This checklist is designed to assist you in checking your knowledge of key requirements of the national workplace relations system set out in the *Fair Work Act 2009*.

If you answer ‘no’ to any of the following questions, help is available at www.fairwork.gov.au or by contacting the Fair Work Infoline on 13 13 94.

- Are you providing the National Employment Standards (NES) that are relevant to your employees?
  - 38 hour standard week
  - Unpaid parental leave
  - 10 days paid personal/carer’s leave
  - Notice of termination and redundancy
  - Long service leave
  - 4 weeks paid annual leave
  - Community service leave
  - Public holidays
  - Fair Work Information Statement

- Do you know the award(s) or agreement (if any) that covers your business?

- Do you know how to find the rates of pay from your award or agreement?

- Do you know the correct:
  - penalty rates?
  - casual loadings (if any)?
  - overtime payments?
  - meal breaks?
  - allowances (e.g. uniform, travel)?

- Are you providing accurate time and wage records for you employees?

- Do you:
  - record start and finish times?
  - keep time and wage records for seven (7) years?
  - provide pay slips within one (1) working day of employees being paid?
  - know what to include on a pay slip?
  - maintain a record of leave entitlements?

- Do you know about your responsibilities when dismissing staff including:
  - unfair dismissal laws?
  - what to do if a position becomes redundant?
  - minimum notice periods?
  - final payment requirements?

- Do you know what an Individual Flexibility Arrangement is?

- Are you aware of your options for making an enterprise agreement with employees?

- Are you aware that the *Fair Work Act 2009* provides General Protections including the right to be free from unlawful discrimination, undue influence, coercion and misrepresentation?

- Are you aware of the Fair Work Ombudsman and how to contact us?

- Are you aware of the role of Fair Work Commission?

- Are you aware that there is tailored advice and information to assist businesses available at www.fairwork.gov.au or by calling the Fair Work Infoline on 13 13 94?