

Tracey Jones

From: Maria Rahme
Sent: Wednesday, 30 October 2024 3:04 PM
To: Tracey Jones
Subject: Fw: Letter of Offer
Attachments: LetterofOffer.pdf

Hi Tracey,

As discussed, please alter my details as below.

Notice given today 30/10/24 - 4 week period due 27/11/24

Last day at work will be 14/11/24.
Annual Leave - 15/11/24-27/11/24

Hope this is accepted.

Thank You

Regards Maria

From: Maria Rahme
Sent: Wednesday, 30 October 2024 2:55 PM
To: Tracey Jones <TJones@baptistcare.org.au>
Subject: Letter of Offer

Hi Tracey,

Please find attached as requested.

Thank You

With kind regards,
Maria Rahme

Customer Relations Officer
The Gracewood Village Customer Relations



BaptistCare

The Gracewood Community

8 Free Settlers Drive, Kellyville NSW 2155

T 02 8804 4754 E mrahme@baptistcare.org.au

Tracey Jones

From: Samuel John
Sent: Thursday, 31 October 2024 2:54 PM
To: Maria Rahme
Cc: Michael Burke; Tracey Jones
Subject: Re: Decision re Secondment offer

Hi Maria,

Thank you for your reply and for taking the time to consider the offer. I'm sure you're making the right decision for you and your family.

Wishing you all the best and as you've said, never know when our paths will cross again.

Warmest
Sam

Samuel John
Head of Sales - Retirement Villages
BaptistCare
0457 001 583

From: Maria Rahme <MRahme@baptistcare.org.au>
Sent: Thursday, October 31, 2024 9:39:35 AM
To: Samuel John <SJohn9@baptistcare.org.au>
Cc: Michael Burke <MBurke2@baptistcare.org.au>; Tracey Jones <TJones@baptistcare.org.au>
Subject: Decision re Secondment offer

Good Morning Sam,

Thank you for opportunity that was put forward to me yesterday.

It was discussed at great lengths with my husband last night and I have decided to decline your offer.

I have enjoyed my time at BaptistCare and feel privileged and appreciative of the opportunities that Tracey has given me from the beginning to this day. She has allowed me to develop a passion for Sales which has empowered me to now seek further growth in the industry.

The team here at The Gracewood have always uplifted and supported my journey and I will forever be grateful. It was an absolute pleasure meeting and selling to customers and an honour to be a part of their journey. I leave here proud of the work I have accomplished, the person I have become and the difference I have made to so many people in the Gracewood Community.

I wish you all the best and you never know if our paths will cross again.

Regards Maria

With kind regards,
Maria Rahme

Customer Relations Officer

PRIVATE AND CONFIDENTIAL

22 March 2023

Maria Rahme
6 Roche Place
Merrylands West NSW 2147

Dear Maria,

I am pleased to offer you employment in the position of Customer Service Officer with BaptistCare NSW and ACT on the terms and conditions set out in this letter and the BaptistCare policies and procedures as issued from time to time.

Your employment is subject to satisfactory outcome of your Police Background Check as required by government legislation. During your employment you must notify your manager immediately in writing, if there is any change to your police record status.
If you have any questions relating to this check please contact your manager.

As a condition of your employment, all other new employee documents **must** be completed and submitted online prior to your commencement date.

COMMENCEMENT AND POSITION

Your commencement date with BaptistCare will be 27 March 2023.

Your employment will be Permanent Full Time.

You will be required to perform your duties with the The Gracewood Village, Cost Centre 151 reporting to the Retirement Village Manager.

The duties of this position are set out in the position description. You will be required to perform these duties and any other duties BaptistCare may assign to you, having regard to your skills, training and experience.

Future operational requirements may necessitate BaptistCare to transfer you to another BaptistCare facility within reasonable proximity.

*Because
we care*

RESPONSIBILITIES

It is your responsibility to perform the duties of the role in an efficient and competent manner. You are required to work in a safe manner so as to minimise injury to yourself, other workers, clients and visitors.

You are also required to abide by the policies and procedures of BaptistCare as issued from time to time.

At all times when BaptistCare is being represented, you shall act in a manner that doesn't bring BaptistCare into disrepute.

ANNUAL LEAVE

These provisions are to be read subject to applicable annual leave legislation and BaptistCare policies and procedures as issued from time to time.

You will be entitled to 20 days' paid annual leave for every 12 months completed service on a pro-rata basis to be taken at such times as approved by BaptistCare in accordance with its annual leave policies and procedures.

Your annual leave will accumulate from year to year. You are required to take annual leave to ensure that no more than 30 days leave is accrued at any one time.

PERSONAL LEAVE

You are entitled to 10 days paid personal leave (pro rata) to be granted at the beginning of each anniversary year. Personal leave entitlements are cumulative.

Upon termination of your employment for any reason, all unused personal leave entitlements will be extinguished and you will receive no payment in lieu thereof.

LONG SERVICE LEAVE

You are entitled to long service leave in accordance with the applicable State or Territory legislation, i.e. the Long Service Leave Act 1955 (NSW) or Long Service Leave (Portable Schemes) Act 2009 (ACT).

PERIOD OF NOTICE AND TERMINATION

Employment may be terminated by either party providing up to 1 months' notice or payment in lieu of notice, in line with the National Employment Standards (NES).

Upon termination of employment you will immediately return all property of BaptistCare unless an agreement in writing is reached regarding disposal or use of that property at the time of termination.

You will not for a period of 12 months after the termination of employment;

- a) Solicit, or endeavour to entice away to another employer, any BaptistCare employee;
- b) Counsel, procure or otherwise assist any person to do any of the acts referred to in clause (a).

OWNERSHIP OF INTELLECTUAL PROPERTY

In the course of carrying out your duties on behalf of BaptistCare you may create or develop what is termed "industrial" or "intellectual" property such as copyright, patents, designs and trademarks (collectively, "*Intellectual Property*").

Such Intellectual Property is owned by BaptistCare (and not by you).

All Intellectual Property created or developed by you (whether alone or in conjunction with others) that relates directly or indirectly to, or that assists in the performance of, the role actually performed by you in your position of employment (as it may be from time to time), is assigned to BaptistCare.

You will be required to sign any documents considered appropriate by BaptistCare to ensure that ownership of this Intellectual Property by BaptistCare is duly affected and recorded.

The ownership of any such Intellectual Property by BaptistCare continues after the cessation of your employment.

To indicate your understanding and acceptance of the contents of this offer of employment, select 'I Accept' within 7 days of the date of this letter.

Should you have any questions regarding your employment please don't hesitate to contact the talent team.

Yours sincerely,



**Claire Pike
Talent Acquisition Manager
People & Culture Division**

I, Maria Rahme, have read and understood this letter and accept the offer of employment from BaptistCare NSW & ACT on the terms and conditions outlined in this letter.

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS



BaptistCare

EMPLOYEE REMUNERATION INFORMATION

Income Tax Calculations are based on the 2022/23 Taxation Rates

Employee Name:
Position:
Total Package Summary:

Maria Rahme
Customer Service Officer

COMMERCIAL EQUIVALENT PACKAGE	84,797
Tax Exempt Packaging Benefits Value	(8,375)
Superannuation	(7,262)
Packaged Motor Vehicle	-
Base Salary	69,160

	With Tax Exempt Packaging	Without Tax Exempt Packaging	Market Equivalent	Tax Exempt Packaging Benefit Value
Base Salary	69,160	69,160	77,535	8,375
Less: Tax Exempt Packaging	(15,900)	-	-	-
Taxable Salary	53,260	69,160	77,535	
Less: Estimated Income Taxation	(8,841)	(14,327)	(17,216)	
Net salary (post tax)	44,419	54,833	60,319	
Add: Tax Exempt Packaging	15,900			
Total Cash Paid	60,319			
Less:				
Annual employee car contribution	-	-	-	-
Net Cash Paid	60,319	54,833	60,319	

Contract Hours per fortnight:

76.0

Base Salary Hourly Rate:

35.0000

Estimated Take Home Pay

	ANNUAL	FORTNIGHT
PAYG NET SALARY PAYMENTS (after car deduction if applicable)	44,419	1,708
TAX EXEMPT PACKAGING PAYMENTS:	15,900	612
TOTAL ESTIMATED PAYMENTS (before other deductions)	60,319	2,320

NOTES :

The Base Salary includes a taxable annual car allowance of: \$0 at an hourly rate of: \$.00

The notional value of the Tax Exempt Packaging Benefits has been calculated with reference to the current legislation. This value, and the value of your total remuneration package, may change in accordance with changes to the applicable taxation legislation.

It is assumed that all employees utilise the full \$15,900 tax exempt packaging amount. It excludes other pre-tax benefits.

It is assumed that the same packaging selections would be made in the comparative scenarios

Market Equivalent = External gross salary to achieve similar BaptistCare Take Home Pay

Tax Exempt Packaging Benefits Value = grossed up value of the packaging benefit in comparison with external market salaries

The FBT Year is from 1 April to 31 March; that period relates to the amount reported on your annual Payment Summary.

Reportable Fringe Benefits Amount arising from Tax Exempt Packaging: **\$ 30,000**

Income Tax includes Medicare Levy and may vary due to Fortnightly PAYG tax scales.

Any other deductions and/or allowances not specified above are not reflected in this calculation.

3. SGC is calculated on Gross Annual Salary with no capping or adjustment