



Factsheet Eight

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

Freecall: 1800 817 055

Web: www.ntwwc.com.au

Your Union

Unions NT

Ph: 8941 0001

Web: www.unionsnt.com.au

Employee Assistance Service Australia (EASA)

Freecall: 1800 193 123

Web: www.easa.org.au

To access an interpreter

Interpreting and Translating Service NT

Ph: 1800 676 254

Web: www.itsnt.nt.gov.au/

Aboriginal Interpreter Service

Ph: 8999 8353

Web: www.ais.nt.gov.au/

For people with a hearing and/or speech impairment

National Relay Service

Ph: 133 677

Freecall: 1800 555 677

The NT Working Women's Centre provides free and confidential information, advice and assistance to women about work related matters.

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