



“Do-It-Yourself” HR Policies and Procedures Software & Optional Training Package

Sample Content

Operational HR Services

**Optimum Performance Human Resources
Consultants**

"Do-It-Yourself" HR Policies and Procedures Software & Optional Training Package

If you are seeking to develop a contemporary Human Resources Policies and Procedures Manual for your organisation in-house, our "do-it-yourself" software and optional training package will provide the answer you have been looking for. For an investment of just AU\$1,500 (+ Gst) you will receive: -

- A comprehensive HR Policy Manual incorporating in excess of 50 policies and procedures and 185 pages of practical content and template forms reflecting contemporary standards in Human Resources Management. (Delivered to you via CD Rom/Microsoft Word format - Non-Interactive)
- An introductory module that outlines the key principles and processes to be followed in order to ensure that an effective outcome can be achieved
- Future notification of HR Policy Manual updates with the option to purchase at heavily discounted rates

Alternatively, for an investment of AU\$3,000* (+ Gst) you will receive: -

- A comprehensive HR Policy Manual incorporating in excess of 50 policies and procedures and 185 pages of practical content and template forms reflecting contemporary standards in Human Resources Management. (Delivered to you via CD Rom/Microsoft Word format - Non-Interactive)
- An introductory module that outlines the key principles and processes to be followed in order to ensure that an effective outcome can be achieved
- A full-day "round-table discussion session" where we will provide you with practical guidance and advice to ensure that you get started and headed in the right direction, plus a detailed understanding of key policies and procedures contained in our template HR Manual
- Future notification of HR Policy Manual updates with the option to purchase at heavily discounted rates

*Excludes any out-of-pocket expenses that may be incurred including airfares, taxis and airport parking

On the following pages we are pleased to provide you with sample content from our "Do-It-Yourself" HR Policies and Procedures Software and Optional Training Package. To place your order, please call us on (61+3) 9249 9653 or Email us at enquiries@optimumperformance.com.au.

Thank you for your time and interest in our company and the services we offer.

Regards,



Managing Director



“Do-It-Yourself” HR Policies and Procedures Software - Menu

Policy No.	Policy Area/Title
1.0	Recruitment & Selection
1.1	Workforce Recruitment
1.2	Employee Induction
2.0	Learning & Development
2.1	Performance Management
2.2	Professional Development
3.0	Leave Entitlements
3.1	Personal Leave
3.2	Annual Leave
3.3	Public Holidays
3.4	Compassionate Leave
3.5	Defence Services Leave
3.6	Jury Duty
3.7	Parental Leave
3.8	Long Service Leave
3.9	Leave of Absence
3.10	Cultural Leave
3.11	Emergency Services Leave
3.12	Sporting Leave
4.0	Conditions of Employment
4.1	Hours of Work
4.2	Flexible Working Arrangements
4.3	Harassment, Discrimination & EEO
4.4	Health & Safety
4.5	Redundancy
4.6	Employee Performance Counselling
4.7	Employee Termination of Employment
4.8	Abandonment of Employment
4.9	Casual Employees
4.10	Continuity of Service
4.11	Electronic Communication
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“Do-It-Yourself” HR Policies and Procedures Software - Menu

Policy No.	Policy Area/Title
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4.16	Corporate Responsibility
4.17	Employee Whistle Blowing
5.0	Remuneration & Benefits
5.1	Remuneration Packaging
5.2	Workforce Reward and Recognition
5.3	Mobile Phones and Blackberry Devices
5.4	Company Motor Vehicles
6.0	Administration and Support
6.1	Workforce Communication
6.2	Emergency Assistance
6.3	Employee Relocation
6.4	Employee Use of Personal Vehicle
6.5	Employee Use of Commercial Vehicles
6.6	Employee Personal Records
6.7	Employee Status Change
6.8	Business Expense Reimbursement
6.9	Corporate Entertainment and Hospitality
6.10	Time Reporting
6.11	Company Travel
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6.13	Provision of References

“Do-It-Yourself” HR Policies and Procedures Software - Menu

Form No.	Policy Area/Title
7.0	Template Forms
7.1	Employment Requisition Form
7.2	Internal Job Vacancy Notice Form
7.3	Application for Internal Job Vacancy Form
7.4	Application for Employment
7.5	Privacy Disclosure Authorisation Form
7.6	Standard Questions for Use in Employment Interviews
7.7	Interview Assessment Form
7.8	Employment Reference Check Form
7.9	Standard Acknowledgement/Reject Letters
7.10	New Employee Induction Checklist
7.11	Application for Study Assistance
7.12	Leave Application Form
7.13	Employee Counselling Interview Form
7.14	Employee Termination Check List
7.15	Certificate of Service
7.16	Employee Status Change Notification Form
7.17	Business Expense Form
7.18	Travel Request and Authorisation Form
7.19	Exit Interview Form



**“Do-It-Yourself”
HR Policies and Procedures Software -**

**Sample Policy Content –
Human Resources Professional Development
Policy**

1.0 KEY POLICY

(Insert Company Name) will provide all employees with a comprehensive professional development program that enables them to perform competently in their current position, and thereafter to develop additional skills and abilities to progress their careers throughout the company

2.0 OPERATING PROCEDURES

2.1 CAREER MANAGEMENT

All employees are jointly responsible for managing their career development and for making use of the resources available within and external to the company. Managers will guide and support employees in identifying and participating in suitable training and development courses and further studies

2.2 EXTERNAL CONFERENCES AND SHORT COURSES

2.2.1 The company recognises and supports the need for all staff to remain abreast of contemporary standards, innovation and legislative change in their specific areas of expertise. Where an employee wishes to attend an external conference or short course, they shall initially submit details of the desired program to their Department Manager for approval, subject to satisfying at least one of the following criteria: -

- Improving the employee's technical expertise
- Increasing the employee's professional network
- Maintaining up-to-date knowledge regarding new trends, legislation acts or technology

2.2.2 Where an external conference or short course has been approved, the company will provide the following assistance: -

- Payment of reasonable travel costs to and from the conference/course venue
- Payment of reasonable meal and accommodation costs for the duration of the conference/course
- Payment of the employee's normal salary for the duration of the conference/course
- Payment of conference/course registration fees

2.2.3 Within one month of completing a company sponsored conference or short course, the participating employee shall complete an appropriate report on the main outcomes and lessons learned for circulation to relevant colleagues throughout the company. A copy of the completed report and details of the conference/short course are also to be placed upon the employee's personal record file

2.3 STUDY ASSISTANCE

2.3.1 Eligible employees seeking support from the company to pursue further studies must initially complete an Application for Study Assistance for consideration by their Department Manager prior to being forwarded to the Human Resources Manager for final approval, subject to the following criteria being satisfied: -

- Improving the employee's technical expertise, skill and understanding in their existing discipline
- Providing a new discipline for the employee in an identified area of current or future potential within the company
- The course applied for is either a diploma, degree or higher degree to be obtained from or recognised by Australian universities or colleges of technical and further education
- The employee has completed at least one year's continuous service with the company, is employed on a permanent basis and has been assessed as competent at their most recent performance appraisal

2.3.2 At the conclusion of each subject, an employee approved for study assistance will be reimbursed for all compulsory registration, tuition, fixed costs (such as examination and institution fees) and any government levy applied to tuition (including HECS charges), subject to producing evidence of satisfactory results

Note:

In special circumstances, the employee may request that the company make partial/total payment in advance, or during the course of the academic year

2.3.3 On satisfactory completion of the subject, and the production of required reading lists and receipts, the company will also reimburse the costs for any compulsory textbooks and/or research materials required for subjects being undertaken up to a maximum amount of \$4,000 per annum

2.3.4 Should an approved course require a residential component, the company shall reimburse all reasonable costs associated with accommodation, transport and meals

2.3.4 Employees shall endeavour wherever possible to attend subjects in their own time, and in such a way as not to disrupt normal position accountabilities and expectations. Where this is not possible, the company may approve:

- Up to 4 hours paid leave per week to attend lectures and tutorials
- Up to 8 hours paid leave immediately prior to a major examination, in addition to the time for the examination itself

2.3.6 Should an employee voluntarily terminate their employment from the company either prior to or within one year from the completion of their approved course, the company may at its discretion seek reimbursement for any fees paid to the employee within the previous twelve months, or deduct this amount from their final pay

2.3.7 An employee approved under this policy shall continue to participate on the basis that: -

- Their work output is maintained at an acceptable level
- Their performance appraisals reflect satisfactory performance
- Their results and progress as advised by the approved academic institution remain at an acceptable level
- There is no adverse impact upon the function where the employee is employed

2.4 LEARNING CENTRES

2.4.1 In addition to the provision of external training and tertiary assistance, (*Insert Company Name*) will provide and maintain learning centres accessible to all employees at all major company locations

2.4.1 Learning centres will be equipped with a range of facilities (including computers, software programs, internet access, text books, and videos) to encourage and enable all employees to enhance their knowledge and education standards

2.4.3 Wherever practicable (*Insert Company Name*) will establish collaborative relationships with academic institutions in proximity to company learning centres, in order to develop and offer training programs which enhance basic employee skills and comprehension

2.5 PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

The company will reimburse the cost of one professional membership and one subscription per annum, where it can be demonstrated that such memberships/subscriptions are directly linked to the employee's current occupation. Memberships/subscriptions will not be provided for an individual where the company has already taken out a corporate program. Requests for additional memberships/subscriptions should be submitted to the employee's Department Manager for review prior to being submitted to the Human Resources Manager for consideration/final approval



APPLICATION FOR STUDY ASSISTANCE

Personal Details

Employee Name:		Position:	
Department:		Date of Commencement:	
Department Manager:			

Course Details

Course Start Date:		Course End Date:	
Course Title:			
Course Major:			
Institution (Name/Type):			
Course Description:			
Course Duration:			

Course Benefits

How will the course benefit you and the organisation?	

Financial Reimbursement

In submitting this application the employee agrees that in circumstances whereby the employee voluntarily terminates their employment at any time within 12 months from completing their approved course the Company may seek and the employee shall reimburse all fees paid in the 12 months immediately preceding their resignation. Should such fees not be reimbursed the Company retains the right to make deductions from any final pay owed to the employee.

Course Approval

Employee's Signature:		Date:	__/__/__
Department Manager's Signature:		Date:	__/__/__
Human Resources Manager's Signature:		Date:	__/__/__



“Do-It-Yourself HR Policies and Procedures Software - Our Customers

Some of the many organisations that have previously utilised our HR “Do-It-Yourself” software include: -

- Revlon
- Panasonic
- Cisco Systems
- Australian Cricket Board
- House of Reps Canberra
- Ticketek
- Orix Australia
- Frank Knight Australia
- EMI Music Australia
- Caterpillar Australia
- South East Water
- Southcorp Packaging
- Jeans West
- Simplot Australia
- Rayson Industries
- AustCare Australia
- ESANDA Fleet Partners
- Headstrong
- Hume City Council
- Capital Finance
- Henry Davis York
- Armstrong Industries
- Rural Ambulance Victoria
- Eltham College
- Victorian Cricket Association
- Wide Bay Water
- Biolab Australia
- Aus Chamber Orchestra
- Sims Lockwood
- Mainland Dairies
- Yallourn Energy
- Aust Admin Services
- Woollahra Council
- Govt Superannuation Board
- Filcon Precision Engineering
- Co-Invest Limited
- Suncor Energy
- Melbourne Sports & Aquatic Centre
- McManus & Associates



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