

## National Workplace Relations Employer Checklist

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.

4	Are you providing the National Employment Standards (NES) that are relevant to your employees?				
	- 38 hour standard week	_	<ul> <li>Flexible working arra</li> </ul>	ingements	
	- Unpaid parental leave	_	– 4 weeks paid annual	leave	
	- 10 days paid personal/carer's leave	_	<ul> <li>Community service I</li> </ul>	eave	
	Notice of termination and redundancy	_	<ul> <li>Public holidays</li> </ul>		
	<ul> <li>Long service leave</li> </ul>	_	<ul> <li>Fair Work Information</li> </ul>	n Statement	
4	Do you know the award(s) or agreement (if any) that covers your business?			YES	NO
4	Do you know how to find the rates of pay from your award or a	igreemen	nt?	YES	NO
4	Do you know the correct:	7			
	– penalty rates?	_	– meal breaks?		
	- casual loadings (if any)?	_	allowances (e.g. uniform, tra	form, travel)?	
	- overtime payments?				
4	Are you providing accurate time and wage records for you emp	oloyees?		YES	NO
	Do you:	_	provide pay slips within one (1) working day of employees being paid?		
	– record start and finish times?		<ul><li>know what to includ</li></ul>	, , , , , , , , , , , , , , , , , , , ,	
	<ul><li>keep time and wage records for seven (7) years?</li></ul>	_	<ul><li>maintain a record of</li></ul>		
4	Do you know about your responsibilities when dismissing staff including:				
	– unfair dismissal laws?	] _	<ul> <li>minimum notice per</li> </ul>	iods?	
	<ul><li>what to do if a position becomes redundant?</li></ul>		<ul> <li>final payment require</li> </ul>		
	what to do it a position becomes redundant:		- Illiai payment requiiv	ements:	
4	Do you know what an Individual Flexibility Arrangement is?			YES	NO
4	Are you aware of your options for making an enterprise agreement with employees?			YES	NO
4	Are you aware that the <i>Fair Work Act 2009</i> provides General Protections including the right to be free from unlawful discrimination, undue influence, coercion and misrepresentation?				NO 🗍
				YES	
	Are you aware of the Fair Work Ombudsman and how to contact us?			YES	NO [
4	Are you aware of the role of Fair Work Australia?			YES	NO
<b>4</b>	Are you aware that there is tailored advice and information to a at www.fairwork.gov.au or by calling the Fair Work Infoline on 13		nesses available	YES	NO

www.fairwork.gov.au
Fair Work Infoline 13 13 94

