

Employers' Handbook

A comprehensive digest of employment and human resource requirements

With various Federal and State laws affecting employment and workplace requirements, being informed of the constantly changing obligations is a necessity.

The **Employers' Handbook** provides an overview of the day-to-day employment, workplace relations and general human resource issues affecting your business. Covering employment requirements, leave entitlements, termination of employment, along with health and safety, discrimination and education and training, this Handbook will help you comply with current legislative requirements and meet best practice methods.

Professionally presented in an A4 folder, the loose leaf style allows for quick and easy updating and referencing. The Handbook is ideal for use by private sector business owners, managers, supervisors and human resource professionals.

Updating and newsletter service

Amendments to the Handbook are complemented by a newsletter service that addresses current and topical issues relating to its contents.

Handbook content

The Handbook provides a detailed and practical reference source of information on each topic area.

Industrial Relations*

- Basis for Employment Relationship
- Overview of Industrial Instruments
- NES and Minimum Entitlements
- The Institutions
- Role, Function and Rights of Unions
- Freedom of Association and Industrial Action

Employment Requirements*

- Recruitment and Selection
- Employment Contracts
- Induction
- Work Experience
- Payment of Wages
- Allowances and Special Rates
- Taxation/PAYG Payment Summaries
- Superannuation

Employment Records*

- Essential Employment Records
- Retention and Inspection of Employment Records

Leave Entitlements

- Annual Leave
- Personal/Carer's Leave
- Compassionate Leave
- Parental Leave
- Community Service Leave
- Special or Unpaid Leave

Termination of Employment*

- Legal Obligations
- Types of Termination and Associated Regulations
- Avenues of Compensation
- Sound Employment Practices Relating to Termination

Long Service Leave

- South Australian Long Service Leave Act 1987
- Construction Industry Long Service Leave Act 1987
- Award-Derived Long Service Leave Provisions

Health, Safety and Welfare

- OHS&W Legislative Framework
- Key Requirements and Actions for Businesses
- Managing OH&S Responsibilities

Injury Management

- Coverage of the Workers Rehabilitation and Compensation Act 1986
- Levy Arrangements
- Claim Handling Process
- Payments to Workers
- Rehabilitation

Discrimination in Employment

- Equal Opportunity
- Sex Discrimination
- Age Discrimination
- Disability Discrimination
- Racial Vilification/Discrimination

Education and Training

- Training Organisations and Agencies
- Apprenticeships and Traineeships
- Subsidies/Incentive Schemes for Employers
- Tips for Employers on Training Trainees and Apprentices
- Workplace Learning

Content Applicability*

Where reference is made to workplace relations legislative requirements, the Handbook primarily focuses on private sector employers covered by the Federal workplace relations system and their workplace responsibilities, with minor commentary provided to employers under the State industrial relations system and noted appropriately.



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