

Thank you for registering your placement with LocumCo. (Now operating as Pharmacy Employment Solutions Pty Limited)

We would like to assure you that our company will make every effort to ensure that your requirements are promptly met, and that our pharmacists are of the highest possible recommendation. For your information, set out below are our Pharmacist / Shop Assistant/ Dispensary Technician placement fees and terms and conditions, applicable upon successfully filling your position.

WAGES: - LocumCo *does not* maintain or operate a *Payroll Facility*.
- It is the responsibility of the Employer to pay the successful candidate's wages directly.
- LocumCo provides market rate guidelines for temporary roles, however we *do not charge any mark-up on hourly rates*, thus the negotiated rate is determined between the Locum & Employer.

Schedule of Fees - 1st July 2016

PERMANENT PLACEMENTS

A permanent position is full-time or permanent part-time employment that extends beyond 12 weeks. Part-time positions are calculated on a pro rata basis with a minimum charge applicable of \$1,500.

Pharmacist / PIC / Manager	9.5% of Total Annual Salary Package incl Super
Pharmacy Assist / Disp Tech (up to level 4 or equiv)	9.5% of Total Annual Salary Package incl Super
Partner	Contact LocumCo to discuss

PERMANENT PLACEMENT GUARANTEE

Although every care is taken to ensure that all candidates are suitable to your needs, occasionally circumstances occur which are beyond one's control. In the unlikely event a candidate's employment is terminated for performance issues, other than by redundancy, relocation of the work site, or a change in job description within 12 weeks of the candidate commencing, LocumCo will replace the pharmacist at no further cost to the client, provided the original invoice is paid within 14 days of issue date and LocumCo is advised of termination within 5 days.

LOCUM PLACEMENTS

A locum or temporary placement is considered to be any placement for a period less than 12 weeks.

Length of Locum Placement	\$ (ex GST)
Daily Fee (One to Four Days in One Week) < 1 week	165.00
One Week (Five to Seven Calendar days)	535.00
Over 1 Week to 2 Weeks	875.00
Over 2 Weeks up to and including 6 weeks	1595.00
Over 6 weeks up to and including 12 Weeks	3025.00
Emergency Surcharge (Out of normal business hours)	350.00

PAYMENT TERMS

LocumCo will raise an invoice on the date of commencement of employment and payment terms are **14 days**. Payment can be made by bank transfer, credit card or cheque. Please note a 1.54% surcharge will be added to all credit card transactions. LocumCo reserves the right to charge interest and recover costs for all overdue accounts. 10% GST will be added to all the above mentioned fees.

LOCUM BOOKINGS

At the time of placing a request for a locum, the pharmacy must pay the LocumCo fee by credit card. LocumCo have a 100% success rate in filling locums, however in the unlikely event that a locum cannot be found by the commencement date then a full refund will be generated immediately.

TERMS & CONDITIONS

Pharmacy Employment Solutions Pty Limited (LocumCo) endeavours to recommend pharmacists considered to be suitable for the position available, however, do not take responsibility for the ability or integrity of the pharmacist. The client makes the final selection and no guarantee is given.

The Pharmacist Fee shall be paid directly to the Locum by the Client. This will include travelling expenses when applicable. Payment shall be made immediately upon the completion of the locum duty.

The Client must notify LocumCo immediately when a Candidate accepts an offer of employment by the Client and in the case of permanent positions must provide LocumCo with a copy of the Candidate's offer, giving full and accurate details of:

- (a) the position
- (b) gross remuneration and
- (c) any partnership options or benefits

The Client is responsible for ensuring that the candidate has suitable qualifications, training and experience to fulfil the position and that the candidate meets all legal requirements.

When the Client engages a candidate, the Client must pay LocumCo the relevant placement fee set out in our 'Schedule of Fees'.

In the case of permanent placements, LocumCo will replace the pharmacist or pharmacy staff at no further cost to the client, should the candidate be terminated or leave within the first twelve weeks, **provided the original invoice is paid within 14 days of the date of issue.**

Should a locum or temporary pharmacist placed by LocumCo with a client, accept a further temporary or permanent position with that same client or any subsidiary or associated company, a temporary or permanent placement fee is to be paid to LocumCo. **The Client undertakes that, except through LocumCo, the Client will not re-employ any pharmacist who has been placed with the Client by LocumCo within 12 months of the original placement.** The Client also undertakes to notify LocumCo promptly if there is any change in the hours or the temporary status of a pharmacist and to pay additional amounts due to LocumCo because of that change.

In the event that a LocumCo candidate is re employed within 12 months of the original placement and LocumCo is not advised within 48 hours of the commencement date, then a 10% penalty will apply in addition to the regular fee.

Wherever possible, references will be checked thoroughly before the pharmacist is formally appointed to the position.

Communications about pharmacists are to be held mutually confidential.

LocumCo does not accept, and the client holds LocumCo free from any liability to the client or any person, for injury, loss, damage, cost or expense, however caused (including by the pharmacist) in connection with the pharmacist, the introduction of the pharmacist to the client, or any failure or delay of LocumCo in introducing the pharmacist.

Should a pharmacy/hospital cancel a LocumCo booking once it has been confirmed then a 50% cancellation fee is payable to the locum and 100% of the Agency Fee payable to LocumCo.

The commencement of employment of the pharmacist by the client shall constitute acceptance of the above terms and conditions.

Susan Muller (Elsass), BPharm, MPS.
Licensed Private Employment Agent, Lic No 673

Please sign and return by email to:
jobs@locumco.com.au

SIGNED (Pharmacist Owner/Manager)

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PRINT NAME

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DATE

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PHARMACY NAME

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