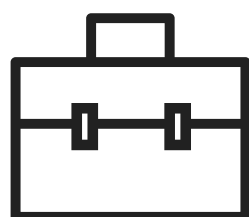


# CLERKS PRIVATE SECTOR AWARD CHECKLIST



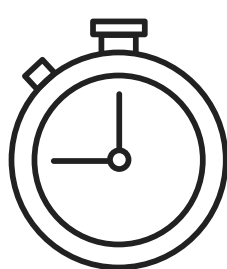
## HAS AN EMPLOYEE REQUESTED FOR FLEXIBLE WORKING ARRANGEMENTS?

- Yes - You may refuse on reasonable business grounds but you must discuss the request with the employee and genuine try to reach an agreement
- No - No action required



## IS THE EMPLOYEE WORKING ON A WEEKEND OR PUBLIC HOLIDAY?

- Yes - Apply a penalty rate to their minimum hourly rate
- No - Apply their minimum hourly rate



## IS THE SHIFT OUTSIDE OF 7AM-7PM MONDAY TO FRIDAY?

- Yes - Apply the overtime rate
- No - Apply their minimum hourly rate

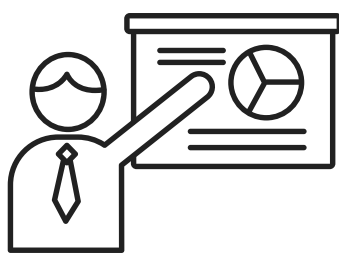
**Note:** This applies only if there is no prior written agreement to take time off



## IS THE SATURDAY SHIFT OUTSIDE OF 7AM-12:30PM?

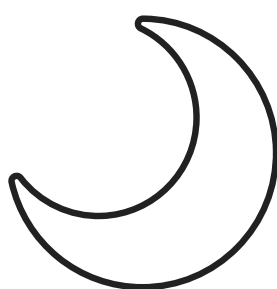
- Yes - Apply the overtime rate
- No - Apply their minimum hourly rate

**Note:** This applies only if there is no prior written agreement to take time off



## DID THE EMPLOYEE PERFORM A HIGHER DUTY THAN THEIR REGULAR RESPONSIBILITIES?

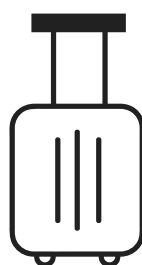
- Yes - Apply the higher classification for the full day based on the Pay Guide
- No - Apply the minimum hourly rate



## DID THE EMPLOYEE HAVE A MINIMUM OF 10 CONSECUTIVE HOURS\* OF OF REST BETWEEN SHIFTS?

- Yes - No action required
- No - Apply a 200% penalty rate to the employee's minimum hourly rate

\*Or 8 hours, if shift worker



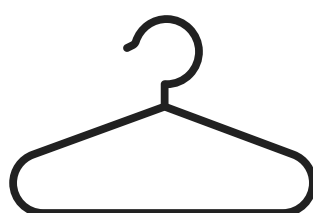
## DID THE EMPLOYEE TAKE ANNUAL LEAVE?

- Yes - Apply 17.5% loading or compare with how much the employee would typically receive if they worked regular shifts
- No - No action required



## WAS THE EMPLOYEE EXPECTED TO PERFORM FIRST AID DUTIES WHILE ON SHIFT?

- Yes - Apply the first aid allowance
- No - No action required



## DOES THE EMPLOYEE'S WORK CONDITIONS CAUSE DAMAGE TO CLOTHING?

- Yes - Apply the clothing and footwear allowance
- No - No action required

## CLERKS PRIVATE SECTOR AWARD CHECKLIST



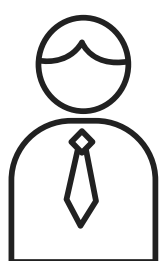
**DID THE EMPLOYEE WORK MORE THAN 1.5 HOURS IN OVERTIME WITH LESS THAN 24 HOURS' NOTICE?**

- Yes - Apply the meal allowance
- No - No action required



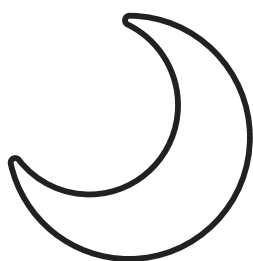
**DID THE EMPLOYEE NEED TO USE THEIR OWN VEHICLE TO PERFORM THEIR DUTIES?**

- Yes - Apply the vehicle allowance
- No - No action required



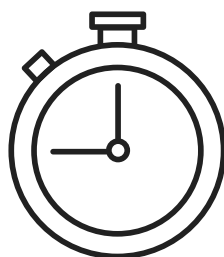
**ID THE SHIFT WORKER START/FINISH WORK AT A TIME OTHER THAN THEIR NORMAL TIME, WITH NO REASONABLE MEANS OF TRANSPORT AVAILABLE?**

- Yes - Apply the transport reimbursement allowance
- No - No action required



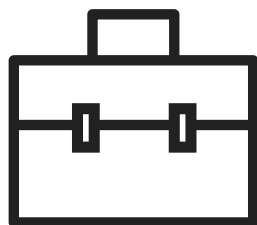
**DID THE EMPLOYEE NEED TO WORK AND STAY OVERNIGHT AWAY FROM HOME TO PERFORM DUTIES?**

- Yes - Apply the living away from home allowance
- No - No further action required



**DID THE EMPLOYEE TAKE A 30+ MINUTE BREAK WITHIN 5 CONSECUTIVE HOURS OF WORK?**

- Yes - Apply the minimum hourly rate
- No - Apply overtime rates



**HAS THERE BEEN A MAJOR WORKPLACE CHANGE?**

- Yes - You must follow the consultation procedure set out in clause 38 of the award
- No - No action required



**HAS THE EMPLOYEE BEEN TERMINATED?**

- Yes - The employee must be allowed time off without loss of pay of up to one day for the purpose of seeking other employment
- No - No action required

### ORDINARY HOURS OF WORK

**Ordinary hours of work:**

7am - 7pm on Monday to Friday; and 7am - 12.30 pm on Saturday

**Maximum number of ordinary hours that can be worked on any day:**

10, excluding unpaid meal breaks.

**Minimum hours requirement:**

An employer must pay a casual employee for a minimum of 3 hours' work on each shift.

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