

CHECKLIST ITEMS	NO	YES	N/A	COMMENTS
<ul style="list-style-type: none"> <li>• Letter of Offer – Fixed Term</li> <li>• Letter of Offer – Part time</li> <li>• Letter of Offer – Full Time</li> <li>• Letter of Offer – Casual</li> </ul>				
Do contracts reference the correct Modern Award under Fair Work?				
Do you know where to classify people under your Modern Award?				
How are rates of pay for overtime and penalty rates handled? Is this in line with Fair Work requirements?				
Do you pay allowances as a separate or included in a flat rate? E.g.: Car, uniform, first aid, tool				
Do you audit your salaries against time worked for your salary staff on an annual basis?				
Do you pay bonuses?				
Do you pay any living away from home allowances?				
Do you pay leave loading?				
Do employees work public holidays and how do you pay them?				
Do contracts include a probationary period?				

CHECKLIST ITEMS	NO	YES	N/A	COMMENTS
Do contracts have the correct termination information as per Fair Work?				
Do you give a copy of the Fair Work Statement out to new staff members as required by legislation?				
Do you have regular contractors?				
Do you have employees under 18 year old?				
Do you accrue Long service leave (applies to casuals)?				
Do you have a TOIL system – time in lieu?				
Do you employ employees under a labour hire provider?				
Do you reimburse your employees through payroll? Do you have any deductions for employees?				
Do you give any employees any benefits? If yes, Cash or non-cash benefits				
Do you have any employees being paid the parental leave from your organisation?				