

HR Essential Packs

The HR Essentials Packs provide a range of compliant and best practice HR documents required to manage your business.

HR policies provide guidance on the approach a business intends to adopt in managing its people. A good HR policy provides generalized guidance on the approach adopted by the organization, and therefore its employees, concerning various aspects of employment. Well-documented policies and procedures help staff to understand how your organisation 'works'.



Performance management documents included are critical to ensure due process is followed and therefore minimising risk to your business. These include documents for keeping records of performance meetings, warning and termination letters, as well as performance improvement plans. The employment contracts, otherwise known as employment agreements, are compliant with the Fair Work Act 2009 – Australia.

There are three packs available depending on your HR requirements.

The Starter

"The Starter" Essentials Pack is ideal for start-up or small businesses looking to ensure compliance with employee relations legal framework. This pack contains 19 documents including HR Policies (5), Performance Management documents including warning and termination letters (10), and Employment Contract templates including management, staff and casual employees as well as a confidentiality agreement (4).

The Professional

"The Professional" Essentials Pack is ideal for small to medium sized businesses wishing to take their HR practices to the next level. This pack contains 25 documents including HR Policies (8), Performance Management documents including warning and termination letters (13), and Employment Contract templates including management, staff and casual employees as well as a confidentiality agreement (4).

The Best Practice

"The Best Practice" Essentials Pack is ideal for small to medium businesses wishing to not only ensure compliance with legal requirements but achieve best practice in the management of their employees. This pack contains 39 documents including HR Policies (14), Performance Management documents including warning and termination letters (19), and Employment Contract templates including management, staff and casual employees, confidentiality agreements as well as an Independent Contractor Agreement (6).

Documents included in each pack are listed in the table below:

The Starter	The Professional	The Best Practice
<p>HR Policies Equal Employment Opportunity Fit for Work Issue Resolution Leave + Leave Application Form Performance Management</p> <p>Performance Management Documents 1st and 2nd Warning Letter Final Warning Letter Meeting Record Form Managing Underperformance Initial Steps Checklist Managing Underperformance Formal Steps Checklist Exit Interview Form Termination Letter (Unsatisfactory Performance) Termination Letter (Summary Dismissal) Termination Letter (Abandonment of Employment) Confirmation of Resignation Letter</p> <p>Employment Contracts New Award Employee Fulltime and Part time New Award Free Employee New Casual Employee Confidentiality Agreement</p> <p>Retail Price \$957 Pack Price \$550</p>	<p>HR Policies Equal Employment Opportunity Fit for Work Issue Resolution Leave + Leave Application Form Performance Management Mobile Phone Motor Vehicle Recruitment and Selection</p> <p>Performance Management Documents Position Description Template Performance Review Template and Discussion Plan 1st and 2nd Warning Letter Final Warning Letter Meeting Record Form Managing Underperformance Initial Steps Checklist Managing Underperformance Formal Steps Checklist Exit Interview Form Termination Letter (Unsatisfactory Performance) Termination Letter (Summary Dismissal) Termination Letter (Abandonment of Employment) Termination Letter (Redundancy) Confirmation of Resignation Letter</p> <p>Employment Contracts New Award Employee Fulltime and Part time New Award Free Employee New Casual Employee Confidentiality Agreement</p> <p>Retail Price \$1,375 Pack Price \$825</p>	<p>HR Policies Equal Employment Opportunity Fit for Work Issue Resolution Leave + Leave Application Form Performance Management Mobile Phone Motor Vehicle Recruitment and Selection Redeployment and Redundancy Remuneration and Reward Resignation and Retirement Salary Review Salary Sacrifice Training and Development</p> <p>Performance Management Documents Position Description Template Unsuccessful Applicant Letter Successful Probation Letter Unsuccessful Probation Letter Probation Extension Letter Hours of Work Agreement or Variation Notice of Requirement to take Annual Leave Performance Review Template and Discussion Plan 1st and 2nd Warning Letter Final Warning Letter Meeting Record Form Managing Underperformance Initial Steps Checklist Managing Underperformance Formal Steps Checklist Exit Interview Form Termination Letter (Unsatisfactory Performance) Termination Letter (Summary Dismissal) Termination Letter (Abandonment of Employment) Termination Letter (Redundancy) Confirmation of Resignation Letter</p> <p>Employment Contracts New Award Employee Fulltime and Part time New Award Free Employee New Casual Employee Independent Contractor Agreement Confidentiality Agreement for Employees Confidentiality Agreement for Independent Contractors</p> <p>Retail Price \$2,079. Pack Price \$1,100</p>

HR WITHOUT THE HASSLE

At myhronline we provide HR support without the hassle – specialising in small to medium sized businesses. Our online shop offers easy access to a range of HR forms, documents, letters and templates for whatever your business needs. Downloading is simple and for all members of SPASA Victoria, we offer a **15% discount** on all downloadable documents and HR support and advice (excludes HR Essentials Packs). Simply add the promo code **SPSAV** at the checkout.



**HR DOCUMENTS & SUPPORT
COACHING & DEVELOPMENT
HR HEALTH CHECKS
RECRUITMENT**

You're not on your own



Need a little more support with HR but not sure where to start? We also offer a **free HR Health Check** – where we review all your HR documents, processes, contracts to ensure they meet HR Best Practice and most importantly legally compliant. This can be completed online by uploading your documents or via email if you prefer. We then supply a report detailing your current HR compliance and suggested changes plus list any new documents you may require.