



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 employees?

– 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"/>
– Notice of termination and redundancy	<input type="checkbox"/>	– Public holidays	<input type="checkbox"/>
– Long service leave	<input type="checkbox"/>	– Fair Work Information Statement	<input type="checkbox"/>
– 5 days unpaid family and domestic violence leave (in a 12 month period)	<input type="checkbox"/>	– 2 days compassionate leave (per occasion)	<input type="checkbox"/>
- ▲ 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:

– 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?	<input type="checkbox"/>		
- ▲ Are you providing accurate time and wage records for you employees? YES NO

Do you:

– record start and finish times?	<input type="checkbox"/>	– provide pay slips within one (1) working day of employees being paid?	<input type="checkbox"/>
– keep time and wage records for seven (7) years?	<input type="checkbox"/>	– know what to include on a pay slip?	<input type="checkbox"/>
		– maintain a record of leave entitlements?	<input type="checkbox"/>
- ▲ Do you know about your responsibilities when dismissing staff including:

– 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?	<input type="checkbox"/>
- ▲ 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

