

JobKeeper Directions – Checklist

| Threshold Conditions | | |
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| Must be met in relation to any JobKeeper direction | | |
| 1. | Employer qualifies to receive JobKeeper Payments under either the default test, or one of the alternative tests. Qualification information at this link . | |
| 2. | Employee qualifies: Employer must be entitled to one or more JobKeeper payments for the employee who will be subject to the JobKeeper direction. | |
| 3. | During JobKeeper period: The direction must be for a period that includes or consists of the period the employer is receiving JobKeeper payments for the employee. | |
| 4. | Written notice: The employer has given the employee at least 3 days' written notice of the direction, or the employee has genuinely agreed to less than 3 days' notice. | |
| 5. | Consultation: The employer has consulted with the employee about the direction. May occur concurrently with notice, and does not carry an obligation to agree to change the direction. | |
| 6. | Not unreasonable: The direction must not be unreasonable in all the circumstances. For example, it must not unreasonably affect an employee's carer's responsibilities. | |
| Stand Down / Reduce Hours | | |
| 1. | Cannot usefully be employed: Employee cannot usefully be employed for their normal days or hours during the period of the direction. | |
| 2. | Changes attributable to COVID-19: Employee cannot usefully be employed for normal days/hours because of changes to the business attributable to the COVID-19 pandemic / government initiatives to slow COVID-19 transmission. | |
| 3. | Minimum wage guarantee: Employee must receive the greater of: <ul style="list-style-type: none"> • \$1,500 per fortnight JobKeeper payment; or • the amount payable to the employee in relation to the actual work performed during the fortnight (incl. overtime, loadings etc.). | |
| 4. | No reduction to pay rate - only days/ hours of work. | |
| 5. | Not on authorised leave/ public holiday: A stand down direction/ reduction in hours direction will not apply while the employee is taking leave, or on a public holiday for which the employee would have otherwise been paid. | |

Alternative Duties

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| 1. | Reasonably necessary: Employer has information leading it to believe the direction is reasonably necessary to ensure the continued employment of 1 or more employees. | |
| 2. | Licence/ qualification must be held by the employee if required to perform the alternative duties. | |
| 3. | Within scope of business – alternative duties are reasonably within the scope of the employer’s business operations. | |
| 4. | Safe: Alternative duties must be safe, including in relation to COVID-19. | |

Alternative Location

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| 1. | Reasonably necessary: Employer has information leading it to believe the direction is reasonably necessary to ensure the continued employment of 1 or more employees. | |
| 2. | Suitable: The alternative location is suitable for the performance of the employee’s duties. | |
| 3. | Within scope of operations: The Alternative location is within the scope of the employer’s business operations. | |
| 4. | Reasonable distance: If the alternative location is not the employee’s home, the employee does not have to travel a distance that is unreasonable in all the circumstances. | |
| 5. | Safe: Alternative location must be safe, including relation to COVID-19. | |

Annual Leave

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| 1. | 2 week leave balance must remain – a request to take annual leave must not result in the employee having a balance of fewer than 2 weeks annual leave. | |
| 2. | Agreement to take annual leave at half pay must be in writing . | |
| 3. | Must not be unreasonably refused by an employee. | |