

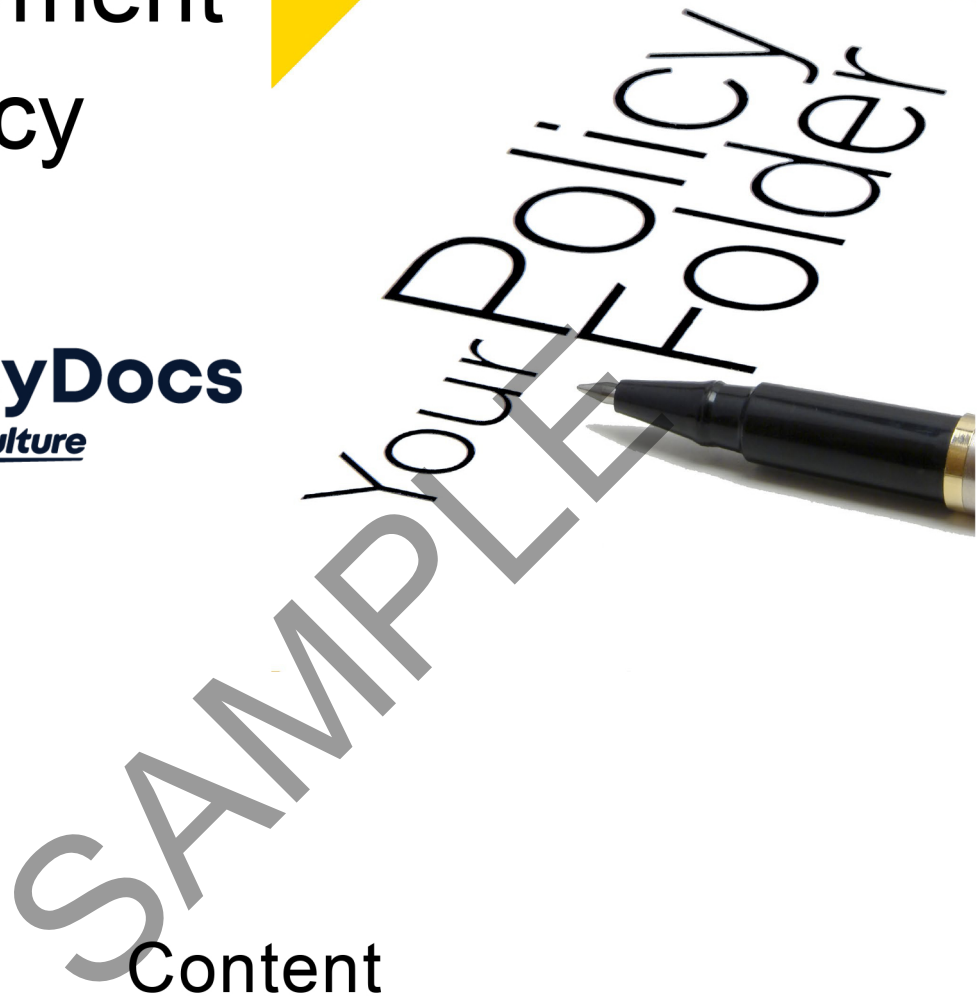
# HR Employment Policy



Company Name:

Company Address:

ABN/NZBN:



## Content

Introduction .....	2
Review Procedure .....	2
Standards and Guidelines .....	2
Terminology .....	3
Document Control .....	3
HR Employment Policy .....	4

**Disclaimer:** This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only. It does not provide legal advice on meeting your obligations.

# HR Employment Policy

Employment with {company\_name} is voluntarily entered. Workers are free to resign at any time, with or without cause.

## EMPLOYMENT APPLICATIONS

EMPLOYERS SHALL BE RESPONSIBLE FOR THE EMPLOYMENT PROCESS AND THE EMPLOYMENT CONTRACT. IT IS REQUIRED THAT APPLICANTS CHECK THE ACCURACY OF THE INFORMATION PROVIDED THROUGH THE EMPLOYMENT AND employment process. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from consideration.

## PROBATION PERIOD

All new workers are subject to a probation period of three (3) months. The probation period is intended to allow new workers to demonstrate their ability to a satisfactory performance level and determine whether the new position meets their expectations. During this period, we will evaluate worker's capabilities, work habits, and overall performance.

EMPLOYERS AND APPLICANTS ARE RESPONSIBLE TO REPORT ANY VIOLATIONS OF THE PROBATION PERIOD. PROBATION PERIODS SHALL BE EXTENDED TO A SPECIFIED PERIOD IF THE APPLICANT DOES NOT MEET THE EXPECTATIONS OF THE PROBATION PERIOD.

If it is determined the designated probation period does not allow sufficient time to thoroughly evaluate the worker's performance, the probation period may be extended for a specified period.

Upon satisfactory completion of the probation period, workers will enter a "regular" employment classification.

An annual salary review of all workers is based on performance and is evaluated in May and any changes made effective July 1st of the current year.

## WORKING HOURS

<b>Normal Shift</b>	
Monday to Friday	8.00 am – 4: 30 pm
Saturday	8:00 am – 1:00 pm
<b>Shift 1</b>	
Shift 1 Monday to Friday	8:00 am - 4:30 pm
Shift 2 Monday to Friday	4:00 pm - 12:30 am
Shift 3 Monday to Friday	12:00 pm – 8:30 am
Shift 4 Saturday	8:00 am - 4:30 pm
Shift 5 Sunday	8:00 am - 2:30 pm

Work hours are based on business needs and the requirements of the work assigned. Managers will work with

**EXTRAORDINARY AND ADDITIONAL HOURS**

Overtime is defined as any work performed more than your contracted hours of work and may be performed only at the manager's direction. All overtime work must be approved before commencing the overtime work. Workers must notify their manager as soon as practicable if they cannot complete planned overtime work.

**LATENESS FOR WORK**

Any absence or late arrival due to illness, injury or any other reason must be reported to your supervisor as soon as practicable.

Signature:

Date:

---

*(To be signed by Director/Business Owner)*

SAMPLE