

**THE UNION FOR  
WORKERS IN  
RETAIL. FAST FOOD.  
WAREHOUSING.**

## SDA MEMBER SUPPORT HOTLINE

**WEEKDAYS** 8.30am - 5pm

**SATURDAYS** 10am - 2pm

**Call 1300 ASKSDA  
1300 275 732**

Or you can send an email  
[ASKSDA@sdawa.asn.au](mailto:ASKSDA@sdawa.asn.au)

A MESSAGE FROM SDA SECRETARY

### Peter O'Keeffe

From all reports, unpaid work is becoming more prevalent, particularly as retailers cut their wages budgets to reduce costs. Often, members work unpaid hours just to get the job done and help out the boss. Make no mistake, this sends the wrong message.

The Company will assume it is possible to operate effectively with the lowered wage spend and thus the problem of unpaid work, with all of its accompanying problems such as over-work and stress, will continue.

The SDA is here with you to take a stand - let's put a stop to unpaid work.



# MEMBER ALERT

## Unpaid Work/Working "off the clock"

### Being paid for work done is not optional - it's the law.

Getting paid for all the time you work is enshrined in law. Your employer is legally bound to pay you for all work done. You must get paid either ordinary rates or overtime, depending on your circumstances. No person should ever work and not be paid.

The SDA is increasingly finding examples of employers expecting employees to "work" without paying them.

Furthermore, employers shouldn't avoid paying somebody by telling them, "it was not authorised." The SDA is finding that some employers are using this as a device to not pay employees.

If you are expected to complete a particular job or task and you do, you must get paid.

Never clock off and keep working without pay and if you experience any problems with unpaid overtime or other underpayments and you can't resolve the matter with your immediate manager, contact the SDA and we'll help you.

**Everyone  
has a right  
to be paid  
for the work  
they do.**

### How Workers are Losing Out.

There are many ways a worker can miss out on getting paid properly, including not being paid the correct overtime penalty rate.

They include:

- Coming in and working before your rostered shift begins;
- Working through rest pauses or meal breaks;
- "Clocking off" and then going back to work;
- Taking work home, like paperwork;
- Working after your rostered time off, say for an extra 10 to 15 minutes and not getting paid;
- Coming in on your day off or while on leave and not getting paid; and
- Allowing your employer to change your roster deliberately to avoid penalties to which you would otherwise be entitled.

### Check your Agreement

Your Agreement contains specific provisions relating to payment for time worked. Your employer is obliged to know what these entitlements are and apply them to all employees.

If you want to know what your entitlements are, or if you need help in getting paid for time that you have worked, speak to your on-site SDA Delegate, Union Organiser or contact the SDA on **1300 ASKSDA, 1300 275 732**