



## **Back to the Basics: The Fair Work Information Statement**

Starting a new employee can be confusing, particularly for a small business that does not have a dedicated Employee Relations team.

It is a provision of the Fair Work Act 2009 that all employees be provided with the Fair Work Information Statement.

### **1. The Fair Work Information Statement. (FWIS)**

The FWIS must be provided for all new employees including casuals. And it must be provided to existing employees if they did not receive when they commenced with your business.

The FWIS provides employees with a summary of their conditions of employment including:

- the National Employment Standards,
- right to request flexible working arrangements,
- modern awards,
- making agreements under the Fair Work Act 2009,
- individual flexibility arrangements,
- freedom of association and workplace rights, (general protections)
- termination of employment,
- right of entry,
- the role of the Fair Work Ombudsman and the Fair Work Commission.

### **2. National Employment Standards. (NES)**

The NES is an integral part of the FWIS and lists the 12 minimum National employment standards, which are:

- Maximum weekly hours,
- Requests for flexible working arrangements,
- Offers and requests to convert from casual to permanent employment,
- Parental leave and related entitlements,
- annual leave,
- personal/carer's leave, compassionate leave and family and domestic violence leave,
- community service leave,
- long service leave,
- public holidays,
- superannuation contributions,
- notice of termination and redundancy pay,
- Fair Work Information Statement (the FWIS) and Casual Employment Information, Statement (the CEIS).

The information statement is provided in two forms:

- Permanent employees, (FWIS) and
- Casual employees. (CEIS)

The Fair Work Information Statement can be accessed via the Fair Work Ombudsman website.

If you have any questions about this article or employment related questions in general the Employee Relations team may be contacted on 02 9016 9097