

2 Minute Fair Work Health Check

Below is a quick checklist to assist Employers to audit workplace compliance and identify areas that may require attention.

Yes	No	
		Do you know all the Modern Awards or Enterprise Agreements that cover your business and employees?
		Is every employee at your business engaged under a written employment contract?
		Do all your high income earners have a “high income guarantee” provided in writing?
		If you are paying above Modern Award or EA – do your contracts contain appropriate “set off” clauses?
		Have you correctly transitioned relevant Modern Award entitlements for any Award covered employees?
		Have you considered how IFA’s or Enterprise Agreements could provide your business & employees with the flexibility you require?
		Are you mapping additional hours above 38 hours per week and using applicable averaging provisions to your business’s best advantage?
		Do you have a Flexible Working Arrangement policy and/or procedural framework?
		Have you audited your practices and workplace documentation against the 10 National Employment Standards?
		Are you aware of all of your obligations in respect of parental leave and the paid parental leave scheme?
		Are you accruing annual leave and personal/carers leave correctly?
		Do you know whether any applicable industrial instrument or contract allows for cashing out of leave?
		Do you understand the distinct differences between your permanent and casual employees and their rights around conversion?
		Are you aware of the new general protections provisions under the <i>Fair Work Act</i> and how they could affect your business?
		Do you know what notice and documentation is required upon termination?

		Do you and managers fully understand due process with respect to handling terminations under the <i>Fair Work Act</i> ?
		Are all your payroll deductions permissible by law?
		Having you audited your record keeping practices since the introduction of the <i>Fair Work Act</i> and do all new employees receive a Fair Work Information Statement upon commencement (or asap thereafter)?

We can assist you with advice regarding workplace compliance. To find out more about the services that we offer please contact one of our workplace lawyers or workplace consultants on (02) 8030 8888

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