

# Building Strong Employment Foundations

HR in Private Practice

**HEALTH  
INDUSTRY**  
EMPLOYMENT SERVICES



Facilitated by  **HotDoc**

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# Today's overview

## Learning Outcomes

- Understand what Fair Work Expects from you;
- Crash course on the Awards;
- How to get contracts right in practice; and
- Importance of practice policies.



# Changes in the Employment Landscape

COVID-19 has impacted everyone!

- Redundancies, variation of hours & a rise in Fair Work Claims;
- Practice employment foundations have been tested;
- What will happen once Jobkeeper stops?

Award changes are happening;

- New HPSS Award to be released
- New Nurses Award to be released

Minimum Wage Review to be published in coming week





## Building Strong Employment Foundations

Compliance with Awards &  
Legislation

Contracts

Policies

WH&S

Privacy

Culture

# Keeping Fair Work & Your Staff Happy

## Fair Work Act

- Claims
- National Employment Standards

## Modern Awards

- Health Professionals & Support Services Award
- Nurses Award



# Crash Course on the Awards & NES

Understand the Awards before you hire staff..... But why?

- You will be able to establish the minimum rates and entitlements payable;
- It will outline the true cost and payable wage to the business;
- You will be in a stronger position when negotiating; and
- Again, it keeps Fair Work and your staff happy

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## Health Professional Support Services Award 2010

Rates as at 1 July 2019 (applicable from the first full pay period on or after 1 July 2019)

### Support Services Employee

	Weekly Full-time	Hourly Full-time/Part-time	Casual Inc. 25% Casual Loading
SSE Level 1	\$787.60	\$20.73	\$25.91
SSE Level 2	\$820.20	\$21.58	\$26.98
SSE Level 3	\$852.40	\$22.43	\$28.04
SSE Level 4	\$862.50	\$22.70	\$28.38
SSE Level 5	\$891.70	\$23.47	\$29.34
SSE Level 6	\$939.80	\$24.73	\$30.91
SSE Level 7	\$956.70	\$25.18	\$31.48
SSE Level 8			
Pay Point 1	\$989.10	\$26.03	\$32.54
Pay Point 2	\$1,015.10	\$26.71	\$33.39
Pay Point 3	\$1,086.50	\$28.59	\$35.74
SSE Level 9			
Pay Point 1	\$1,105.80	\$29.10	\$36.38
Pay Point 2	\$1,145.20	\$30.14	\$37.68
Pay Point 3	\$1,154.20	\$30.37	\$37.96

### Step 1

Determine applicable award for employee's position.

Indicative Support Service Employee positions covered by the Award include Practice Managers, receptionists, typists and cleaners.

### Step 2

Determine classification under applicable award (i.e. classification/level).

Classification definitions are set out in Schedule B - Classification Definitions. Schedule B should be reviewed to determine the employee's correct classification. Employers must advise their employees in writing of their classification upon commencement and of any subsequent changes to their classification.

### Step 3

Determine correct rate of pay based on the

1. Establish the Minimum Rates under the Award
2. Look at what allowances are payable
  1. Laundry allowance;
  2. Travel allowance;
  3. Meal allowance;
  4. Nauseous work; ect
3. Understand weekend penalties; and
4. Overtime Payments

# Crash Course on the Awards & NES (Cont)



## National Employment Standards

- Annual Leave
  - Leave loading is under the Award
- Personal/Carers Leave
- Compassionate Leave
- Long Service Leave
- Maternity Leave
- & 5 other national minimum standards

Crash Course on the  
Awards & NES (Cont)

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# Contracts of Employment

- Get professional help!;
- Myths around SALARIED contracts;
- What Fair Work wants you to do;
- How to keep it simple; and
- Make sure all staff have a contract (even before they start)





# Employment Policies & Procedures

- What do policies even do?
- How often should they be implemented?
- What happens when staff breach your policies?
- Creating efficiencies in managing underperformance and poor behavior

- Fitness for Duty
- Respect in the Workplace
- Workplace harassment
- Sexual harassment
- Discrimination
- Work Health & Safety (including drugs/alcohol)
- IT policy / Use of technology (including social media usage and monitoring/surveillance)
- Privacy policy
- Confidentiality
- Leave policy
- Overtime
- Complaints handling procedure
- Managing performance policy
- Personal appearance / dress policy



Want access to the  
new Awards?



# THANK YOU

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# CONTINUE THE CONVERSATION....



Have a question for George or Magali?

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