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[www.thomasdirect.com.au](http://www.thomasdirect.com.au)



**To the Thomas Direct Team,**

### **Regarding: JobKeeper**

Thank you to everyone for working with us over the last few weeks, helping to keep the business running, supporting both our charities and our work colleagues.

COVID-19 has seen a change in the way that businesses operate and how we conduct ourselves in the broader community

Many changes have been made in our day-to-day working environment, we have been overwhelmed with pleasure in how you have all conducted yourselves, how easily you have taken on the added safety measures to ensure that our workplace remains a safe and productive environment, thank you.

### **Company's JobKeeper Eligibility**

As you can imagine, because of COVID-19, we have seen a large decrease in our overall business.

The government have introduced the JobKeeper scheme as a lifeline for businesses so that they can survive through this crisis and can continue employing their team.

We are in the process of applying for the scheme and are currently assessing if we are eligible.

### **Employee JobKeeper Eligibility**

In preparation, you are receiving this letter as we have determined you might be an eligible employee to receive JobKeeper.

Attached to the letter is the JobKeeper Employee Nomination Notice Form. We need you to review and sign this document to be included as an eligible employee to receive JobKeeper payments.

When completing the form please be aware that:

- If you have multiple employers, you are only able to claim JobKeeper from one employer
- You can't receive JobKeeper and JobSeeker and if you decide to nominate to receive JobKeeper you will have to declare this

**We need this form returned to us by 5pm on Tuesday 28 April at the latest to be included.**

### **Workplace Entitlement & Obligations**

While you are in receipt of JobKeeper payments your workplace entitlements and obligation will continue, as normal.

**You will be expected to continue working your normal hours at the expected performance levels.**

To be able to service our clients we need everyone to continue to meet their normal pattern of working hours so if you worked on average 25 hours per week before job keeper we will expect that

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you will continue to work 25 hours during job keeper – shifts will continue to be available as they have been, in the most part nothing will change.

Of course, our normal employment conditions and expectations will remain the same

We are in the fortunate position as a business to be able to offer in the main people that want to work meaningful ongoing work, and as you would expect we have obligations to our clients to meet a certain volume of work on a weekly basis so it's during this time even more that we will be relying on our team to fill these obligations.

## What's Next

This is what will happen next:

- Forms must be completed and returned signed by 5pm Tuesday 28<sup>th</sup> of April. Unfortunately, if your form is received after this date, we are unable to include you in the JobKeeper
- Your completed form can be either return via email to [jobkeeper@thomasdirect.com.au](mailto:jobkeeper@thomasdirect.com.au) or hand delivered to reception. Please do not give these to your team leader
- We will advise you IF we have been successful in the approval process
- If you have any questions, please DON'T call your team leader I want the team leaders to maintain their focus on managing their teams and keeping the campaigns running
- All questions need to be directed to [jobkeeper@thomasdirect.com.au](mailto:jobkeeper@thomasdirect.com.au). We will do our very best to answer these as quickly as possible. However, if your question relates to existing Centrelink payments or other items that you are able to seek answers from the fact sheets please do so first before asking the question

Job Keeper is a very new initiative of the Government and thus the legislation has only just been approved, allowing businesses like Thomas Direct to keep employing people. As it's so new we will do our very best to answer any questions, but we might need to come back to you or advise you to reach out to another source of information if we don't know the answers.

Please bear with us during these rapidly changing times!

Kind Regards

Doug Thomas

CEO