

Contents

Appendix–Document Index	5
Section One – Minimum entitlements	7
1.1 Are you a National System Employer or a State System Employer?	7
1.2 Federal Legislation	8
1.5 State Legislation.....	19
1.6 Long Service Leave	27
1.7 Record Keeping	28
Section Two - Recruitment	32
2.1 The Recruitment Process.....	32
2.2 Equal Opportunity and Discrimination Legislation	36
Section Three – Contracts of Employment	41
3.1 What is a Contract of Employment?	41
3.2 What are the different types of contracts?	42
3.3 Probation Periods.....	45
Section Four – Right of Entry	47
4.1 National System Employers	47
4.2 State System Employers	48
Section Five - Human Resources Policies and Procedures	51
5.1 Key elements of an effective policy or procedure	51
5.2 What types of policies or procedures should we have?.....	52
5.3 Implementing a policy or procedure.....	53
Section Six - Performance Management and Disciplinary Action	55
6.1 Managing a poor performer	55
6.2 Workplace Investigations.....	59
6.3 Dismissal following Disciplinary Action.....	60
Section Seven – Ending Employment	63
7.1 Serious Misconduct	63
7.2 Redundancy	65
7.3 Can a genuine redundancy constitute an unfair dismissal?.....	69
Section Eight – Claims	72
8.1 Unfair Dismissal.....	72

8.2 The Small Business Fair Dismissal Code	74
8.3 Unlawful Termination	75
8.4 General Protections	76
8.5 Wrongful Dismissal (Common Law Action)	78
Section Nine – More Information	80
9.1 Employee Relations Advice Centre (ERAC).....	80
9.2 Workplace Relations.....	80
9.3 Workplace Health and Safety	81
9.4 eLearning.....	83
9.5 Publications and industrial award service	83

Appendix–Document Index

- 01. Checklist - Recruitment
- 02. Policy - Code of Conduct
- 03. Letter - Unsatisfactory Performance or Misconduct - First or Second Warning
- Information - Casual Employment Information Statement
- Information - Fair Work Information Statement