

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 he or she 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;
- 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: 8981 0655
 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)
 Darwin Ph: 8941 1752
 Freecall: 1800 193 123
 Alice Springs Ph: 8953 4225
 Katherine Ph: 8971 2764
 Nhulunbuy and Jabiru: Telephone the Darwin number or freecall as listed above.
 Web: www.easa.org.au

Assistance is free for Government employees, employees whose workplaces have a contract with EASA and employees with drug and alcohol issues. For other employees there is a fee for service.



**The NT Working Women's Centre provides free and confidential information, advice and assistance to women about work related matters.
 Contact us on 1800 817 055, or www.ntwwc.com.au**

Thanks to Chiggy's Place of Art & Design and Clayton Utz. The NT Working Women's Centre gratefully acknowledges the support of the Northern Territory Government in funding this factsheet. The information, opinions and advice contained have been prepared with due care and are believed to be correct at the time of printing. The publishers expressly disclaim any liability whatsoever to any person who suffers any loss arising from the contents of, errors in, or omissions from this publication. This factsheet is not intended as a substitute for legal advice. Please seek advice for further information about your situation.

Printed May 2010.

