

# HR Checklist

Whether your business has 5 or 500 employees, it's important to conduct a regular review of your HR records and procedures to ensure compliance and prevent potential liabilities and the avoidance of costly Fair Work Claims. The checklist below features key steps for evaluating your people practices to help keep your business HR compliant.

## Hiring and on-boarding

- Position descriptions have detailed information that clearly outline tasks, duties, skills, experience, qualifications along with the required behaviours.
- Compliant employment contracts are in place, which include employment expectations, duties, probation and notice period clauses.
- Pre-employment police clearances are in place for all roles.
- Regular monthly meetings are held with all employees until they complete probation.
- Employee's employment is confirmed in writing at the end of probation.
- Clearly defined orientation/on-boarding program is in place to welcome new employees and familiarise them with the business's basic management practices.
- Based on the structure of your business, the National Employment Standards (NES) fact sheet is issued as required. Records are kept.

## Employee pay

- Employee pay periods (weekly, fortnightly, monthly) are in line with the relevant award.
- All your employees are properly classified, if you're paying award wages with consideration for age and skill classification.
- Award rates are checked and modified annually at least.
- Annual leave balances are clearly displayed on payslips.
- Casual employees paid at award wages are paid a 25% loading clearly visible on their payslip.

## Employee policies & procedures

- All business policies and procedures are compliant relating to employee leave, equal employment opportunity, harassment, safety, social media and other requirements.
- All policies are regularly refreshed and employees are updated on a regular and systematic basis.
- Every employee is provided with a detailed policy induction explaining the business's policies and procedures related to standards of conduct and benefits. These are signed off by the employee.
- Employees receive necessary training, including safety, bullying, discrimination and harassment.
- Human resources policies and procedures apply equally to all employees, and are applied fairly and consistently throughout the business.

## Managing Performance

- ❑ Performance reviews are conducted for all employees on a regular basis, six monthly as a minimum.
- ❑ Job expectations and responsibilities are clearly communicated to employees, including the conduct and results required and the performance standards by which they will be measured.
- ❑ Systems for measuring performance are in place (e.g. number of sales or customer satisfaction), based on specific job-related functions and criteria set out in the employee's job description.
- ❑ Employee job descriptions are reviewed and updated at least annually.
- ❑ Accurate documentation regarding performance is kept for each employee and documentation is direct, factual, and detail-oriented to support any disciplinary or other personnel decisions.
- ❑ Performance is compared against job descriptions and goals to offer ongoing feedback.
- ❑ The review process and systems for measuring performance treat employees fairly.
- ❑ You invite regular feedback from your employees in respect of your leadership and the business's performance.

## Employee discipline & termination

- ❑ All policies and procedures for handling poor performance, employee disciplinary actions and investigations are clearly defined, written, and communicated to employees as appropriate.
- ❑ All matters involving employee discipline warnings, investigations, and terminations are carefully and accurately documented, and related notes are saved in the employee's file.
- ❑ Policies are in place for collecting keys and other company property from any terminated employee and confirming that access to computer systems, email, and voicemail are deactivated.
- ❑ Final pays are processed within 7 days of termination or as otherwise required by state law.
- ❑ Accurate separation certificates are issued.
- ❑ Neutral references confirming a former employee's position held and dates of employment are available upon request in accordance with the business's policy.
- ❑ Discipline, investigation, and termination procedures are regularly reviewed for compliance with applicable federal and state laws and they are enforced fairly and consistently.

Please note that the above list is not all-inclusive. If a HR assessment reveals gaps that are not subsequently corrected, your business could be at risk for costly fines. If you have any questions regarding your obligations under employment law The Fair Work Act, National Employment Standard or about best practices when it comes to HR compliance, please consult with a knowledgeable employment law professional for individualised guidance.

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