

# HUMAN RESOURCE MANAGEMENT POLICY

*We believe people are the greatest asset in any business & strive to create a workplace culture that is inclusive, safe and rewarding with the end goal being harmonious relationships.*

## *Action*

### **Recruitment**

- Introducing new team members is approached positively
- Detailed position description and duties are provided for new staff

### **Induction**

- The main purpose of induction training is to integrate new employees (or family members) into the business and make them understand the environment operated within as well as the systems and procedures to be followed. Induction training helps new employees settle down quickly in the new work environment, and gives them a sense of belonging.
- WH&S is a serious issue. We insist our workers treat our business with respect, this includes all people, animals, plant, equipment and the environment. (Refer to our WH&S policy)
- All new team members must read the General Induction Handbook and complete necessary declarations

### **General Conduct**

- Team members must comply with all Workplace Health and Safety rules and take personal responsibility for their own and other's safety
- Other team members' rights and privacy must be respected
- All animals must be treated humanely
- Good manners are expected as is being punctual and efficient

## *Records*

*Recruitment  
Information sheet*

*Position Description  
Information Sheet*

*Individual Skills  
Audit worksheet*

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## Action

### General Conduct Cont.

- All vehicles and equipment must be used correctly
- Staff are expected to familiarise themselves with the policies and procedures of the business
- Clarification should be sought when unsure of an instruction, task or policy

### Management Responsibilities

- Hiring, Induction, Skills Audit, Position descriptions
- Planning staff training and development
- Documenting the organisational structure – responsibilities and reporting arrangements
- Legislative compliance
- Performance management
- Succession planning
- Strategic planning and goal setting
- Personnel records management
- Maintain good relationships with all staff
- Conduct themselves in accordance with the identified values of the business
- Encourage open respectful communication

### Employee Records – *as per fairwork.gov.au*

Employers who engage employees under relevant Commonwealth workplace laws are required to:

- make and keep accurate and complete records for all of their employees (eg. time worked and wages paid) & issue pay slips to each employee.

General employment records must include all of the following:

- the employer's name
- the employer's Australian Business Number (ABN) (if any)
- the employee's name
- the employee's commencement date
- the basis of the employee's employment (full or part-time and permanent, temporary or casual).

## Records

*Position Description  
Information Sheet*



## Action

### Employee Records Cont.

- Records of pay must include all of the following:
  - the rate of pay paid to the employee
  - the gross and net amounts paid and any deductions from the gross amount amount of leave, the employer must keep a copy of the agreement which:
    - states the amount of leave to be taken in advance and the date on which the leave is to commence
    - must be signed by the employer and the employee, and if the employee is under 18 years of age, by the employee's parent or guardian.
- If an employer and employee have agreed to cash out an accrued amount of leave, the employer must keep:
  - a copy of the agreement to cash out the amount of leave
  - a record of the amount of leave to be cashed out and the payment to be made to the employee for it
  - the date on which the payment is to be made.
  - the details of any incentive-based payment, bonus, loading, penalty rate, or other monetary allowance or separately identifiable entitlement paid.
- Records relating to hours worked by employees are to include the following:
  - In the case of a casual or irregular part-time employee who is guaranteed a pay rate set by reference to time worked, a record of the hours worked by that employee
  - For any other type of employee, the record must specify the number of overtime hours worked each day, or when the employee started and finished working overtime hours (but only if a penalty rate or loading must be paid for overtime hours actually worked)
  - A copy of the written agreement if the employer and employee have agreed to the employee taking time off instead of being paid for overtime worked
  - A copy of the written agreement if the employer and employee have agreed to an averaging of the employee's work hours.
- If an employee is entitled to leave, the record must include both:
  - leave taken, if any, and the balance of the employee's entitlement to that leave from time to time.



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### Employee Records Cont.

- If an employer and an employee have agreed to the employee taking a period of annual leave in advance of an accrued amount of leave, the employer must keep a copy of the agreement which:
  - states the amount of leave to be taken in advance and the date on which the leave is to commence
  - must be signed by the employer and the employee, and if the employee is under 18 years of age, by the employee's parent or guardian. If an employer and employee have agreed to cash out an accrued amount of leave, the employer must keep:
    - a copy of the agreement to cash out the amount of leave
    - a record of the amount of leave to be cashed out and the payment to be made to the employee for it
    - the date on which the payment is to be made.
- Superannuation contributions records If the employer is required to make superannuation contributions for the benefit of the employee, the record must include all of the following:
  - the amount of the contributions made
  - the dates on which each contribution was made
  - the period over which the contributions were made
  - the name of any fund to which a contribution was made
  - the basis on which the employer became liable to make the contribution, including a record of any election made by the employee (including the date) to have their superannuation contributions paid into a particular fund.

Notes:

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