

## Piecework record template

### For employers hiring pieceworkers under the Horticulture Award

Under the Horticulture Award (the Award), there are requirements that an employer must follow when engaging pieceworkers. This includes a requirement for employers to create piecework records for their pieceworkers.



**IMPORTANT:** Employers must give their pieceworkers a piecework record signed by the employer before they can be paid piece rates for a task.

Make sure you're using the latest version of this resource – download it from our Pay and piece rates page at [horticulture.fairwork.gov.au/pay-piece-rates](https://horticulture.fairwork.gov.au/pay-piece-rates).

### Who this template is for

Employers can use this template to create a piecework record for their pieceworkers to meet their obligations under the Award.

#### More information



A **pieceworker** is an employee who gets paid by the piece, rather than by the hour. A pieceworker's pay is based on the amount they have picked, packed, pruned or made.



**Piece rates** must be set at a level which allows a pieceworker working at the average productivity of a pieceworker competent at the piecework task to earn at least 15% more than they would if paid the applicable hourly rate. The applicable hourly rate for casuals includes the casual loading.

**For example:** From 1 July 2024, the applicable hourly rate for adult employees at a Level 1 classification under the Award would be:

- For full-time or part-time employees: **\$23.46 per hour**
- For casual employees: **\$29.33 per hour** (\$23.46 + 25%)

For your piece rate calculations, you would need to apply the **15% on top** of these rates. This would mean that your pieceworker, when working at the required productivity, would need to earn at least **\$26.98 per hour** (\$23.46 plus 15%) if they are full-time or part-time, or earn at least **\$33.73 per hour** (\$29.33 plus 15%) if they are casual.

**Remember:** Minimum pay rates are reviewed annually and any increases usually apply from first full pay period on or after 1 July each year.

Check award rates using our Pay guide at [fairwork.gov.au/payguides](https://fairwork.gov.au/payguides).

### More information (continued)



All pieceworkers have a **minimum wage guarantee** for each day they work. This means that pieceworkers have to be paid the **higher amount** of either:

- what they earned for their day's work under the piece rate; or
- what they would have earned for the day based on their hourly rate, that is their minimum hourly rate (including any casual loading) under the Award multiplied by the number of hours they worked that day.

Use our [Piecework reconciliation template \(Word\) \(PDF\)](#) to check that the amount you're paying your pieceworkers meets the minimum wage guarantee.

Find more information on our Pay and piece rates page at [horticulture.fairwork.gov.au/pay-piece-rates](https://horticulture.fairwork.gov.au/pay-piece-rates).

## How to use this template

This template will help employers quickly and easily create a piecework record that meets the requirements of the Award.

Check out our other resources at [fairwork.gov.au/horticulture](https://fairwork.gov.au/horticulture)



Use our [Piecework arrangements employer checklist \(Word\) \(PDF\)](#) to learn about piecework arrangements and make sure you're meeting your employer obligations.



Use our [Piecework timesheet template \(Word\) \(PDF\)](#) to help record your pieceworkers' hours of work, outputs and piece rates.



Use our [Piecework reconciliation template \(Word\) \(PDF\)](#) to check that the amount you're paying your pieceworkers meets the minimum wage guarantee.



Use our [Piecework rules have changed information sheet \(Word\) \(PDF\)](#) to help explain the changes that applied from April 2022.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template 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 a workplace relations professional.

# Piecework record – Horticulture Award



**IMPORTANT:** This template has been colour-coded to help you to complete it accurately. You simply need to replace the **red < > writing** with what applies to your pieceworker and situation.

Explanatory information is shown in **purple writing** to help you and **should be deleted once you've finished**.

**This template is an example only.** It includes additional information that can help your employee better understand their piecework record. You can use other piecework record templates so long as they meet the Award requirements. Use our [Piecework arrangements employer checklist \(Word\) \(PDF\)](https://fairwork.gov.au/horticulture) at [fairwork.gov.au/horticulture](https://fairwork.gov.au/horticulture) for implementing piecework arrangements under the Award.

**Name of pieceworker (the employee):** <insert pieceworker's full name>

**Name of business:** <insert business name>

1. The piecework will commence on:  <insert date> at  <insert time> am/pm






2. Piecework tasks

[Explanatory information – please delete once you have finished the record].

The record can cover more than one piece rate depending on the task, the crop type and quality, and other variables like weather or method of work. Add or remove rows to the table as needed.

An example row is provided below to assist you with completing this table.

Remember, the piece rate must be fixed at a level where a pieceworker, working at the average productivity of a pieceworker competent at the piecework task, will earn at least 15% more per hour than the hourly rate for the pieceworker to whom the piece rate will apply. For casual pieceworkers, the hourly rate includes their casual loading. Find more information on piece rates at [horticulture.fairwork.gov.au/pay-piece-rates](https://horticulture.fairwork.gov.au/pay-piece-rates).

	PIECEWORK TASK	CROP	PIECE RATE	UNIT	CONDITIONS/VARIABLE
	 Describe the task e.g. picking, packing, sorting, grading, pruning.	 Type of crop being worked on e.g. apples, grapes, nuts, berries.	 Amount paid per unit	 How unit is measured e.g. by tray, acre, kilo etc.	 Variables e.g. method of work, weather, condition of crop etc.
<b>Example</b>	Sorting and packing	Apples	\$6	Carton	By hand
<b>Piece rate 1</b>	<insert>	<insert>	<insert>	<insert>	<insert>
<b>Piece rate 2</b>	<insert>	<insert>	<insert>	<insert>	<insert>
<b>Piece rate 3</b>	<insert>	<insert>	<insert>	<insert>	<insert>

### Minimum wage guarantee

Under the [Horticulture Award](#) a pieceworker must be paid for each day on which they work no less than their hourly rate under the Award (including the 25% casual loading for a casual pieceworker) multiplied by the number of hours worked on that day.

3.  **Hourly rate under the Award:** \$<insert rate per hour, including the casual loading if the employee is a casual> per hour.

This is based on you being employed as a <insert full-time, part-time, or casual> employee at the <insert relevant level 1 to 5> classification level. [For casuals only – delete next line if employee is not a casual] This rate includes your 25% casual loading.

### 4. Additional information about your employment conditions

- If you are doing work not covered by this record, you will be paid the minimum wages (based on your hourly rate) under the Award.
- When applicable, you will be paid **200%** (double) of your relevant piece rate for working on a public holiday.
- When applicable, you will be paid the following allowances under clause 18 of the Award:
  - <insert relevant allowance details, for example wet work or first aid allowance> [delete if not applicable]
- The following clauses of the Award **do not apply** to you as a pieceworker:
  - clause 13 – Ordinary hours of work and rostering arrangements
  - clause 18.3 (c) – Meal allowance
  - clause 21 – Overtime



### Contact information

You may seek information about minimum employment conditions from the Fair Work Ombudsman.

Find more information on the Fair Work Ombudsman website at [fairwork.gov.au/horticulture](https://fairwork.gov.au/horticulture) or by calling 13 13 94.

You can also view the Award at [library.fairwork.gov.au/award/?krn=MA000028](https://library.fairwork.gov.au/award/?krn=MA000028).

If you have any questions or would like to discuss this piecework record further, please contact **<insert name>** on **<insert phone number>** or at **<insert email address>**.



### Employer Signature:

Employer Name: **<insert name>**

Date: **<insert date>**

PLEASE KEEP A COPY FOR YOUR RECORDS