

## Rosters

A roster is a timetable that shows the days and times employees are required to work.

When an employer wants to change an employee's regular roster or ordinary hours of work, they have to discuss it with the employees first. They have to:

- provide information about the change (eg. what the change will be and when)
- invite employees to give their views about the impact of the change
- consider these views about the impact of the change.

Awards, enterprise agreements and other [registered agreements \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034) can set out extra rules about changing rosters and how and when employees are given rosters.

Find information about rosters in your award by selecting from the list below.

Based on what you've told us, it looks like you're covered by the Clerks – Private Sector Award 2010 [MA000002].

When an employer wants to change the roster they need to follow the consultation process set out above.

There are special rules about changing days and hours for part-time employees in this industry. Go to [Part-time employees \(https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/part-time-employees\)](https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/part-time-employees) for more information.

For information on the rules on when hours can be worked, go to [Hours of work \(https://www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/Hours-of-work/default\)](https://www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/Hours-of-work/default).

To find out more about who this award applies to, go to the [Clerks Award summary \(https://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000002-summary\)](https://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000002-summary).

### Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our [Help resolving workplace issues \(www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default\)](http://www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

#### Help for small business

- Find tools, resources and information you might need on our [Small business page \(www.fairwork.gov.au/Find-help-for/Small-business/default\)](http://www.fairwork.gov.au/Find-help-for/Small-business/default).

#### You might also be interested in

- Part-time work agreements in [Part-time employees \(www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/part-time-employees\)](http://www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/part-time-employees)
- [Awards \(www.fairwork.gov.au/awards-and-agreements/awards/default\)](http://www.fairwork.gov.au/awards-and-agreements/awards/default)
- [Hours of work, breaks and rosters \(www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/default\)](http://www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/default)

## Contact us

Fair Work Online: [www.fairwork.gov.au](http://www.fairwork.gov.au)

Fair Work Infoline: 13 13 94

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Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

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The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.