

Hiring your own support workers



Types of employees factsheet

Easy Read version



How to use this document



This document is written in an easy to read way.
We use pictures to explain some ideas.



The document has been written by WA's Individualised Services (WAI S).



When you see the word 'we', it means WAI S.



This checklist goes with our
Hiring your own support workers booklet.
You can read this booklet for more information.



You can find the booklet on our website at
www.waindividualisedservices.org.au



We made this checklist in July 2018.



Links to some documents in this guide might stop working.



You might be able to find the documents online.

You can search for the name of the document you're looking for.



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.



Please remember, this document is just a guide.



You should talk to an expert if you need specific:

- information
- advice.



An accountant or a lawyer might be able to help you.

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What is this guide about?



When hiring an employee, you need to decide what type of employee they are.

Your employee can be:



- casual



- part-time



- full-time.



This guide explains the differences between these types of employees.



You can use these differences to decide what type of employee you have.

Full-time and part-time



Full-time and part-time employees work a regular, set number of hours each week.



You expect them to keep working for you.

Full-time and part-time employees get:



- paid annual leave



- paid sick leave



- paid leave when someone close to them dies



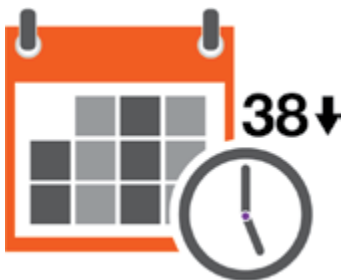
- paid long service leave



- unpaid parental leave.



Full-time employees work around 38 hours each week.



Part-time employees work less than 38 hours each week.

Casual



Casual employees do NOT work a regular, set number of hours each week.



They work when you need them to.



You don't expect them to keep working for you.

Casual employees do NOT get:



- paid annual leave



- paid sick leave.

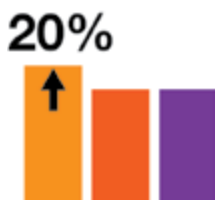


Casual employees get:

- paid leave when someone close to them dies
- paid long service leave
- unpaid carer's leave
- unpaid parental leave if they have been employed for more than 1 year with that employer.



Casual employees get paid more because they get less paid leave.



They are paid at least 20% more than full-time and part-time employees.

If an employee does work for you regularly, for a set number of hours each week, then they may actually be a:



- full-time employee; or



- part-time employee.

Fixed-term contract or permanent

Full-time and part-time employees are either:



- on a fixed-term contract; or



- permanent.

Fixed-term employees and permanent employees get the same:



- pay



- work conditions.

Fixed-term employees



Fixed-term employees are hired to:

- work for an agreed length of time; or
- get a specific job done.



You need to work out how long a fixed-term employee is going to work for you before they start.

Permanent employees



Permanent employees work for you, until you or your employee ends their employment.



You expect them to keep working for you until this happens.

Minimum conditions of employment



You need to follow the Minimum Conditions of Employment Act 1993 (WA).

The Minimum Conditions of Employment Act explains your employee's rights, including:



- reasonable hours of work



- minimum rates of pay



- minimum leave conditions



- how employment can change.

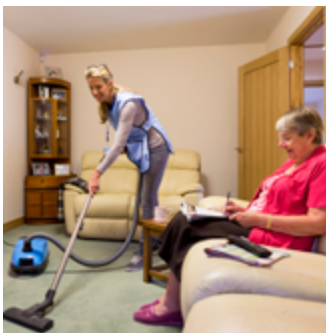


You can read this booklet for more information:

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/minimum_conditions_of_employment_booklet.pdf



There are some exceptions about who is an employee.



There is an exclusion for people who work in domestic service in a private home.

This may apply to you.



You can find more information about this exception on page 16 of the *WAiS Hiring your own support workers* booklet.

Contact us



If you have any questions, please contact us.



Phone WaiS on 9481 0101



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Government of **Western Australia**
Department of **Communities**

This project is an NDIS Information, Linkages and Capacity Building (ILC) initiative. For more ILC events and resources please visit <http://www.disability.wa.gov.au/wa-ndis/wa-ndis/information-linkages-and-capacity-building/resources/>



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