

Who is the Fair Work Ombudsman?

The Fair Work Ombudsman is an Australian government agency. The role of the Fair Work Ombudsman is to work with employees, employers, contractors and the community to promote harmonious, productive and cooperative workplaces.

What can the Fair Work Ombudsman do for me?

If you have a question or problem relating to your workplace you can contact the Fair Work Ombudsman for free information and advice on pay, conditions, and workplace rights and obligations. We also investigate workplace complaints and enforce compliance with Australia's workplace laws.

How does this Checklist help me?

Circle your answer to each of the questions below. If your answer is no, or you are unsure, you should speak to your employer, contact the Fair Work Infoline on **13 13 94** or visit our website at **www.fairwork.gov.au**

Do I know:

- on 1 January 2010, modern awards and National Employment Standards were introduced? Y / N / ?
- the full legal name of my employer? Y / N / ?
- the name of my manager/supervisor? Y / N / ?
- my job title? Y / N / ?
- what work I am required to perform? Y / N / ?
- the name of the award or agreement covering my employment? Y / N / ?

Have I:

- completed a tax file number declaration form? Y / N / ?
- signed a contract or agreement? Y / N / ?
- received a copy of the contract or agreement? Y / N / ?
- received a copy of the Fair Work Information Statement if I started work on or after 1 January 2010? Y / N / ?

Do I know if I:

- am full-time, part-time or casual? Y / N / ?
- am permanent or temporary? Y / N / ?
- am on probation and when the probation period ends? Y / N / ?
- am working a trial period? Y / N / ?
- am being paid for the trial period? Y / N / ?
- am paid to attend meetings? Y / N / ?
- am paid to get to work early or stay late outside of my official shift hours? Y / N / ?
- am being paid for training? Y / N / ?
- have to pay for breakages or short tills? Y / N / ?

- am required to pay for accidents or insurance when driving my employer's car? Y / N / ?
- am an apprentice or trainee? Y / N / ?
- have a registered training contract? Y / N / ?
- am being paid superannuation? Y / N / ?

Do I:

- wear a uniform? Y / N / ?
- pay for the uniform? Y / N / ?
- wash the uniform? Y / N / ?
- receive a uniform or laundry allowance? Y / N / ?
- supply my own tools? Y / N / ?
- receive a tool allowance? Y / N / ?
- receive a pay slip for every payment received? Y / N / ?

Do my pay slips include:

- my name? Y / N / ?
- my employer's name? Y / N / ?
- my employer's ABN (from 1 January 2010)? Y / N / ?
- the pay period start date, the end date and the payment date? Y / N / ?
- my rate of pay? Y / N / ?
- any loadings and/or penalties? Y / N / ?
- any payment for overtime? Y / N / ?
- any deductions I have agreed to? Y / N / ?
- total net and gross amounts? Y / N / ?
- any superannuation contributions and name of superannuation fund? Y / N / ?

▲ Do I know my:

- hourly rate of pay before tax? Y / N / ?
- casual loading (if applicable)? Y / N / ?
- pay cycle (weekly, fortnightly, monthly)? Y / N / ?
- payment method (cash, cheque, direct to my bank account)? Y / N / ?
- start and finish times? Y / N / ?
- minimum hours of work each week? Y / N / ?
- rostered days and hours? Y / N / ?
- meal and break times? Y / N / ?

▲ Do I know what to do if:

- I am sick and need time off? Y / N / ?
- I want to go on holidays? Y / N / ?
- I have to do jury service? Y / N / ?
- I am hurt or injured at work? Y / N / ?
- I want to make a complaint about discrimination, bullying or harassment? Y / N / ?
- I want to take parental leave? Y / N / ?
- I want to take community service leave? Y / N / ?
- I want to take compassionate leave? Y / N / ?
- I want to leave my employment? Y / N / ?
- I am dismissed? Y / N / ?

▲ Notes

Contact us

www.fairwork.gov.au

Fair Work Infoline **13 13 94**

Mon-Fri 8.00am-6.00pm local time

Need language help?

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

Hearing & speech assistance

Call through the National Relay Service (NRS)

- For TTY: phone 1800 555 677 and ask for 13 13 94
- Speak & Listen: phone 1800 555 727 and ask for 13 13 94
- Internet relay: connect to www.relayservice.com.au and ask for 13 13 94

Disclaimer: This information has been provided by the Fair Work Ombudsman (FWO) as part of its function to provide education, assistance and advice (but not legal or professional service advice). The FWO does not provide this information for any other purpose. You are not entitled to rely upon this information as a basis for action that may expose you to a legal liability, injury, loss or damage. Rather, it is recommended that you obtain your own independent legal advice or other professional service or expert assistance relevant to your particular circumstances.

www.fairwork.gov.au

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