



We are delighted to welcome **Jess Watson** on board as our new HR Assistant. Jess comes to us with a background in psychology and years of experience in small businesses. Jess will be helping our clients in the roll out of their HR program and job sharing with Emma.

In this issue, we will be looking at the importance of reviewing your performance-management processes. We also give you an update on the Paid Parental Leave Scheme.

Avoid Litigation: Review your performance-management processes

In preparation for the new IR regime, this is a great time for employers to get their performance-management processes in order. Over the past 12 months, more than 6,000 employers were hit with unfair dismissal claims, which may be the result of employers not implementing proper performance-management practices.

It is important, particularly in the current economic environment all employees are making a valuable contribution to the workplace, and the best way to ensure this is to pay more attention to performance management.

Expectations of employees should be carefully considered, and what constitutes good, bad, and adequate performance should be documented in employment contracts and policies as well as continually verbalised to em-

ployees. Clear communication is the key when dealing with employees, so they can understand exactly how they are being assessed and measured.

When reviewing performance-management practices, you must ensure that it is aligned with employee and employer rights and obligations, relative to all state and federal legislation and agreements. It is important that all new and upcoming legislation is considered, such as the Fair Work Act 2009, which is expected to be implemented by January 2010



http://www.hrdaily.com.au/n106_news_selected.php?act=2&nav=1&selkey=1162

Legal Update

Under the new Paid Parental Leave (PPL) scheme set to start in 2011, employers will receive pre paid employee maternity leave entitlements. The scheme, which the government has committed \$731 million across five years, will provide primary care givers earning less than \$150,000 p.a. 18 weeks paid leave at minimum wage following birth or adoption of a child. Employees must have completed 12 months of service to the birth or adoption and leave must be taken within 12 months of the birth or adoption.

Employers are not required to make superannuation payments and employees won't be accruing leave during the PPL period.

Please contact us on 9510 3740 for further information.