



Employment rights and conditions

As an employee in Australia, you have certain rights that guarantee minimum wages, allowances, overtime, penalty rates, hours of work, sick leave, workplace safety and much more. These will be different for different states, so you need to ask your employer for specific details. You can also ask your proposer or caseworker about employee rights when you start working. You will have the right to join a trade union.

Employment conditions

Jobs can have many different conditions. Your job may be permanent, which means that you get benefits such as sick leave and paid holidays, or casual, which means that you only get paid for the hours that you work. You might be working full time or part time, during business hours or at night. It is important that you only take a job if you can work the required hours in addition to your family or education commitments. For more information, go to www.fairwork.gov.au

Payroll deductions

Deductions from your pay are made for income tax, superannuation, union dues (if you are part of a union) and other benefits. Ask your employer to clearly explain your deductions to you when you start working. You can also choose to have money automatically deducted from your salary to pay certain bills (e.g. rent, electricity).

Superannuation

Superannuation is a saving scheme paid by employers to their employees to make sure people have money to live on when they retire. It is typical for people to stop working or 'retire' when they reach 60-65, though this age may vary. Nearly every employed person must join a superannuation or 'super' fund. Under the law, an employer must put a certain amount of an employee's earnings into a superannuation fund. Employees can also put additional money into their super fund. For more information, go to:

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

Work Health and Safety

Each state and territory has laws to keep employees safe in the workplace. These laws include providing a safe working environment with adequate welfare facilities, training employees about potential workplace hazards, monitoring the health of employees and providing qualified people to give health and safety advice. All employees must follow their employer's health and safety procedures. This may include cooperating with management, wearing protective clothing and ensuring that their actions in the workplace do not endanger themselves or others. For more information, go to www.safeworkaustralia.gov.au

