Conditions of Employment Information Service	Newsagents Association of NSW & ACT Limited NANA Since 1891
Rosters and requirements under the General Retail Industry Award 2010	

Rosters

The General Retail Industry Award 2010 makes quite specific provisions for what details employers must include in rosters.

The Award also requires that rosters must be kept for a minimum of 12 months.

The following is an extract from the General Retail Industry Award 2010 where the requirements for rosters are specified.

28.14 Notification of rosters

(a) The employer will exhibit staff rosters on a notice board, which will show for each employee:

(i) the number of ordinary hours to be worked each week;

(ii) the days of the week on which work is to be performed; and

(iii) the commencing and ceasing time of work for each day of the week.

(b) The employer will retain superseded notices for twelve months. The roster will, on request, be produced for inspection by an authorised person.

(c) Due to unexpected operational requirements, an employee's roster for a given day may be changed by mutual agreement with the employee prior to the employee arriving for work.

(d) Any permanent roster change will be provided to the employee in writing with a minimum seven days notice. Should the employee disagree with the roster change, they will be given a minimum of 14 days written notice instead of seven days, during which time there will be discussions aimed at resolving the matter in accordance with clause 9—Dispute resolution, of this award.

(e) Where an employee's roster is changed with the appropriate notice for a once-only event caused by particular circumstances not constituting an emergency, and the roster reverts to the previous pattern in the following week,

then extra work done by the employee because of the change of roster will be paid at the overtime rate of pay.

(f) An employee's roster may not be changed with the intent of avoiding payment of penalties, loading or other benefits applicable. Should such circumstances arise the employee will be entitled to such penalty, loading or benefit as if the roster had not been changed.

Contact NANA on 1300 113 044 or by email to nana@nana.com.au

Source: General Retail Industry Award 2010