



**Communications Union
CEPU@AEGIS**

EMPLOYEES: KNOW YOUR RIGHTS

That's right. You do have rights that you don't leave behind at home when you walk in the door to work! Know them. Exercise them.

UNPAID OVERTIME?

Your scheduled start time is when you *start* work - not 15mins before your start time and not 15mins after end of shift. Make no mistake about this. Any work you do before your start time is unpaid overtime. Add this extra work time up before (and after) your shift every day over 1 year. What could you buy with that money? Pay off mortgage, rent, credit card, buy petrol, lunch....etc the list is endless of course. If you are doing this, your employer owes you money.

RDO'S & ANNUAL LEAVE

Rostered days off and annual leave are work place entitlements that you have earned by accrual of worked hours. Public holidays are just that, however, your employer may request you to work on a public holiday and pay you appropriate penalties; you may refuse if you have reasonable circumstances.

SICK LEAVE

Sick leave is another entitlement. Managers don't decide *when* you are sick nor do they need to know *what* the illness is. Only you and your medical practitioner know this. Your obligation to your workplace is to notify them of your absence and provide relevant evidence of sick leave taken if requested.

PERFORMANCE MANAGEMENT

You don't have to sign anything. You cannot be forced to sign any document especially if you don't agree with it. More often than not, these tactics are used against you at some stage down the track.

KPI'S

We know most KPI's are unrealistic. Measures such as Grade of service and adherence to schedule are determined by other factors not within your control. Always diarise any circumstances that impact your targets. E.g. If you can't log off and go to break exactly on time because you are still on a call, or finishing notes/orders you need to keep evidence of this.

IT IS YOUR RIGHT TO JOIN A UNION

It is against the law for an employer to discourage you from joining a union or to discriminate against you for being a union member. Employers generally do not like union membership in their workplace for one very good reason: unionised workplaces generally achieve better pay and conditions for the workers!

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DON'T GO TO WORK WITHOUT US!



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