

From: Payroll <payroll@kidstuff.com.au>
Sent: Monday, 20 April 2020 12:36 AM
To:
Subject: Letter to employees

17 April 2020

Dear

As we navigate the unpredictable and ever-changing COVID-19 business landscape, we would like to look to position ourselves to best weather the ongoing storm. We are doing everything we can to make sure we are positioned to see this situation through to the other side, but that will require us to adapt and change.

With this in mind, and taking in to account the new Job Keeper subsidy and changes to Fair Work, the new casual arrangements will be as follows:

- The new casual role will involve employees working around 24 - 28 hours per week as directed including shifts [Monday to Sunday](#). In accordance with the Job Keeper provisions and changes to Fairwork, your rate of pay will not change, and the signed terms and conditions of your employment will still apply where applicable
- You will need to be flexible, within reason, about when you work and what store you work at, as we try to identify which stores provide us with the best opportunity to try to resurrect the business back to full capacity as quickly as possible.
- The company will also be flexible, and where an employee cannot work 24 - 28 hours or as directed in a week, this time can be made up in following weeks rosters.
- This new casual role will be paid at \$1500 per fortnight (before tax) plus 9.5% superannuation on this amount.
- You may only exceed hours that equate to more than \$1500 per fortnight based on the award rate applicable to you with the approval of your Regional Manager.
- Any hours worked above \$1500 will be paid at the applicable award rate on top of the \$1500 per fortnight
- The company may nominate you for the Job Keeper subsidy, please complete, sign and email back the JobKeeper Employee Nomination Notice which can be download under the link: <https://www.ato.gov.au/uploadedfiles/content/cr/d1aab7f2-fbe8-44b8-9ec1-4885ded1088e.pdf>.

We will move forward on the basis that you understand and agree to these new casual arrangements unless you let us know in writing that this is not the case **OR please sign this letter indicating your acceptance. If this is difficult please indicate your acceptance by return email.**

This is a very difficult time for everyone, but particularly for us involved in the retail industry. We are very appreciative of the support we have received from our team in these unprecedented times.

If you have any questions about this email or things generally, please feel free to contact your manager.

Regards,

Kidstuff Payroll

Signed [employee name] EXXXX

Date