



Employment rights and conditions



What you should expect at work



When you have a job and go to work in Australia you have rights.

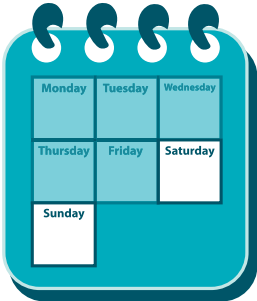


Your rights make sure you get:

- paid the right wage for the job you do



- paid for the right number of hours



- paid allowances or extra money you deserve such as
 - overtime for working more hours than normal
 - penalty rates – a higher rate of pay for working on weekends or public holidays



- sick leave if you need it



- a safe place to work in



You also have the right to join a trade union.



A trade union is an organisation that looks after people who work in the same kind of job.



There are people who can help you find out what your rights are:

- your employer



- your proposer



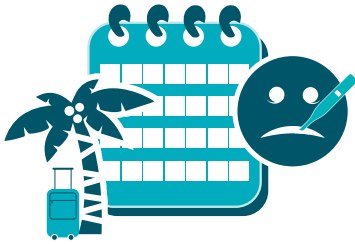
- your caseworker



You may have different rights depending on which state you live in.

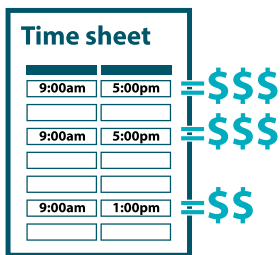
Work conditions

Jobs can have many different conditions.



If your job is permanent you get extra things such as:

- sick leave
- paid holidays



If your job is casual you only get paid for the hours you work.

You might work:



- full-time – every day



- part-time – some days

9:00am – 5:00pm



- during business hours – 9am to 5pm



- at night



You should only take a job if you can work the hours you are needed for.



Other important things might affect the hours you can work:

- family



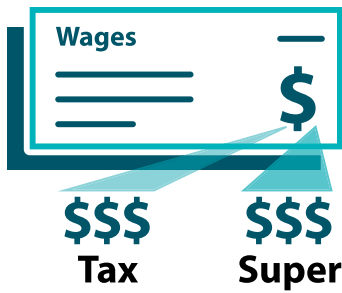
- education commitments
 - training you need to do
 - classes you need to take



You can find more information on the Fairwork website.

www.fairwork.gov.au

Money from your pay



Sometimes money is taken out of your pay for important things.

These are called deductions.

Deductions might be made for:



- tax – money you need to pay the Government



- union fees if you are part of a union



- other benefits



Ask the people you work for to tell you about your deductions when you start your job.

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Bills



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Rent



You can also choose to have money taken out to pay for bills or rent.

Superannuation



Superannuation is a way to save money to live on when you retire.

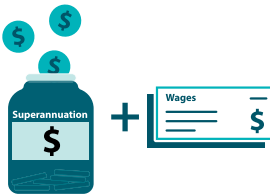


It is normal for people to stop working – retire – when they are about 65 years old.



Nearly everybody who has a job must join a superannuation fund.

Under the law, the people you work for need to pay money into your superannuation fund.



You can also put extra money into your superannuation fund if you want to.



You can find more information about superannuation on the Australian Taxation Office and Moneysmart websites.

- www.ato.gov.au/super/
- www.moneysmart.gov.au/superannuation-and-retirement

Health and safety at work



Each state and territory has laws that help keep people safe when they are at work.

These laws include:



- giving you a safe place to work that has help you can use if you need it



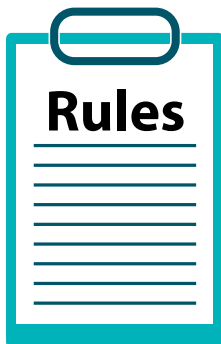
- training you about things that are not safe



- making sure you are healthy when you are at work



- having staff who know a lot about health and safety and can help others



You need to follow the rules about health and safety where you work.

You should:



- do what your managers ask you to do



- wear clothing that keeps you safe



- make sure your actions cannot hurt you or other people



You can find more information on the Safework website.

www.safeworkaustralia.gov.au

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