

This checklist is designed to assist you in checking your knowledge of key requirements of the national workplace relations system set out in the *Fair Work Act 2009*.

If you answer 'no' to any of the following questions, help is available at www.fairwork.gov.au or by contacting the Fair Work Infoline on 13 13 94.

- ▶ Are you providing the National Employment Standards (NES) that are relevant to your employee
- | | |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 38 hour standard week | <input type="checkbox"/> Flexible working arrangements |
| <input type="checkbox"/> Unpaid parental leave | <input type="checkbox"/> 4 weeks paid annual leave per year |
| <input type="checkbox"/> 10 days paid personal/carer's leave per year | <input type="checkbox"/> Community service leave |
| <input type="checkbox"/> 2 days compassionate leave per occasion | <input type="checkbox"/> Public holidays |
| <input type="checkbox"/> Notice of termination and redundancy | <input type="checkbox"/> Casual conversion – pathway for casual employees to become a permanent employee |
| <input type="checkbox"/> Long service leave | <input type="checkbox"/> Fair Work Information Statement and Casual Employment Information Statement |
| <input type="checkbox"/> 5 days unpaid family and domestic violence leave (in a 12 month period) | |
- ▶ Do you know the award(s) or agreement (if any) that covers your business? YES NO
- ▶ Do you know how to find the rates of pay from your award or agreement? YES NO
- ▶ Do you know the correct:
- | | |
|----------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> penalty rates? | <input type="checkbox"/> Meal breaks? |
| <input type="checkbox"/> casual loadings (if any)? | <input type="checkbox"/> allowances (e.g. uniform, travel)? |
| <input type="checkbox"/> overtime payments? | |
- ▶ Are you providing accurate time and wage records for you employees?
- | | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> record start and finish times? | <input type="checkbox"/> know what to include on a pay slip? |
| <input type="checkbox"/> keep time and wage records for seven (7) years? | <input type="checkbox"/> maintain a record of leave entitlements? |
| <input type="checkbox"/> provide pay slips within one (1) working day of employees being paid? | |
- ▶ Do you know about your responsibilities when dismissing staff including:
- | | |
|----------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> unfair dismissal laws? | <input type="checkbox"/> minimum notice periods? |
| <input type="checkbox"/> what to do if a position becomes redundant? | <input type="checkbox"/> final payment requirements? |
- ▶ Do you know what an Individual Flexibility Arrangement is? YES NO
- ▶ Are you aware of your options for making an enterprise agreement with employees? YES NO
- ▶ Are you aware that the *Fair Work Act 2009* provides General Protections including the right to be free from unlawful discrimination, undue influence, coercion and misrepresentation? YES NO
- ▶ Are you aware of the Fair Work Ombudsman and how to contact us? YES NO
- ▶ Are you aware of the role of Fair Work Commission? YES NO
- ▶ Are you aware that there is tailored advice and information to assist businesses available at www.fairwork.gov.au or by calling the Fair Work Infoline on 13 13 94? YES NO