



# Know your rights

## Contracts – *don't sign!*

(Essential contract information)

Every employee should have an employment contract or letter of employment. This sets out your rights and responsibilities. This should be treated as a contract which means that you should receive advice before signing. Below are some points you should understand before signing:

1. Don't sign without speaking with the union first. This is the number 1, most important rule of all. This is your right, don't give it away.
2. Check that what is written is what you discussed and agreed to in your interview.
3. You are entitled to a minimum number of hours (except for casual employees). For full-time employees this is 38 hours per week or 40 hours with a rostered day off (RDO or ADO).
4. Understand what your employer expects from you.
5. If you are not sure, take the contract away with you and seek advice from the union.
6. You can't change what you have signed afterwards.
7. You should receive a copy of your signed contract. Keep this copy in a safe place.
8. You have the right to union representation at any meeting with management. It is strongly recommended that you take a union representative into any meeting about your hours of work.

For further information speak with your Organiser or call the union office on (03) 9341 3300.



*'Caring is our Profession'*



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