is completed. The arrangement can be terminated by the Employee by giving the University one month’s notice in writing.

The University may terminate the arrangement at any time should changes in any legislation, or the enactment of any new legislation, impose on the University financial or other obligations which are, in the University’s sole discretion, unacceptable to the University.

## Employee’s obligations and responsibilities

The Employee accepts that it is his or her responsibility to seek independent advice on professional and financial matters.

The Employee agrees that the University, its officers, employees, contractors or agents cannot be held responsible should the arrangement prove, at any time, to be inappropriate to the Employee’s circumstances.

The Employee accepts that in signing this agreement that once the funds have been submitted to UniSuper, the payment cannot be reversed.

**The employee must make their intention to salary package their casual earnings prior to the commencement of the job undertaken.**

**Acceptance**The Employee is to indicate their acceptance of this Offer by signing below prior to commencing the work undertaken and forwarding the completed form to Payroll Services.

Acceptance by Employee:

|  |  |
| --- | --- |
| Employee signature: | Date: |