

# ★ Life Sussed

The advice they don't give you on *The Apprentice* ...

## On the Job

Landed yourself a part-time job, huh? Wicked, just make sure you're clear on a few things before you start. Here's what you need to know: what the job involves (will you just be serving customers, or stacking shelves as well?), your rate of pay and your expected hours. Your employer should also tell you which award or enterprise agreement you will be working under. These are legal documents which set out the minimum rates of pay and conditions for workers.

## Your rights

If a copy of the award or enterprise agreement for your position isn't displayed at your work, look it up at [www.wagenet.gov.au](http://www.wagenet.gov.au). Most full-time and part-time workers are entitled to four weeks paid holidays and at least five days sick leave each year. Casual workers get more money per hour, but less benefits (don't expect sick or holiday pay).

## Paying up

Look up your award or agreement to check that you are being paid the right amount (yes, some employers will try to rip you off!). You may also be entitled to extra cash for overtime or weekends. Your employer must pay you at least once a fortnight and must provide you with a payslip, which shows your pay and any deductions made from it, such as tax.

## Tax

You need a tax file number as you will be paying tax on your new income. You can apply for one at the Australian Taxation Office: [www.ato.gov.au](http://www.ato.gov.au). The good news is that if you earn under \$6000 in a financial year, you get any money you pay in tax back. Bonus! Think of it as compulsory saving.

## Hours of work

If you're employed part-time, you're guaranteed a certain number of hours per week (the minimum is set out in your award or enterprise agreement). Casual workers are employed on an hourly or daily basis, so you may be asked to work during busy periods like Christmas, and a lot less in slower periods.



Is your part-time job  
**ripping**  
you off?

## Unions

Unions are organisations set up by employees to help them out at work. They help workers gain benefits such as better pay, and assist them with their rights. If you work part-time or casually, you can still be part of a union. For more info go to: [www.worksite.actu.asn.au](http://www.worksite.actu.asn.au).

## Health and safety

It's your employer's responsibility to make sure you have a safe workplace and proper training. If you find problems at work, tell your employer immediately, or contact WorkCover in your state. If you're injured at work, report it as soon as possible and make sure your employer records it. Ask for a WorkCover medical certificate from your doctor and, if it is a serious injury, WorkCover can help with a return-to-work plan.

## Harassment and discrimination

Being harassed in the workplace is not on, no matter what your position. Harassment includes everything from physical and sexual assault to emotional bullying. Discrimination based on your sex, sexual preference, race or religion is also illegal. If you experience any kind of harassment or discrimination at work, immediately report it to your boss. If it's your boss doing the bullying, or you don't feel like they're doing enough to help you, contact the National Children's and Youth Law Centre for advice on what to do next.

## Weblink

For more info on workplace rights, check out [www.industrialrelations.nsw.gov.au](http://www.industrialrelations.nsw.gov.au). If you're under 18 and need legal advice, go to: [www.lawstuff.org.au](http://www.lawstuff.org.au).