Casual / part time job rights & responsibilities

Wednesday 23 March 2016
Welcome

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International Student Advisor – Employability

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International Student Life – Employability Support

Specialist support for international students aiming to work in partnership with you to develop your employability

Provide professional insights and guidance

- Monthly Employability Newsletter
- Regular program of employability seminars
- Skill development
- Student appointments
- Industry connections
- Networking events
- Australian workplace cultural events
- Job Club
International student employability events – Sem 1

Industry connections – professional speed networking
Weds 6 April

Australian workplace culture & introduction to Aussie Rules Football
Tues 12 April

Alumni guest speaker panel and networking
Thurs 21 April

Accounting guest speaker panel & networking
Thurs 28 April

Completion of studies
Weds 4 May

More events in mid semester break (June – July) and in semester 2
Agenda

✓ The Fair Work Ombudsman
✓ The Fair Work System
  ✓ The National Employment Standards
  ✓ Industrial instruments
  ✓ Minimum wages
  ✓ Pay slips
✓ Watch out for…
✓ Case studies
✓ If you have an issue at work
✓ Contact details
✓ Questions
The Fair Work Ombudsman

- Independent government agency
- Rights at work
  - Protected
  - Understood
  - Enforced
- Free advice
The Fair Work System

**FAIR WORK LEGISLATION**

*Fair Work Act 2009 + Regulations*
(includes National Employment Standards)

**INDUSTRIAL INSTRUMENTS**

Modern awards or enterprise agreements

**INDIVIDUAL ARRANGEMENTS**

Contract of employment
The National Employment Standards

- Maximum weekly hours
- Right to request flexible working hours
- Parental leave
- Annual leave
- Personal/carer's and compassionate leave
- Community service leave
- Long service leave
- Public holidays
- Notice of termination and redundancy pay
- Fair Work Information Statement
Industrial instruments

Modern Awards
- Cover most workplaces
- Industry and/or occupation-based
- Contain minimum entitlements and procedural requirements

Enterprise Agreements
- Apply to specific workplaces
- Negotiated with and voted on by employees
- Must be approved by the Fair Work Commission
- Override modern award (except base rate of pay)
- Contain minimum entitlements and procedural requirements
- Operate until terminated or replaced
Minimum wages

- You must be paid at least your minimum wage for each hour that you work

- Minimum wages are set by
  - National Minimum Wage
  - Modern award
  - Enterprise agreement

- Annual Wage Review may result in increases to minimum rates of pay
**Pay slips**

<table>
<thead>
<tr>
<th>Must always contain:</th>
<th>Where relevant, must also contain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s name</td>
<td>Hourly rate, number of hours worked &amp; payment at that rate</td>
</tr>
<tr>
<td>Employer’s ABN</td>
<td>Rate of annualised salary at the last day in the pay period</td>
</tr>
<tr>
<td>Employee’s name</td>
<td>Details of any deductions made</td>
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<tr>
<td>Date of payment</td>
<td>Details of any required superannuation contributions made/required to be made &amp; fund</td>
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<tr>
<td>Pay period</td>
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<tr>
<td>Gross &amp; net amounts of payment</td>
<td></td>
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<tr>
<td>Loadings, monetary allowances, bonuses, penalty rates or other separately identifiable entitlements paid</td>
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Watch out for...

- Being asked to work for free
- Being given goods or services instead of pay
- Having money taken out of your pay
- Being asked to give your employer an ABN
- Not being given a payslip
Case Study - Svetlana

• Asked to work extra hours

• Given goods instead of money for extra hours worked
Case Study - Rana

- Expected to arrive 30 minutes early for no extra pay
- Hourly rate too low
- Worried she’ll lose her job if she complains
Case study - Rocco

- Trying to get work in a café
- Worked a 3 day trial period
Contact details

- Website www.fairwork.gov.au
- Fair Work Infoline 13 13 94
- Telephone Interpreting Service 13 14 50
- Online learning:
  - Starting a new job
  - Difficult conversations in the workplace