

Employee Guidelines to follow while on Assignment

Please familiarise yourself with these guidelines each time you commence a new assignment with Western District Labour Hire.

- **Be on time** – In fact, try and be a little early for your assignment. If you are running late or will be away sick, you must call your Supervisor and Western District Labour Hire and advise us before your assignment is due to start. Reasonable notice of absence is minimum one hour before your start time that day.
- **Be professional** – Remember that your approach and attitude are also measures of your work performance.
- **Dress appropriately for each assignment** – Your Western District Labour Hire consultant will let you know the work environment you will be going to, and what standard of dress is expected. If you are ever in doubt, dress conservatively on the first day.
- **Don't be afraid to ask questions on the job** – If you have any queries about work instructions, office hours, or client facilities, don't hesitate to ask your supervisor or your Western District Labour Hire consultant. If you have queries or problems with the assignment overall, call your Western District Labour Hire consultant immediately.
- **Clarify policy** – Take time to familiarise yourself with workplace policies. If you are unsure about expected conduct, ask your manager or the Western District Labour Hire team. Please check with Western District Labour Hire prior to agreeing to work overtime.
- **Limit personal calls whilst on assignment** – It is strongly advised that you refrain from making or taking personal calls during time which is being billed to the client. Phone calls of a personal nature should be arranged during breaks. In the case of an emergency, it is most important to ask permission prior to making any personal calls.
- **Mobile phone use** – Please ensure that all mobile phones are switched to silent whilst on assignment.
- **Email, intranet and internet use** – Do not use email or the internet for your own personal use whilst on assignment. Do not retain any documents, computer storage devices or physical objects on which confidential information is stored.

(Please refer to our full Email, Intranet and Internet Policy on web site)

- **Confidentiality of information** – You may, in your assignment have access to confidential information. Please refrain from discussing the specific details of your work with anyone but your immediate supervisor. You may also be exposed to gossip and internal issues. Please ignore them, as in most cases it pays to maintain a neutral stance.
- **Client confidentiality** – Please keep in mind that the confidentiality agreement you have signed in your employment contract not only covers the information you have been privy to whilst on Western District Labour Hire assignments, but also the names of those companies. For example, do not include the names of those companies on your resume or work application forms.
- **Change of details** – If you are moving to a new house or have a new phone number or email address, please inform your Western District Labour Hire consultant as soon as possible. This ensures that you will continue to receive pay advice and correspondence from Western District Labour Hire and will also help your consultant to contact you easily in the case of a possible assignment.
- **Skills updates** – One of the advantages of being a temporary employee is gaining experience across a range of industries, in various roles, as well as being exposed to learning new skills along the way.
- **Contact** – If you have a direct line on assignment, please provide this to us so we can contact you easily if needed.

It is very important to call us when:

- You cannot attend your assignment due to illness or any other reason.
(Please ensure you give as much notice as possible.)
- The skills required do not match the assignment description provided by your consultant.
- To advise us of any new skills acquired whilst on assignment.
- If you are offered permanent work whilst on assignment.

Change of Address

Please advise us immediately in writing if you have a change of address or telephone number so that we can update your records. Please ensure you notify us if your email address changes, as your pay advice is sent by email.

Important Payroll Information

Employment Conditions

When employed on client assignments with Western District Labour Hire, your terms of employment will be based on your Employment Contract - On-Hire Casual.

Each time you work at a client site, your consultant will advise you of the relevant pay and conditions which will apply. Your pay rate includes casual loading which is in lieu of payment for annual leave, personal leave and public holidays. If you have any questions regarding the terms and conditions of your employment, please contact your consultant.

Length of Temporary Assignments

Temporary assignments may vary in length. When you are assigned by Western District Labour Hire, we will brief you on the anticipated length of each assignment. Remember that several factors can cause your assignment length to increase or decrease. Changes to internal workload and operational requirements can all impact – sometimes at short notice. If you have any questions regarding assignment length, please contact your Western District Labour Hire consultant.

Completing your Timesheet

Accurately complete the date and time you commenced each day, as well as the number of minutes taken for your meal breaks. Please total each day's hours and at the end of the week total it to the nearest quarter hour.

On completion of your assignment (or Sunday of each week if the assignment is long term) please complete and submit your timesheet which has been approved and signed by your supervisor.

It is your responsibility to get your timesheet to us. Please note the deadline for timesheets is **10.00am MONDAY**. No processing of late timesheets will take place. In the case of a long weekend, your timesheet must reach us by **10.00am Tuesday morning**. A pay advice slip will be sent electronically via email to you each time you are paid by us.

Payment of Wages

For each week (Monday to Sunday), a timesheet must be completed.

Some sites also use group timesheets or time clocks and you will be advised of this on a case by case basis.

Your pay advice will be sent electronically via email upon payment of wages into your bank account each week. Please note *that timesheet completion and submission is your responsibility*. If you do not ensure that it is authorised and sent accordingly, you may not be paid.

(Please see our website under WDLH Employees for the Fair Work Information Statement regarding pay rates and rights and entitlement information)

Payment Summaries

After the end of the financial year your Payment Summary can be found on My Gov under the ATO portal. (We do not issue Payment Summaries now).

Superannuation

As part of our service to all temporary staff, Western District Labour Hire participates in the Federal Government's Superannuation Guarantee Scheme. This scheme provides that any individual who has gross earnings of \$450 or more per calendar month must have superannuation contributions calculated on their earnings.

Tax File Number

Tax File Number (TFN) must be provided before commencement of your first temporary assignment through Western District Labour Hire.

If you fail to provide a signed Tax File Number Declaration form when commencing a payer/payee relationship with Western District Labour Hire, we are bound by the Australian Taxation Office to tax you at the highest marginal tax rate, plus Medicare levy.

Fair Work Information

If you're a new employee, **Western District Labour Hire** will give you a copy of the Fair Work Information as part of your Labour Hire registration paperwork.