

EMPLOYER AND EMPLOYEE OBLIGATIONS AND RIGHTS

Fair Work Online provides direct assistance through a variety of formats to raise awareness of employer and employee obligations and rights under the Fair Work system. Fair Work Online has a variety of tools and resources that employers and employees can utilise at times convenient to them.

Online tools and information

The following tools and resources have been developed to make it easier for employers and employees to access relevant information when they need it. The tools and resources provide practical and helpful information on a variety of topics, as detailed below.

Information material about the workplace relations system:

- [Best Practice Guides](#) that set out guidelines for implementing best practice initiatives to achieve more cooperative, fairer and productive workplaces.
- [Fact Sheets](#) that outline the minimum rights and responsibilities of employees, employers and contractors under workplace laws.
- A [multimedia centre](#) comprising of video clips with information about the latest legislative changes.

The Best Practice Guides and the Fact Sheets are all available in printed form. Please let me know which ones you would like, and I will arrange printing and distribution.

Tools for managing employment:

- [Template documents](#) to assist employers with preparing correspondence and managing record keeping obligations in relation to the various phases of the employment cycle, including hiring, managing and terminating staff.
- **Checklists** to assist employers in ensuring they are meeting their legislative responsibilities, including a [‘Self-audit checklist’](#) and [‘Unlawful workplace discrimination checklist’](#).
- **Explanatory fact sheets and template documents** for such employment requests as the [right to request](#) flexible working arrangements and [pay slip templates](#) for employers.
- [The Fair Work Information Statement](#) for employers to download and issue to new staff. From 1 January 2010, it is a requirement for all employers in the national workplace relations system to issue the Statement to each new employee before, or as soon as possible after, employment commences.

Tools for accessing modern award rates of pay and conditions:

- [PayCheck](#), an application which allows employers to obtain current minimum base rates of pay for employees covered by awards in specific occupations and industries.
- [Payroll Check](#), an application which operates in a similar way to PayCheck, designed for small businesses and payroll staff. Payroll Check is an ideal tool for small business operators and payroll officers to easily find, download and print base rates of pay for multiple employees.
- [Award Finder](#), a search tool that allows employers to identify the modern award that applies to their business, based on the corresponding pre-modern award.
- The [How to guide](#) for phasing, an interactive guidance tool to step you through the process of calculating base rates of pay, loadings and penalty rates under the model transitional provisions present in many modern awards.
- The [Pay Rates Calculator](#), an application designed for experienced workplace relations users, such as payroll and human resources staff, to assist them to work out transitional wages, loadings and penalty rates under the model transitional provisions. Users will be able to select modern award entitlements from pre-loaded classification, wages, loadings and penalty rate information. The Pay Rates Calculator is scheduled for release shortly after the 2010 annual wage review.
- **Pay and Conditions Guides**, which will provide employers with translations from the pre-modern award to modern award classifications, and provide information on base rates of pay, allowances and general conditions information. The Pay and Conditions Guides will be available from Fair Work Online shortly after the 2010 annual wage review.

Subscription Services

Anyone can [subscribe to receive media release](#) updates by email through the FWO website. This service automatically emails you a link to FWO media releases as they are published on our website.

Fair Work Australia has a subscription service which provides email notifications regarding updates to nominated publications including awards, orders, decisions, and a bulletin. Visit the [Fair Work Australia website](#) for further information.

Fair Work Infoline and Live Help

The Fair Work Infoline (ph: 13 13 94) consists of over 250 highly skilled Advisors who can provide immediate information and assistance to Australian businesses regarding the Fair Work system. In addition to the Infoline, employers and employees of Australian businesses, organisations and associations can access a 'Live Help' application through the www.fairwork.gov.au website. Working similarly to instant

messaging, Live Help allows for an immediate response from highly skilled workplace relations Advisors.

Transition Assist Service

The FWO has introduced a service that is aimed at unions and industry groups to assist them in understanding and implementing the transitional arrangements associated with the introduction of modern awards. Unions and industry groups seeking to obtain information about the transitional arrangements can send their request to transitionassist@fwo.gov.au using a [Request for FWO Transitional Advice form](#) which can be accessed on Fair Work Online.

Employer Education Packs

Information packs about the Fair Work changes have been created for businesses transitioning to the new workplace relations system as a result of the referral of State powers (in Tasmania, New South Wales, Queensland and South Australia). These are currently being distributed by Fair Work Inspectors to 50,000 businesses across Australia over the next three years as part of the Transitional Educational Visit program.

Further Information & Contact Details

The Fair Work Ombudsman is committed to educating, assisting and advising Australian workplaces to facilitate and promote harmonious, productive and cooperative workplace relations. Tools and resources that will assist Australian workplaces understand their rights and obligations under the Fair Work system are continually being developed or modified.

The practical and accurate information that the Fair Work Ombudsman provides for Australian businesses can be accessed directly and immediately. As part of our approach to be flexible and fair, we are providing self-directed initiatives that will not only assist Australian businesses to comply with workplace laws but also will further educate businesses on the Fair Work system. The most up to date versions of all of our material is available on our website.

Regards,

Artie Scholte
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Fair Work Ombudsman