EMPLOYMENT

* Working in Australia
  + Job offer letter
  + Employment contracts
  + National Employment Standards
  + Casual employees vs part time employees vs permanent part time employees vs full time employees

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**P1** Hey,I have received a letter that is an offer of a job. Is that normal here?

**P2** Yes. For some jobs there is a verbal offer and for some there is a written offer.

**P1** What do I do now?

**P2** you need to read through it all, understand what it means and then usually you must sign and return it.

**P1** If I can’t understand everything, what do I do then?

**P2** If you can’t understand everything, ask someone to help you.

**P1** Who do I ask?

**P2** You can go back to the employer and ask them. If there is legal wording, you can ask at a community legal centre for free legal advice and information or you can call the Queensland Government on 13 QGOV – that means 13 74 68 and ask if they have a department that can help you

**P1** So is this letter of offer all I have to understand?

**P2** No, you also must understand employment contracts.

**P1** Employment contracts? What are they?

**P2** The employment contract has all the terms, conditions, rights and responsibilities for the job. It can be written or verbal.

**P1** If I cannot remember all the things said to me?

**P2** It is always better to have one in writing because then there can be no misunderstanding about your pay, conditions and what the employer expects of you. There are legal minimum boundaries so the employment contract cannot offer you less than what is decided by the law.

**P1** Who decides what the minimum boundaries of the employment contract are?

**P2** These are set out in the National Employment Standards, awards, enterprise agreement or registered agreements.

Everyone is covered by the National Employment Standards.

**P1** What are mentioned the National Employment Standards?

**P2** There are 10 minimum entitlements listed. An employer is not allowed to pay you less than the minimum wage. Also you can’t work more than the maximum hours per week. There are also standards for flexible working, parental leave, annual leave, community service leave, long service leave, public holidays, termination and redundancy pay. Some of these don’t apply to casual work though.

**P1** What do you mean “casual” work?

**P2** In Australia you can be employed as full time, part-time, casual, fixed term, shift-worker, daily or weekly hire or as an apprentice. Casual work is where there is no guarantee of any work. There are usually irregular hours,. You can refuse to accept a shift when it is offered and normally, you don’t have to give the employer any notice to leave the job. You also don’t get paid if you are sick or go on a holiday because there is no annual or sick leave.

**P1** What is full time and part time then?

**P2** Full time and part time work is where there is an ongoing contract. It could also be work for a fixed time. They usually have set and regular hours each week. They get sick leave, annual leave and long service leave if you stay long enough. They have to give a set amount of time as notice when you want to leave the job.

**P1** So full time and part time have more security for the future and have more entitlements. Casual workers have more flexibility. Is that right?

**P2** Yes and casual workers usually get paid a higher hourly rate, called a “casual loading” because there is no job security and no leave entitlements.