

## Appendix B

### CONTRACT OF EMPLOYMENT

An employment agreement between \_\_\_\_\_ (hereinafter known as the "Employer") and \_\_\_\_\_ (hereinafter known as the "Interpreter"), both of whom shall be a party to the contract.

#### 1. TRAVEL

The Interpreter will travel from his/her home to \_\_\_\_\_ and return by \_\_\_\_\_.

(If applicable, Forward flight: Flight number \_\_\_\_\_ at \_\_\_\_\_)

Return flight: Flight number \_\_\_\_\_ at \_\_\_\_\_)

Tickets will be made available to the Interpreter \_\_\_\_\_ week/s prior to the date of travel. Travel insurance will be arranged and paid for by the Employer.

Travel expenses (including taxi fares to and from the venue, if applicable) will be the Employer's responsibility. The Interpreter will pay the fares and will be reimbursed by the Employer by payment included with interpreting fee, following presentation of the relevant receipts.

#### 2. ACCOMMODATION

The Interpreter will be accommodated for \_\_\_\_\_ days/ nights on a single / twin share basis at the Employer's expense. Accommodation will be at \_\_\_\_\_.

(If applicable) The Interpreter will share the twin room with \_\_\_\_\_.

#### 3. WORKING CONDITIONS

The Interpreter will work \_\_\_\_\_ hours per day. For any individual session in excess of \_\_\_\_\_ minutes, a second Interpreter will work as a team member.

The interpreter will also be paid for briefing, de-briefing and team meetings and preparation time at the rate of \$ \_\_\_\_\_ per hour.

The Interpreter will/will not make her/himself available to interpret for additional activities such as tours and social nights, at the rate of \$ \_\_\_\_\_ per hour.

**4. FEE**

The Interpreter will be employed for \_\_\_\_ hours at the rate of \$ \_\_\_\_\_ per hour.

**OR**

The Interpreter will be employed for \_\_\_\_ days at the rate of \$ \_\_\_\_\_ per day.

The total sum which will be paid at the conclusion of the interpreting assignment is \$ \_\_\_\_\_, in addition to pre- approved travel expenses.

The fee will be paid by cheque/direct bank account credit no later than \_\_\_\_ weeks after the completion of the interpreting assignment.

Income tax will/will not be deducted from the payment.

If payment is to be made by direct bank account credit, the Interpreter shall supply the necessary bank account and tax file number details to the Employer at the commencement of the interpreting assignment.

**5. MEAL ALLOWANCE**

The Interpreter will be paid a sum of \$ \_\_\_\_\_ per day. The allowance will be paid

in cash OR bank cheque OR travellers' cheques \_\_\_\_\_ week/s prior to the interpreting assignment.

**6. ADDITIONAL COSTS**

Any additional travel and entertainment costs (e.g. for sightseeing purposes) will be the Interpreter's responsibility.

**7. PASSPORT AND VISA**

Passport and visa arrangements will be the Interpreter's responsibility.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

at \_\_\_\_\_

\_\_\_\_\_  
(Employer's representative)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Interpreter)

\_\_\_\_\_  
(Witness)