

## 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.

### 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))

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#### 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