

Human Resource Policy Manual

Policy Checklist

Ver 2

Company/Org.	
Date	

KEY:

PO	= Have written Policy	PR	= Have an established Practice
AW	= Use the Award or Ent. Agr	LE	= Comply with relevant Legislation
NP	= Need Policy (new or review)		

Circle the option the best matches your current situation.

1. HUMAN RESOURCE MANAGEMENT POLICY

1.1	Organisation Mission & HR Plan	PO	PR	AW	LE	NP
1.2	Values Statement	PO	PR	AW	LE	NP
1.3	Policy Implementation	PO	PR	AW	LE	NP
1.4	Personnel Files and Records	PO	PR	AW	LE	NP

2. HUMAN RESOURCE PLANNING

2.1	Organisation Structure & Staffing	PO	PR	AW	LE	NP
2.2	Job Descriptions	PO	PR	AW	LE	NP
2.3	Staff Job Rotation	PO	PR	AW	LE	NP
2.4	Promotion	PO	PR	AW	LE	NP
2.5	Part-time Employment	PO	PR	AW	LE	NP
2.6	Casual Employment	PO	PR	AW	LE	NP
2.7	Temporary Employment	PO	PR	AW	LE	NP
2.8	Contract Employees & Services	PO	PR	AW	LE	NP
2.9	Career Planning Career Planning	PO	PR	AW	LE	NP
2.10	Trainees/Apprentices	PO	PR	AW	LE	NP
2.11	Outsourced Services	PO	PR	AW	LE	NP
2.12	Job Evaluation	PO	PR	AW	LE	NP

3. RECRUITMENT

3.1	Method and Responsibility	PO	PR	AW	LE	NP
3.2	Selection Criteria	PO	PR	AW	LE	NP
3.3	Staff Induction	PO	PR	AW	LE	NP
3.4	Anti-Discrimination/EEO	PO	PR	AW	LE	NP
3.5	Affirmative Action	PO	PR	AW	LE	NP
3.6	Probation	PO	PR	AW	LE	NP
3.7	Nepotism	PO	PR	AW	LE	NP
3.8	Re-employment of Ex-employees	PO	PR	AW	LE	NP
3.9	Maternity Leave Replacements	PO	PR	AW	LE	NP
3.10	Privacy	PO	PR	AW	LE	NP



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4. TERMINATION OF EMPLOYMENT

4.1	Resignation and Terminations	PO	PR	AW	LE	NP
4.2	Retirement	PO	PR	AW	LE	NP
4.3	Redundancy	PO	PR	AW	LE	NP
4.4	Dismissal	PO	PR	AW	LE	NP
4.5	Exit Interview	PO	PR	AW	LE	NP
4.6	Payment Upon Termination	PO	PR	AW	LE	NP
4.7	References and Statement of Service	PO	PR	AW	LE	NP

5. CONDITIONS OF EMPLOYMENT

5.1	Industrial Relations	PO	PR	AW	LE	NP
5.2	Industrial Award(s)	PO	PR	AW	LE	NP
5.3	Attendance and Working Hours	PO	PR	AW	LE	NP
5.4	Flexible Working Hours/Rostered Days	PO	PR	AW	LE	NP
5.5	Overtime/Shift Work	PO	PR	AW	LE	NP
5.6	Conduct & Discipline	PO	PR	AW	LE	NP
5.7	Private Usage of Company Resources	PO	PR	AW	LE	NP
5.8	Grievance Handling/Disputes	PO	PR	AW	LE	NP
5.9	Break Periods	PO	PR	AW	LE	NP
5.10	Uniforms and Identification	PO	PR	AW	LE	NP
5.11	Union Membership	PO	PR	AW	LE	NP
5.12	Confidentiality & Privacy	PO	PR	AW	LE	NP
5.13	Staff Parking	PO	PR	AW	LE	NP
5.14	Company Vehicles	PO	PR	AW	LE	NP
5.15	Security & Access to Building/Records	PO	PR	AW	LE	NP
5.16	Restraint of Trade & Non-Disclose Agreement	PO	PR	AW	LE	NP
5.17	Personal Gains/Gifts	PO	PR	AW	LE	NP
5.18	Selling or Soliciting on Premises	PO	PR	AW	LE	NP
5.19	Demotion	PO	PR	AW	LE	NP
5.20	External/Additional Employment	PO	PR	AW	LE	NP
5.21	Working From Home	PO	PR	AW	LE	NP
5.22	Child Care	PO	PR	AW	LE	NP
5.23	Public Relations	PO	PR	AW	LE	NP
5.24	Suggestion/Feedback Scheme	PO	PR	AW	LE	NP
5.25	Recycling/Energy Conservation	PO	PR	AW	LE	NP

6. SALARIES AND REMUNERATION

6.1	Remuneration Planning	PO	PR	AW	LE	NP
6.2	Remuneration Packaging	PO	PR	AW	LE	NP
6.3	Fringe Benefits Tax	PO	PR	AW	LE	NP
6.4	Payroll Management	PO	PR	AW	LE	NP
6.5	Pay Reviews	PO	PR	AW	LE	NP

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6.6	Incentive, Performance and Bonus Payments	PO	PR	AW	LE	NP
6.7	Payroll Deductions	PO	PR	AW	LE	NP
6.8	Leave in Lieu of Payment	PO	PR	AW	LE	NP
6.9	Superannuation	PO	PR	AW	LE	NP
6.10	Direct Credits: Credit Union, Bank Accounts	PO	PR	AW	LE	NP
6.11	Special Duties and Project Work Allowances	PO	PR	AW	LE	NP
6.12	Enterprise Agreements	PO	PR	AW	LE	NP
6.13	Allowances	PO	PR	AW	LE	NP

7. EMPLOYEE BENEFITS AND SERVICES

7.1	Allowances	PO	PR	AW	LE	NP
7.2	Business Expenses	PO	PR	AW	LE	NP
7.3	Travel and Accommodation	PO	PR	AW	LE	NP
7.4	Business Entertainment	PO	PR	AW	LE	NP
7.5	Staff Entertainment and Gifts	PO	PR	AW	LE	NP
7.6	Social Club and Staff Facilities	PO	PR	AW	LE	NP
7.7	Staff Loan	PO	PR	AW	LE	NP
7.8	Product Discounts	PO	PR	AW	LE	NP
7.9	Counselling	PO	PR	AW	LE	NP
7.10	Institute and Professional Memberships	PO	PR	AW	LE	NP
7.11	Journal Subscriptions	PO	PR	AW	LE	NP

8. HOLIDAYS AND LEAVE

8.1	Annual Leave & Leave Loading	PO	PR	AW	LE	NP
8.2	Long Service Leave	PO	PR	AW	LE	NP
8.3	Sick Leave	PO	PR	AW	LE	NP
8.4	Study Leave	PO	PR	AW	LE	NP
8.5	Maternity and Parental Leave	PO	PR	AW	LE	NP
8.6	Compassionate and Special Leave	PO	PR	AW	LE	NP
8.7	Jury Service	PO	PR	AW	LE	NP
8.8	Emergency Services Volunteer Leave	PO	PR	AW	LE	NP
8.9	Reserves Leave	PO	PR	AW	LE	NP
8.10	Leave Without Pay	PO	PR	AW	LE	NP
8.11	Blood Donor's Leave	PO	PR	AW	LE	NP
8.12	Public & Religious Holidays	PO	PR	AW	LE	NP
8.13	Industry Day or Picnic Day Leave	PO	PR	AW	LE	NP
8.14	Absenteeism/Lateness	PO	PR	AW	LE	NP

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9. WORK SAFETY AND HEALTH

9.1	Occupational Health & Safety Requirements	PO	PR	AW	LE	NP
9.2	Work Safety Committee(s)	PO	PR	AW	LE	NP
9.3	Accident Reporting and Investigation	PO	PR	AW	LE	NP
9.4	Workers Compensation	PO	PR	AW	LE	NP
9.5	Occup'al Rehabilitation of Injured Employee	PO	PR	AW	LE	NP
9.6	Armed Hold-Up	PO	PR	AW	LE	NP
9.7	First Aid	PO	PR	AW	LE	NP
9.8	Work Site, Office Environment Safety	PO	PR	AW	LE	NP
9.9	Staff Health Programs	PO	PR	AW	LE	NP
9.10	Fire, Safety and Emergency Evacuation	PO	PR	AW	LE	NP
9.11	Smoking In the Workplace	PO	PR	AW	LE	NP
9.12	Consumption of Alcohol	PO	PR	AW	LE	NP
9.13	Illegal Drugs	PO	PR	AW	LE	NP
9.14	Infections or Communicable Diseases	PO	PR	AW	LE	NP

10. TRAINING AND DEVELOPMENT

10.1	Training	PO	PR	AW	LE	NP
10.2	Training Records	PO	PR	AW	LE	NP
10.3	On-the-Job and In-house Training	PO	PR	AW	LE	NP
10.4	Staff Professional Development Plans	PO	PR	AW	LE	NP
10.5	Training Plans	PO	PR	AW	LE	NP
10.6	Training Budget	PO	PR	AW	LE	NP
10.7	External Training	PO	PR	AW	LE	NP
10.8	Conferences and Seminars	PO	PR	AW	LE	NP
10.9	Group Training Companies	PO	PR	AW	LE	NP
10.10	Competency Standards	PO	PR	AW	LE	NP
10.11	Recognition of Training Qualifications	PO	PR	AW	LE	NP
10.12	Tertiary Courses	PO	PR	AW	LE	NP
10.13	Management/Board Training	PO	PR	AW	LE	NP
10.14	Volunteer Based Training	PO	PR	AW	LE	NP
10.15	Performance Appraisal	PO	PR	AW	LE	NP
10.16	Informal Feedback	PO	PR	AW	LE	NP
10.17	Employee Recognition Awards	PO	PR	AW	LE	NP

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SUMMARY

	PO	PR	AW	LE	NP
1. HR Management					
2. HR Planning					
3. Recruitment					
4. Termination of Employment					
5. Conditions of Employment					
6. Salary and Remuneration					
7. Employee Benefits & Services					
8. Holidays and Leave					
9. Work Safety and Health					
10. Training and Development					
TOTALS (n = 141)					

NOTES