

## Employer Checklist – Casual Employees

Checklist	Status
<b>NEW CASUAL EMPLOYEES</b>	
Ensure that the offer is in writing.	
<ul style="list-style-type: none"> <li>When making the offer to the employees ensure that it is on the basis of there being no firm advance commitment to continuing and indefinite work.</li> </ul>	
<ul style="list-style-type: none"> <li>The casual offer of employment is on the basis that the employer can offer work at any given time and the casual employee can either accept or reject the work offered.</li> </ul>	
<ul style="list-style-type: none"> <li>The offer of employment includes the specified casual loading.</li> </ul>	
<ul style="list-style-type: none"> <li>The employee has accepted the offer of casual employment on the above basis.</li> </ul>	
<ul style="list-style-type: none"> <li>A Casual Employment Information Statement has been provided to the employee upon commencement and that a record of this is retained.</li> </ul>	
<b>EXISTING CASUAL EMPLOYEES</b>	
Audit internal personnel records to ensure:	
<ul style="list-style-type: none"> <li>A valid casual contract of employment exist that meets the new statutory definition of “casual employment”.</li> </ul>	
<ul style="list-style-type: none"> <li>The employment agreement states clearly any applicable loading amount and identifies it as compensation for specific entitlements. If not, a new casual employment contract should be offered.</li> </ul>	
<ul style="list-style-type: none"> <li>Each existing casual employee has been provided with a Casual Employment Information Statement as per the Fair Work Ombudsman Guidelines.</li> </ul>	
<b>SYSTEMS AND PRACTICES</b>	
Verify that systems and practices are in place to ensure:	
<ul style="list-style-type: none"> <li>Clear evidence of the offer and acceptance of the original employment arrangement is readily available for review.</li> </ul>	
<ul style="list-style-type: none"> <li>Casual employee records are reviewed following 12 months from commencement to verify if the employee is entitled to an offer of casual conversion to full-time or part-time work (or lesser period of time if required by applicable Modern Award).</li> </ul>	
<ul style="list-style-type: none"> <li>Reminders are set for 21 days following offer/application for casual conversion.</li> </ul>	
<ul style="list-style-type: none"> <li>Clear evidence of the acceptance/refusal of a casual conversion offer is readily available for review.</li> </ul>	

### Key Points

- Casual employee classification
- Casual conversion offer to permanent employment
- Casual Employment Information Statement
- Audit of systems and practices