

Some of the items typically covered in an Employment Contract

<ul style="list-style-type: none"> • Position Title 	<ul style="list-style-type: none"> • Workplace Health & Safety
<ul style="list-style-type: none"> • Employee's duties and responsibilities 	<ul style="list-style-type: none"> • Alcohol and Drugs
<ul style="list-style-type: none"> • Employee's obligations 	<ul style="list-style-type: none"> • Termination of Employment
<ul style="list-style-type: none"> • Probationary period 	<ul style="list-style-type: none"> • Intellectual Property
<ul style="list-style-type: none"> • Salary/?Wages 	<ul style="list-style-type: none"> • Expenses
<ul style="list-style-type: none"> • Hours of work 	<ul style="list-style-type: none"> • Transmission of the employer's business
<ul style="list-style-type: none"> • LEAVE <ul style="list-style-type: none"> • Public Holidays • Long Service Leave • Personal (sick) Leave 	<ul style="list-style-type: none"> • Parental Leave • Unpaid Leave • Community Service Leave

It is important to remember that there are terms of employment that are automatically '**implied in law**' whether they have been written into a contract or not. So, as a business owner, it is important to know what your obligations are and plan your employee management strategy around them.