



**Blaikie Recruitment Central Otago
Casual Employment Agreement**

This employment agreement is between:

Blaikie Recruitment Central Otago and _____

We are a Recruitment Agency and you are employed by us and for all intentional purposes you are our employee and we are your employer.

You are employed 'as and when' required.

We will offer you periods of work, and you will perform those duties for our clients on our behalf.

Each assignment will be considered separate and covered by this TEA.

There is no obligation for you to accept assignments that we offer you.

You will report to our client and we will advise you of the details of the role.

You must work to the utmost best of your ability whilst on assignment.

We will remain your legal employer whilst on assignment.

You must report to Blaikie Recruitment should you have any concerns pertaining to the assignment.

You will agree to comply with our Health and Safety procedures and policies and we will provide you with Health and Safety information.

If requested you will agree to a pre-employment alcohol and drug test.

You shall not report to work under the influence of alcohol/drugs and you shall not consume alcohol/drugs during hours of your employment.

You do not have set or guaranteed hours. The hours of work for an assignment may change at any time without notice.

You will be paid for the hours you actually work.

The wage will be agreed by you and ourselves.

Unless agreed the wage is a flat rate and no overtime is payable.

You must present your signed (by all designated parties) timesheet by 1.30 Monday. Failure to do so you will not be paid for work completed from the previous week.

Having accepted work you must be punctual for your assignments.

Should for any reason you are unable to report to work, please notify us as soon as possible.

Should you be required to use a client's company vehicle, please notify us immediately so we are able to ensure we have the appropriate insurance in place. Failure to do so, you will personally liable for any damage or loss incurred or suffered.

You will accrue Holiday pay and paid in accordance with the Holidays Act 2003

Notify Blaikie Recruitment once you have ceased employment with us. Your holiday pay will then be paid into your designated bank account.

It is your responsibility to advise Blaikie Recruitment when you will to cease working for our agency.

Sick leave and bereavements leave shall be allowed in accordance with the Holidays Act.

You shall not work on a public holiday without our prior permission. If you do work on a public holiday you are entitled to be paid at the rate of time and a half of your normal pay for all the hours you actually work.

With regards to Health and Safety, you will comply with instructions of our client's health and safety polices and procedure.

You must comply with the client's code of conduct.

Report any unsafe conditions to the supervisor on site and to Blaikie Recruitment without delay.

In event of a work related accident you shall notify us within 24 hours. Failure to do so may result in us refusing your claim as a work related accident.

If you are approached or offered any form of employment by one of our clients or anyone else involved within the introduction of you to any clients you shall immediately notify us and prior to acceptance of engagement. This clause will lapse after six months from signing this agreement.

Due to the temporary nature of temporary assignments they may be varied, shortened or terminated by us without notice and without reason required but we will endeavour to give appropriate notice.

The non-disclosure of criminal offences or convictions, including traffic related convictions will be considered serious misconduct and may lead to the termination of employment.(www.justice.govt.nz)

Because we have 24/7 cell phone assistance you must inform us if you are unable to attend an assignment. Failure to do so may result in us deducting holiday pay and 5 day's pay as penalty.

Under no circumstances will you be entitled for redundancy.

HEALTH AND SAFETY

Manual Handling:

It has been explained to me that I must be aware of manual handling and lifting techniques. I will ask my onsite supervisor for assistance with any lifts of heavy equipment or materials. I have been told that I must lift with my legs and not use my back for any lifting whatsoever. I will ask my supervisor for advice before I handle any liquid or dry products that may include chemical sprays or other such produce.

Accidents or near misses:

I will advise Blaikie Recruitment immediately if I have any incidents that seem like a close call where myself or another person or any property could have been damaged. I will also immediately advise Blaikie Recruitment of any injuries as soon as I become aware of them.

Hazards:

I will immediately advise my supervisor and Blaikie Recruitment should I come across any situation or unsafe act, which I feel has the potential to cause me harm to myself or another person. I understand that it is everyone's responsibility to identify hazards and that I must contribute to a safe working environment. If I cannot contact my supervisor I must contact Blaikie Recruitment on 0272 416 619.

Personal Protective equipment (PPE):

I will ensure that I always wear the correct PPE for the task to which I am assigned. My supervisor will explain how to correctly wear such equipment and I will obey their common in the use, I understand that this equipment is given to me for a safety purpose and must be worn when advised.

I (print name) _____ Agree:

That I was advised that I had the opportunity to seek advice and was given reasonable time to do so.

I have read and understood this agreement.

I was not forced to enter this agreement by duress, or by any oppressive means.

The Employee _____

Date _____