Hiring your own support workers

WA's Individualised Services

Is my worker an employee or a contractor?

Easy Read version

How to use this document

This document is written in an easy to read way.

We use pictures to explain some ideas.

The document has been written by WA's Individualised Services (WAiS).

When you see the word 'we', it means WAiS.

This checklist goes with our *Hiring your own support workers* booklet.

You can read this booklet for more information.

You can find the booklet on our website at **www.waindividualisedservices.org.au**

We made this checklist in July 2018.

Links to some documents in this guide might stop working.

You might be able to find the documents online.

You can search for the name of the document you're looking for.

You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

Please remember, this document is just a guide.

You should talk to an expert if you need specific:

- information
- advice.

An accountant or a lawyer might be able to help you.

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What is this document about?

If you hire a worker, you need to work out if they are an employee or a contractor.

This is important because it changes who pays the worker's tax – paying a part of their income to the government.

It might also change who pays the worker's superannuation – money for their retirement.

It also changes:

- how the worker gets paid

- what types of leave the worker gets.

You might need to pay a fine if you get it wrong.

This guide explains the differences between employees and contractors.

You can use these differences to decide if your support worker is an employee or a contractor.

Employees

Employees can’t pay someone else to do their work.

Employees are usually paid based on how many hours they work.

You give your employee the equipment they need to do their job.

You are responsible for the work your employee does.

You can tell your employee how they should work, including:

- what they should do

- where they should work

- when they should work

- what they will be paid for the work.

Contractors

Contractors can pay other people to do their work if they want to.

Contractors are paid for finishing the job they were asked to do.

Contractors bring their own equipment to do the job.

Contractors are responsible for their work.

If something is wrong with their work, they have to fix it.

Contractors run their own business.

They decide how a job should be done.

More information

You can find more information about employees and contractors in our *Hiring your own support workers* booklet.

Contact us

If you have any questions, please contact us.

Phone WAiS on 9481 0101

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Government of **Western Australia**
Department of **Communities**

This project is an NDIS Information, Linkages and Capacity Building (ILC) initiative.
For more ILC events and resources please visit http://www.disability.wa.gov.au/wa-ndis/wa-ndis/information-linkages-and-capacity-building/resources/

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Quote job number 2913.