



Procedure: Engaging Workers

1. Is the work paid or unpaid?	Paid EMPLOYEE or CONTRACTOR		Unpaid VOLUNTEER
2. Working with Children Will their work require a WWCC?	If Yes → Worker must provide Working with Children Check - Class E (Paid & unpaid work) . May provide Class V if working less than 5 total days per 3 months.		If Yes → Worker must provide Working with Children Check - Class V (Unpaid work)
3. Employee or Contractor?	Use the Employee or Contractor decision tool www.ato.gov.au/business/employee-or-contractor/how-to-work-it-out--employee-or-contractor/ Most CuriousWorks Workers are Contractors		N/A
4. Super Guarantee	Use the Super Guarantee Eligibility Tool http://www.ato.gov.au/calculators-and-tools/super-guarantee-eligibility/ If eligible, Worker should provide Date of Birth, TFN and Super details		N/A
	EMPLOYEE	CONTRACTOR	VOLUNTEER
5. Physical & Intellectual Property	By standard agreement, all work created while employed is assigned to CuriousWorks.	Work belongs to respective creator unless specified in an agreement.	Work belongs to respective creator unless specified in an agreement.
6. WH&S induction	CuriousWorks <u>must</u> provide WH&S induction upon first arrival at <u>every</u> work site managed by CuriousWorks including temporary work sites, when a new type of activity begins, and when the work site has been modified. Induction may be spoken or written.		
FORMS	<ol style="list-style-type: none"> 1. Employee Agreement 2. Employee Information form 3. TFN declaration form 4. Super choice form 	<ol style="list-style-type: none"> 1. Contractor Agreement If eligible for Super Guarantee: 2. TFN declaration form 3. Super choice form 4. Provide Date of Birth 	<ol style="list-style-type: none"> 1. Volunteer Agreement 2. Volunteer Information Form