

**Introduction**

Modern Awards now apply to most Australian businesses, so you need to be sure that you understand which award/s applies to your workplace, and how to implement them.

This action plan lists the main people policies, procedures, templates and correspondence that should be updated to help your business be Fair Work ready.

Complete this easy to follow plan and you will ensure that you provide a positive working environment, which is free of conflict and maintains compliance.

What is the name of the previous Award(s) and now the Modern Award(s) that apply to your employees?

| Roles | Old Award | Modern Award |
|-------|-----------|--------------|
|       |           |              |
|       |           |              |

**Update your People Practices** **Date Updated**

**Inspire Success**

|                                       |   |  |
|---------------------------------------|---|--|
| Enterprise Agreement                  | For any new EA's, there is a new process, new mandatory inclusions and content which cannot be included in EA's. There is also a new approval process implemented by Fair Work Australia.   |  |
| Individual Flexibility Arrangement    | An IFA allows you and the employee to alter certain terms of the Modern Award or Enterprise Agreement so that the award/agreement better caters for the employee's individual circumstances, as well as the need for your business. If you do not use an IFA after reaching an agreement, you risk financial penalties and underpayment claims. |  |
| Wages & Salary Checklist              | Employers' obligations with respect to the payment of wages have changed.   |  |
| Work-Life Balance Policy              | Employees are able to request flexible work arrangements.   |  |
| Leave without Pay Policy              | Employees have a greater ability to request leave without pay for community service.  |  |
| Timesheet Policy                      | Employers record keeping requirements have been amended.  |  |
| Timesheet                             | Time keeping requirements have changed.   |  |
| Payslip                               | Pay slips need to be updated to comply.   |  |
| Leave Policy                          | There are changes to leave entitlements and the way it accrues.   |  |
| Parental Leave Policy                 | There are significant changes to the Parental Leave entitlements, with employees now able to request up to 24 months.   |  |
| Parental Leave Correspondence         | There is no longer any reference to maternity or paternity leave entitlements, all terminology should be changed.   |  |
| Letter for Flexible Work Arrangements | Employees are able to request flexible work arrangements. The request may be refused on   |  |

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| Request | reasonable business grounds, but there is a required process to follow to ensure that your legal risk is not increased. |  |
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### Recruit & Select

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| Employment letters / Contract of Employment | Employees have 10 minimum terms and conditions compared to 5 under the previous legislation. Contracts and letters need to be updated to include them. |  |
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### Induct & Develop

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| Onboarding Checklist | Depending on how many employees you have, the probation period could increase. The documentation of and the Onboarding expectations should increase in this situation. |  |
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### Reward & Retain

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| Probation Policy              | The Minimum Employment Period now exists and it is different depending on the number of your employees. Many employers are now increasing their probation periods and how they manage the Onboarding and review process. |  |
| Performance Management Policy | The Small Business Fair Dismissal Code now exists and procedures need to be changed to ensure you comply with the changes and reduce the risks involved in performance managing and terminating an employee.             |  |

### Counsel & Exit

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| Discipline Procedures       | The Small Business Fair Dismissal Code now exists and procedures need to be changed to ensure you comply with the changes and reduce the risks involved in disciplining and terminating an employee.  |  |
| Redundancy Policy           | Employees have statutory entitlement to severance pay under the NES.  |  |
| Redundancy Correspondence   | The meaning of genuine redundancy has changed. Redeployment must be considered before making a definite decision to terminate an employee due to redundancy. Consultation arrangements have also changed.                                   |  |
| Probation Terminated Letter | Having a valid reason for termination and following a fair process in carrying out the dismissal will minimise risks of claims for wrongful treatment under the Fair Work Act, breach of contract or breach of trade practices legislation. |  |

List the areas where you need assistance

| People Practice |  | Date required |
|-----------------|--|---------------|
|                 |  |               |
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If you need any clarification on these standards, please contact us at [Inspire Success](https://www.inspire-success.com).