# INDIVIDUAL FLEXIBILITY AGREEMENT

# LETTER OF OFFER

<insert date>

<insert employee’s name>

<insert employee’s address>

Dear <insert employee’s name>

You are currently employed under the <insert award title> as a <enter classification> working ordinary hours of 152 hours per 4 week period and overtime <enter overtime hours> hours per 4 week period.

As discussed with you, we would like to commence paying you a flat rate of pay for these hours based upon an average of <enter hours per 4 week period> hours over a 4 week period.

We propose that this will be converted into flat hourly rate and you will be paid at the same hourly rate every week including when you are on annual leave and on public holidays.

This rate will increase in accordance with the national minimum wage increase on 1 July each year.

Under Australian workplace laws we can only pay you flat hourly rate of pay if we have a formal agreement with you to do this which is signed by both of us.

This agreement is called an Individual Flexibility Agreement.

Please have a look at the attached Individual Flexibility Agreement.

The flat rate of pay we propose paying you is made up of wages for 152 ordinary hours of work per 4 week period and payment of overtime at <enter number of overtime hours per 4 week period> hours per 4 week period as well as public holiday pay for <enter number of public holidays included in the calculation> days per year and annual leave loading at the rate of 17.5%.

Clause 3 of the attached Individual Flexibility Agreement spells out how we have varied the award terms about these entitlements.

Importantly, you will see that the agreement does not change the amount of income you are receiving and you should feel confident that we have no intention of reducing your pay.

Indeed, to be lawful the agreement must provide for you to be better off than the award.

Clause 3.1(b) shows how this is calculated and the attached spreadsheet also shows you in detail what you would be paid if you were paid according to the award.

If there is anything you do not understand please feel free to ask.

Yours faithfully

<insert signature and name of person issuing the letter>

\*Attach Individual Flexibility Agreement

\*Attach spreadsheet showing calculations