

HR QUICK TIPS

Compliance

INDUSTRIAL RELATIONS

Check your compliance on IR

- What industrial systems do your employees fall under - Awards or Enterprise Agreements ?
- Are you working under the most recent awards ?
- Are you meeting National Employment Standards
- Do you know requirements for redundancy pay and notices of termination ?

ANNUALISED WAGES

- Do you have employees covered by an award with an annualised wage arrangement ?
- Have you met audit requirements to ensure no underpayments ?
- Do your contracts make clear the scope of the annualised wage ?
- Are any of your annualised wage employees covered by new clauses in the modern awards ?

EMPLOYEE HANDBOOKS AND POLICY

Great policy and procedures make employee expectations clear.

- Is your employee handbook up-to-date and provide all the information on expectations and how to get things done ?
- Do you have Bullying, Harassment and Discrimination complaints handling policy and procedures ?
- How are your EEO procedures ?
- Do you have a pandemic policy and procedure ?
- Are you meeting WHS standards ?

HUMAN RESOURCE RECORDS

Complete HR records make management easy and minimise uncertainty.

- Do you have good leave records - annual, sick, long service, parental, compassionate and personal leave taken and accrued.
- Are you Pay and Conditions records accurate ? - payslips, hours worked, rates, over-time, allowances paid, deductions (tax and super), super contributions.
- Employee details, certifications, licenses, permits etc ?

PROCESSES

Established processes and methods ensure consistency.

- Do you have consistent staffing, rostering and OT processes ?
- Application and approval for leave processes are clear ?
- Standard recruiting, induction and on-boarding processes ?
- Clear process around terminations ?
- Standard processes for employee separations ?
- Performance management and review processes ?