

# Contents

<b>Section One – New Employees</b>	<b>8</b>
Recruitment and Selection (Guidance Notes)	8
Selection of Applicants (Guidance Notes)	8
Job Description Forms (Guidance Notes)	9
Job Application Form (Guidance Notes)	10
Conducting an Interview (Guidance Notes)	12
Parent/Guardian Letter of Authority (Guidance Notes)	13
Statutory Declarations (Guidance Notes)	13
<b>Section Two – Commencement of Employees</b>	<b>15</b>
Offering a Job (Guidance Notes)	15
Contracts of Employment (Guidance Notes)	15
Contract of Employment – National System Employer for Award Covered Employee (Full Time/ Part Time) (Guidance Notes)	17
Contract of Employment - National System Employer for Award/ Agreement-Free Salaried Employee (Full Time/ Part Time) (Guidance Notes)	23
Contract of Employment – National System Employer for Specified Time/ Task Employee (Full Time/ Part Time) (Guidance Notes)	27
Contract of Employment – National System Employer for Apprentice / Trainee (Full Time/ Part Time) (Guidance Notes)	33
Contract of Employment – State System Employer for Award Covered Employee (Full Time/ Part Time) (Guidance Notes)	38
Contract of Employment – State System Employer for Award Free Salaried Employee (Guidance Notes)	41
Contract of Employment – State System Employer for Award Free Commission Only Employee (Guidance Notes)	44
Contract of Employment – State System Employer for Specified Time or Task Employee (Full Time/ Part Time) (Guidance Notes)	47
Employment Conditions for Casual Employees (Guidance Notes)	51
Employee Induction Process (Guidance Notes)	53
The Fair Work Information Statement (Guidance Notes)	54
Individual Flexibility Arrangement National System Award Covered (Guidance Notes)	54
Human Resource Policies during Induction (Guidance Notes)	56
Social Media Policy (Guidance Notes)	57
Dress Policy (Guidance Notes)	59
Mobile Phone Policy	60
Family and Domestic Violence Leave Policy (Guidance Notes)	61
New Employee Surveys (Guidance Notes)	63
Probationary Employees (Guidance Notes)	63
Letter Confirming Completion of Probation (Guidance Notes)	65
Letter for Unsuccessful Completion of Probation and Termination (Guidance Notes)	65
Extension of probationary period (Guidance Notes)	66
<b>Section Three – Payroll Administration</b>	<b>67</b>
Payroll Administration (Guidance Notes)	67

Time and Wages Records (Guidance Notes) .....	67
Employee Choice of Superannuation Fund - State Award Employees (Guidance Notes) .....	69
Employee choice of superannuation fund - Federal Award and Award-free Employees (Guidance Notes).....	70
Leave Application Forms (Guidance Notes).....	71
Authority to Deduct (Guidance Notes).....	71
Non-Money Payment Authorisation (Guidance Notes).....	72
Parental Leave Application Form (Guidance Notes) .....	73
Cashing-Out of Annual Leave (Guidance Notes) .....	73
Cashing-out of Long Service Leave (Guidance Notes) .....	73
Flexible Working Arrangements for National System Employers (Guidance Notes) .....	74
Refusing Requests for Flexible Working Arrangements (Guidance Notes).....	75
Family Friendly Working Arrangements in Modern Awards (Guidance Notes) .....	75
Guarantee of Annual Earnings (Guidance Notes).....	76
Casual Conversion in Modern Awards (Guidance Notes) .....	77
Gender Equality Reporting (Guidance Notes) .....	78
Stand Down (Guidance Notes).....	78
<b>Section Four – Management of Employees .....</b>	<b>80</b>
Performance Management (Guidance Notes).....	80
Discipline and Termination Procedure (Guidance Notes).....	81
First / Final Letter of Warning (Guidance Notes) .....	82
Abandonment of Employment (Guidance Notes) .....	84
Resignation by Employee (Guidance Notes).....	84
Letter Accepting Resignation (Guidance Notes) .....	84
End of Fixed Term Contract (Guidance Notes) .....	85
Employment References (Guidance Notes) .....	85
Redundancy and Introduction of Change (Guidance Notes).....	85
Transfer of Business (Guidance Notes) .....	87
Grievance Procedure (Guidance Notes) .....	88
Employment Separation Certificate (Guidance Notes).....	88
Privacy Laws (Guidance Notes) .....	89
Workplace Accidents and Injuries (Guidance Notes) .....	89
Training Forms (Guidance Notes) .....	89
Death or Illness of an Employee (Guidance Notes) .....	90
<b>Appendix A – Forms &amp; Pro-forma Documents(Available Online).....</b>	<b>91</b>
Section One – New Employees	
Checklist - Recruitment - Employing Overseas Workers	
Checklist - Recruitment - Pre-Employment Medical	
Checklist - Recruitment - Process	
Checklist - Recruitment - Reference Check	
Form - Commonwealth statutory declaration template	
Form - Recruitment - Immigration Status	

Form - Recruitment - Job Application Form  
Form - Recruitment - Job Description  
Form - Recruitment - Pre-Employment Medical - For Doctor to Complete  
Letter - Recruitment - Acknowledgement of Application  
Letter - Recruitment - Confirmation of Interview  
Letter - Recruitment - Parent-Guardian Letter of Authority  
Letter - Recruitment - Rejection No Interview  
Letter - Recruitment - Rejection Post Interview  
Letter - Recruitment - Second Interview  
Procedure - Recruitment - Interview  
Record - Recruitment - Applications Record  
Record - Recruitment - Interview Record  
Letter – Work Integrated Learning – Offer of Placement  
Section Two – Commencement of Employment  
Checklist - Onboarding - Induction  
Information - Fair Work Information Statement  
Letter - Probation - Confirmation of Successful Completion  
Letter - Probation - Extension of Probation  
Letter - Probation - Unsuccessful Completion and Termination  
Letter - Recruitment - Offer of Employment  
Policy - HR - Code of Conduct  
Policy - HR - Mobile Phone Policy  
Policy - HR - National System Personal Leave  
Policy - HR - Sample Dress Policy  
Policy - HR - Sample Email Internet Policy  
Policy - HR - Sample Equal Opportunity Policy  
Policy - HR - Sample Motor Vehicle Policy  
Policy - HR - Sample National System Family and Domestic Violence Leave Policy  
Policy - HR - Sample Sexual Harassment Policy  
Policy - HR - Sample Smoke-Free Policy  
Policy - HR - Sample Workplace Bullying Policy  
Policy - HR - Social Media  
Policy - HR - State System Leave Policy  
Record - Probation - Progress  
Survey - HR - New Employee Satisfaction  
Template - Contract of Employment - Employment Conditions for Casual Employee  
Template - Contract of Employment - Individual Flexibility Arrangement National System Award Covered  
Template - Contract of Employment - National System Award / Agreement Free Salaried  
Template - Contract of Employment - National System Award Covered  
Template - Contract of Employment - National System Fixed Time Task  
Template - Contract of Employment - State System Award / Agreement Free Salaried

Template - Contract of Employment - State System Award Covered  
Template - Contract of Employment - State System Award Free Commission Only  
Template - Contract of Employment - State System Fixed Time Task

### Section Three – Payroll Administration

Form - Payroll - Authority to Deduct  
Form - Payroll - Bank Account Details  
Form - Payroll - Choice of Superannuation Fund Details  
Form - Payroll - Contracting out of Annual Leave  
Form - Payroll - Contracting out of Long Service Leave  
Form - Payroll - Employee Details  
Form - Payroll - Expense Reimbursement  
Form - Payroll - Leave Application Form  
Form - Payroll - Leave Form  
Form - Payroll - Non-Money Payment Authority  
Form - Payroll - Parental Leave Application  
Letter - HR - Acceptance of Flexible Working Arrangements  
Letter - HR - Casual Conversion  
Letter - HR - Refusing Casual Conversion  
Letter - HR - Refusing Request for Flexible Working Arrangements  
Letter - HR - Request for Flexible Working Arrangements  
Letter - Payroll - Guarantee of Annual Earnings  
Letter - Payroll - Notification of Superannuation Fund Choice\_State Award Employee  
Record - Payroll - Salary Wages Record  
Record - Payroll - Superannuation  
Record - Payroll - Superannuation Tracking Fund Choice  
Record - Payroll - Timesheet  
Report - Payroll - Superannuation Guarantee Contribution Report

### Section Four – Management of Employees

Checklist - Redundancy - Process  
Form - HR - Employee Complaint  
Form - HR - Performance Appraisal  
Form - Training - Quote - Booking Information  
Form - Training - Request  
Letter - HR - Accepting Resignation  
Letter - HR - Condolences  
Letter - HR - Confirming Termination - Abandonment of Employment  
Letter - HR - Employee Resignation  
Letter - HR - Employer to Implement Change  
Letter - HR - Executor  
Letter - HR - Notification of Redundancy  
Letter - HR - Refusal of Request - Employer Paid External Training

Letter - HR - Statement of Service  
Letter - HR - Sudden Critical Illness  
Letter - Management - Final Warning - Unsatisfactory Performance or Misconduct  
Letter - Management - First Warning - Abandonment of Employment  
Letter - Management - Performance Meeting  
Letter - Management - Second Warning - Abandonment of Employment  
Letter - Management - Stand Down - Employee Cannot Be Usefully Employed  
Letter - Management - Suspension During Workplace Investigation  
Letter - Management - Warning - Unsatisfactory Performance or Misconduct  
Letter - Payroll - Remuneration Review - No Increase  
Letter - Termination - Redundancy  
Letter - Termination - Unsatisfactory Performance or Misconduct  
Form - Redundancy - Notice to the Department of Human Services of Proposed Dismissals  
Form - Performance - Improvement Plan  
Procedure - HR - Grievance  
Procedure - Management - Discipline and Termination Procedure  
Record - HR - Interview With Employee  
Record - Management - Verbal Warning  
Record - Redundancy - Selection Criteria  
Record - Termination - Employee Termination Details  
Record - Termination - Exit Interview  
Report - Investigation - Injury, Illness and Incidence Near-Miss  
Form - Termination - Small Business Fair Dismissal Code 2011  
Survey - Training - Required  
Template - HR - Meeting Agenda