

Casual Conversion Series

17 May 2021

This is the first in a series of articles about the recent industrial relations reforms relating to casual employees.

Need more information?

Contact Us

Girardi Human Resources

Phone
0421 085 546

Email
john@girardi.com.au

Website
www.girardi.com.au

Casual Employment Information Statement (CEIS)



**CEIS -
The
what,
who and
when!**

As an employer, you should already be familiar with the **Fair Work Information Statement** (FW Statement) which you have to give every new employee before, or as soon as possible after, they start their new job. This helps employees to understand their basic rights under the National Employment Standards. The FW Statement was recently updated due to law changes relating to casual employees.

Under the law changes the Fair Work Ombudsman had to create a new form for casual employees (the **Casual Employment Information Statement**).

This post explains what the CEIS is, who you need to give it to and when you need to provide it.

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What is the CEIS?

The CEIS has information about casual employment and the right of a casual employee to become a permanent employee (called 'casual conversion'). The CEIS will help each casual employee understand whether they have a right to casual conversion, the process and timeframes involved, and what assistance is available if they have a dispute with their employer about casual conversion.

The CEIS has information such as:

- the definition of a casual employee
- when an employer has to offer casual conversion
- when an employer doesn't have to offer casual conversion
- when a casual employee can request casual conversion
- the entitlements of a casual employee employed by a small business employer
- the role of the Fair Work Commission to deal with disputes about casual conversion.

Who do you need to give the CEIS to?

You are now required by law to give each new casual employee a CEIS before, or as soon as practicable after, they start their employment with you. This applies to any casual employees who were employed by you from 27 March 2021. The CEIS is available on the Fair Work website (www.fairwork.gov.au), or from this link: [CEIS link](#)

You may give the CEIS to a casual employee in person, by mail, or by email (attach either the CEIS or a link to the CEIS).

It's good practice to include the CEIS (and the FW Statement) as an attachment to the employment contract for each new employee. This is an easy way to help you remember to meet this obligation.

Usually, as an employer, you will have a good idea about which of your employees are casual. To be entitled to 'casual conversion' a few other requirements need to be met.

△ The requirements for casual conversion will be discussed in another post in this *Casual Conversion Series*.

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When do you need to give an existing casual employee the CEIS?

If you are a **small business employer** (with less than 15 employees), you need to determine which employees were employed by you as casuals as at 27 March 2021. You then need to give the CEIS to each of those casual employees as soon as practicable after that date.

If you are **not a small business employer** (that is, you have 15 or more employees), there is a transitional period in place, which ends on 27 September 2021. The transitional period is to give you time to adjust to the new rules about casual conversion, assess your workforce and take any steps required before the transition period ends.

Any casual employees employed by you as at 27 March 2021 will need to be provided with the CEIS as soon as possible after 27 September 2021.

△ **The steps you need to take during the transition period will be discussed in another post in this *Casual Conversion Series*.**

Can I still hire casual employees?

Yes, you can. Casual employees play an important role in workplaces. Not only do they offer the employer flexibility in rosters and the ability to reduce hours when business is slow, it also offers employees a way to support their personal needs by working flexibly around study, family or recreation commitments as required.

Remember, from now on, if you hire a new casual employee you need to give them the CEIS before, or as soon as practicable after, they start their new job.

At the same time, you must also give them a copy of the FW Statement. The FWIS can be accessed here: [FWIS link](#)

Next steps for employers

- If you are a small business employer, give the CEIS to each existing casual employee employed by you as at 27 March.
- Every employer must give the CEIS to any new casual employees before, or as soon as practicable after, they start their new job.