# HRM Policy & Procedures - suggested topics to include

The following are suggested topics for your HRM Policy. You will need to include your polices and processes for meeting these requirements. The size and detail of this policy and the associated procedures will vary from organisation to organisation depending on the size of your business and your business model e.g. employees versus contractors. You will find on line organisations that have HRM Policy and Procedures for sale., this can be a great start but again you will need to customise it to reflect your practice.

# HRM P&P Outcomes - suggested

The desired outcomes of XXX’s HRM Policies and Procedures are:

* to ensure all NES and Modern Award entitlements and conditions are met
* to ensure compliance with other relevant legislation
* to take all practicable steps to provide and maintain a workplace that is safe and healthy and free from discrimination and harassment
* to outline XXX’s specific procedures and conditions

XXX’s HR polices are constructed to reflect the industry, sector and organisational specific needs.

# Policies and Procedures

1. Employment Conditions
   1. Meet conditions as per the [Fair Work Information Statement](https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement) (covers employment conditions relating to National Employment Standards (“NES”), & other general conditions of employment)
   2. How meet or exceed conditions of the relevant Modern Award (likely the Health Professionals and Support Services Award 2010 (Award code MA000027)
   3. Hours of work, time in lieu, flexible working
   4. Remuneration - salary, pay days, PAYG
   5. Superannuation
   6. Leave entitlements
   7. Meeting NDIS Code of Conduct
   8. Professional (eg AHPRA) codes or Standards (if applicable) – may include your own ethics / value / standards statement
   9. Confidentiality & Privacy
   10. Compliance with all XXX’s policies and procedures
   11. Telephone Use and Social Media Policy
   12. Dress Code
   13. Travel / expenses reimbursement
   14. Requirements if using own vehicle eg insurances required (min 3rd party), reliability
   15. Staff Identification in the Community
   16. Probation
   17. Resignation and termination
2. HR Planning and Employing Staff
   1. HR Planning – link to Strategic Planning & include participant involvement
   2. Establishing new positions - linking to Strategic Planning & include participant involvement where possible
   3. Recruitment and selection
   4. Contracts of Employment
   5. Required staff qualifications & screening – link to HR Register
   6. Reference checks
   7. Induction
3. Staff Management
   1. Position Description Requirements
   2. Personnel records
   3. Payroll records
   4. HR Register
   5. Staff Supervision & Support
   6. Performance Review and Development
   7. Discipline and Termination of Employment
   8. Grievance Policy & Procedures – you may consider having this as a separate policy & link to your Complaints Management Policy
4. Staff Development
   1. On-going internal training and development
   2. Other training and development opportunities
5. Management of health and safety risks
   1. Workers Compensation Insurance
   2. Sexual harassment, discrimination and workplace bullying
   3. Staff counselling and debriefing
   4. Drugs and alcohol

Also reference other policies & procedures such as Safe Practice & the Environment and Management of Injured Workers