

## INTERACTIVE BEST PRACTICE GUIDE – YOUNG WORKERS

So you've just got new job. Congratulations.

So what do you get with a new job.

Well the obvious. Money.

Plus bonuses like friends

Perhaps a uniform

A new life style...

Your parents off your back...

And a new boss (someone new on your back!)

Did I mention the money? Or otherwise known as Moolah, Dosh, Scratch, Bread, Bacon, Pay Check, Coin, Smackers or bucks.

Now lots of good things come in 10s.

Fingers and their southern counterparts, toes

Pins for bowling at.

And a dozen donuts with 2 already eaten.

And from the 1<sup>st</sup> of January 2010 all workers in the national system will be entitled to a set of 10 minimum conditions. Simply call the Fair Work infoline on 13 13 94 for more information.

So what do you need before you start work?

Well beside a big breakfast you will need to fill out a tax declaration form **and a Fair Work Information Statement** as well as other personal details. You may also need superannuation details, a tax file number and bank details.

All boring stuff that you may not necessarily care about but somebody else does!

If you turn up to work without one of these things they may not stop you from working but it may stop you from....

Yup that's right, collecting the .

Talking about money (is there anything else) before you walk through the door for the first time you should ensure you understand - and obtain a copy in writing - your rights, entitlements and obligations, including employment status, Fair Work Information Statement, rate of pay, working hours, leave provisions and conditions for termination.

Ok may be I went too fast there. I should slow down.

(Talking very slowly dragging out the words). Obtain a copy in writing - your rights, entitlements and obligations.....

Ok perhaps not slow down.

Basically know what is expected of you and what type of job you have so you can make sure you are getting paid the right...

You guessed it....!

And finally to make sure you're not too young to start, young workers should contact their relevant state or territory body to determine the minimum age to commence working.

Naturally you're going to meet all sorts of new people. But the most important one will be your boss.

Now not all Bosses are created equal and not all Bosses will be aware of your rights.

The best way to combat this is to be armed....

...with

Hmmm...

Nope....

Try again...

That's right knowledge.

Knowledge equals...

You guessed it (sound cha ching).

How so? Well imagine you knew things like...

you should be paid for *all* the hours you work.

Trial Periods  
Set Up times  
Training courses  
Meetings

Get it?

You may also be entitled to penalty rates (Don't worry this is good)  
For overtime weekend or public holiday work which means...

You guessed it. More....

Who would have thought reading could be so profitable?

For more information on any of these topics and additional topics such as Harassment and Discrimination and Termination of Employment check the Best Practice Guide – A guide for Young Workers from the website.

In the meantime enjoy your new job and freedom and don't forget to collect the cash!