



27th October 2011

A: Wesley Business Centre, Suite 1 / 4 Stirling Street, BUNBURY WA 6230 | T: (08) 9792 4451 | F: (08) 9721 6208

Hi Kathy!

Check you're paying the right Entitlements



The Fair Work Ombudsman has just issued a notice that retail giant Super A-Mart will reimburse almost 900 current and former staff more than \$1.3 million after it was discovered that the company had been underpaying its workers.

The backpay, an average of more than \$1500 per employee, follows an investigation by the Fair Work Ombudsman into a complaint from a former staff member.

The Company, which operates more than 30 sites in Queensland, NSW, South Australia, Victoria and Western Australia, subsequently calculated it had underpaid 877 employees a total of \$1.376 million between March, 2006 and March, 2010.

With so many new pieces of legislation to get up to speed with it's easy to become complacent with wages, especially as so many employers state that '*we pay way more than the Award*'. Of course it's not just the hourly rate, many employers overlook allowances and penalties and/or blithely assume that their over award payment has more than enough

'buffering' to cover the non-payment of these extra entitlements.

The bad news for many employers is that they often have no documentation in place which states exactly which entitlements - like annual leave loading - are being absorbed into their pay rates, and in the event of a dispute it is quite common that the FWO deem these to be running in the background thus forming the basis for some, often quite significant, underpayments as in the case illustrated above.

Make sure that you periodically review your pay rates and employment documentation to make sure that there are no '*nasty surprises*' heading your way.

If in doubt take the time to check, remember that Workwise is there to assist you as a valued member.

Kind Regards

The Workwise Team

Policy and Procedures

***Does your business have a current set of customised Policy and Procedures which support your workplace??
Call us now for further information on how to obtain a current set of Foundation Policy and Procedures.***

Map Where you are at on our 'Best Practice Model'.

By now you should have received information about the first five stages of the model.

1. Time and Wages Compliance Audits

Are you confident that your payroll practices are compliant and in line with the applicable Modern or State Awards??

2. Employment Documentation

Do you have a clearly written and compliant employment agreement which stipulates your employment arrangements and provides you with protections in relation to confidentiality and restraint of trade - to name but two areas.

3. Policy and Procedures

From a risk management perspective we encourage you to take a pro-active step and reassure yourself that there are no non compliant or discriminatory practices within your business.

4. Job Description Forms

A good JDF will illustrate clear performance and guidelines for that 'position' which should then eliminate issues within your workplace in regards to Performance and responsibility of any one of your employees within your business.

5. Individual Performance Appraisals

A Well crafted IPA provides clear direction to employees on what they are expected to achieve and how that will be achieved.



Time is running out -have you renewed your membership???



Have you forgotten to advise us of any changes - please let us know by emailing clientliaison@workwiseby.com.au so that we can update our records.

Seminars

[Bunbury](#)

Due to Popular Demand - 5th seminar

Topic : The Model 'Work Health & Safety Act' (WHS)

Where: Small Business Centre

177 Spencer Street Bunbury

When: Wednesday 30th November 2011- 6pm start

Please call [The Small Business Centre on 9791 2666](tel:97912666) for further details

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