

Factsheet Eighteen

Negotiating with Your Employer

There are times when you may need to negotiate the terms and conditions of your employment with your employer. Some of the things that may be important in these cases are:

- Be clear about what you want to achieve;
- Do research and get advice about the situation before you negotiate;
- Find a good time to talk to your employer/manager. Make sure that she or he is not too busy, and that you won't be interrupted. Make sure that neither of you is exhausted after a long shift;
- Take the time to calm down. If you are feeling angry or upset, it's important that you calm down so you are able to clearly negotiate;
- Bring along evidence. If you are asking for something, it's going to be more persuasive if you take along evidence of why you think you should get it;
- Ask for a timeframe for a decision. If your employer/manager says they will think about your request and get back to you, ask them to tell you when you can expect an answer. If they do not reply to your request within this time, you may need to ask again;
- You may wish to put your request, complaint or argument in writing. Keep a copy for your records. You may choose to email the letter of complaint or request; that way you will have a record of the notification being sent;
- Make a written record of the discussion, and, if possible, get your employer to sign the record. As part of negotiations, you may reach agreement with your employer to enter into a new contract of employment or to formally vary your existing contract. You should record the new contract or variation in writing.

Where can I get more help?

NT Working Women's Centre Ph: 1800 817 055 www.ntwwc.com.au	Your Union Unions NT Ph: 8941 0001 www.unionsnt.com.au	NT Anti-Discrimination Commission Ph: 1800 813 846 adc.nt.gov.au
Australian Human Rights Commission Ph: 1300 656 419 www.humanrights.gov.au	Fair Work Ombudsman Ph: 13 13 94 www.fairwork.gov.au	Fair Work Commission Ph: 1300 799 675 fwc.gov.au
NT Police Ph: (emergency) 000 If calling from a mobile: 112	Office of the Commissioner of Public Employment (OCPE) Ph: 8999 4129 www.ocpe.nt.gov.au	NT WorkSafe Ph: 1800 019 115 www.worksafe.nt.gov.au
Your HR Department	Aboriginal Interpreter Service Ph: 1800 334 944 www.ais.nt.gov.au	To access an interpreter Interpreting and Translating Service NT Ph: 1800 676 254 www.itsnt.nt.gov.au/

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