

# EMPLOYMENT LAW FOR SMALL BUSINESSES

## 1 THE BASICS

Get the **Fair Work Handbook** based on the Fair Work Act 2009, the National Employment Standards. Pay attention to minimum employment conditions, record-keeping, pay slips, unfair dismissal laws and other responsibilities

## 2 HIRING

Have your lawyer draft an employment, training and termination contracts. Employee rights include minimum wages, pay slips, leave and notice of termination. You also need to know about tax, superannuation and workplace health and safety.

## 3 TRAINING

Provide any new employees you hire with our guide to starting a new job. Make sure you sign confidentiality agreements for all sensitive information employees have access to. Outsource training to increase the company knowledge bank and employee engagement.

## 4 RECORD KEEPING

Employers have to keep time and wages records for 7 years. Try to have everything in writing. Issue pay slips in an easily printable format in plain English. You need to keep record of pay, hours worked, leave, personal information, ending employment, any contributions and arrangements



## 5 PAY AND LEAVE

Calculate minimum wages, including penalty rates, overtime and allowances. Make sure that employees are compensated for all time they spend in the business even if it's just training. Find a Pay Guide and choose the right range. Calculate leave and have employees sign all pay and leave papers. Pay is the No1 lawsuit reason.



## 6 ENDING EMPLOYMENT

Employment termination letters should be sent in all occasions.

The reason for termination should be legal, so look into regulations in the Fair Work Handbook.

Always sign a termination agreement to protect your business, no matter who initiates the termination

### EXTRA TIPS

Review your payroll regularly.

Review contracts each time they are signed.

Stay up to date with employment law.