



GE Healthcare

3000 N Grandview Blvd Waukesha, WI 53188
United States

Erin Owens
1144 4th Creek Landing Dr
Statesville NC 28625

LETTER OF EMPLOYMENT

Dear Erin Owens,

We are pleased to offer you the position of a Remote Payroll Clerk, here at GE HEALTHCARE, where we hope you will enjoy your role and make a significant contribution to the success of the business.

Your employment will commence on Friday, 14th of January 2022. You have been employed as a Payroll Clerk, reporting daily to Head of Department.

GE HEALTHCARE general hours of business are between 8:00am – 7:00pm, Monday-Friday. It is expected that you will work an average of <20-30> hours per week during general business hours.

From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties effectively. Overtime payments or time in lieu will be calculated in accordance with the hour work and will be paid along with your weekly payment.

The roles and responsibilities of this position will be described separately in an attached Position Description.

Probationary Period,

- A one month Probationary Period will apply to this role. During this time you will receive training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

- The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon <one week's notice in writing>, or by payment in lieu of notice.
- Payment:
 - Your salary is at a rate of \$40.17 per hour and training allowance of \$18 per hour to be paid weekly and there's room for improvement.
 - Your salary will be paid weekly on Friday of each week, working 5-6 hours daily and 20-30 hours weekly.
 - All or any expenses made out of pocket for the sake of the company will be reimbursed immediately or during His/her respective pay period.
- Superannuation:
 - Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice. If you do not choose a fund, your contributions will be placed into the default fund.
- Salary Review:
 - Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.
- Benefits:

Benefits offered are Health, Dental and Vision Plans, Flexible Spending Accounts, (Health Care & Dependent Care), Health Savings Account (with Employer Contributions), Short- and Long-Term Disability, Life Insurance, Voluntary Supplemental Life Insurance, Critical Illness and Accident Policies, 401k Retirement Plan (with Employer Contributions), Health & Lifestyle Management Program, Health Club Membership (up to \$50 per Month), Tuition Assistance, Employee Assistance, Program Personal and Vacation Time Holiday Pay.
- Personal leave:
 - You are entitled to 10 days paid personal/career's leave in accordance with the Fair Work Act 2009.
 - You are entitled to a period of two days unpaid career's leave per occasion in accordance with the Fair Work Act 2009.

The minimum period of notice required to be given to the employer by the employee is either:

- That prescribed by the relevant employment agreement or other contract of employment.
- If no period of notice is prescribed as above, a period of notice equal to the employee's usual pay period.

GFS may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year, but not more than 3 years	2 weeks

More than 3 years, but not more than 5 years	3 weeks
More than 5 years	4 weeks

If you are over 50 with more than two years continuous service, you will receive an additional week's notice (or payment in lieu).

The company may terminate your employment at any time without notice if:

- You are guilty of serious misconduct; or
- You are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment you will be required to return all company property.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

GE HEALTHCARE has in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

During your employment you may become aware of information relating to the business of GE HEALTHCARE, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of GE HEALTHCARE. You shall not, either during or after your employment, without the prior consent of GE HEALTHCARE, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

You are welcome Erin Owens, we would like to take this opportunity to welcome you to GE HEALTHCARE and wish you a long and rewarding career with us.

Warm Regards,

I, _____, **accept the terms and conditions of this contract.**

Employee:

Signed _____ Date _____

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**Best Regards,
Scott Fry,
Human Resources Dept.**