

Redundancy Checklist

We understand how hard making positions redundant can be. It is a difficult time for business owners and employees. There are many things to consider as part of moving forward with redundancies. We have created this checklist to help you ensure that you cover off steps required. We encourage you to reach out and access your Employee Assistance Programs or other mental health support services to help you though.



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For more assistance and resources, please visit our website www.totalhrm.com.au

REDUNDANCY CHECKLIST

Prior to making a decision

- 01 ASSESS THE REASON YOU ARE CONSIDERING REDUNDANCY. **REVIEW FAIR WORK OR SEEK HR ADVICE** TO DETERMINE IF YOUR REASON IS CONSIDERED A GENUINE REDUNDANCY.

- 02 **CONSIDER ALTERNATIVES** SUCH AS REDEPLOYMENT OR TRANSFERRING THE EMPLOYEE TO A DIFFERENT JOB.

- 03 OBTAIN **RELEVANT DATA TO SUPPORT** YOUR REASON FOR REDUNDANCY.

Identify impacted positions

- 01 **IDENTIFY WHICH POSITIONS** (AND THEREFORE EMPLOYEES) WILL BE AFFECTED BY THE CHANGE.

- 02 IF CONSIDERING MULTIPLE REDUNDANCIES OR DETERMINING WHICH EMPLOYEES TO MAKE REDUNDANT, CREATE A SET OF CRITERIA TO **ENSURE CONSISTENCY AND NO DISCRIMINATION** IN THE SELECTION PROCESS.

- 03 CONSIDER IF YOU WILL **ACCEPT VOLUNTARY REDUNDANCIES**.

REDUNDANCY CHECKLIST

Consultation

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- 01 REVIEW YOUR **LEGAL OBLIGATIONS** REGARDING CONSULTATION, WHICH MAY BE OUTLINED IN RELEVANT AWARDS, AGREEMENTS, CONTRACT POLICIES OR LEGISLATION.
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- 02 **NOTIFY AFFECTED EMPLOYEE(S)** AND ANY RELEVANT UNIONS OF PROPOSED REDUNDANCIES.
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- 03 EXPLAIN THE REASONS FOR THE CHANGE AND DISCUSS AVAILABLE OPTIONS WITH THE EMPLOYEES. **ENSURE THEY ARE OFFERED A SUPPORT PERSON.**
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- 04 **PROVIDE WRITTEN ADVICE** TO THE EMPLOYEE DETAILING THE PROPOSED CHANGE & ASKING FOR THEIR FEEDBACK.
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Entitlements

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- 01 **IDENTIFY EMPLOYEE ENTITLEMENTS** IN LINE WITH APPLICABLE LEGISLATION OR INDUSTRIAL INSTRUMENT.
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- 02 CONSIDER IF YOU WILL OFFER THE EMPLOYEE **COMPENSATION ABOVE THEIR LEGAL ENTITLEMENTS.**
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- 03 CONFIRM THE **MINIMUM NOTICE PERIOD** AS DETAILED IN APPLICABLE AWARDS OR AGREEMENTS. **ENSURE THESE ARE COMPLIED WITH.**
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- 04 DETERMINE WHAT **ENTITLEMENTS THE EMPLOYEE WILL BE PAID ON TERMINATION** AND PROVIDE THIS INFORMATION TO THE EMPLOYEE IN WRITING.
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- 05 MEET WITH THE EMPLOYEE TO **REVIEW THE WRITTEN ADVICE, ENSURE THEY ARE OFFERED A SUPPORT PERSON.**
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REDUNDANCY CHECKLIST

Prior to the termination date

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|----|---|--------------------------|
| 01 | DETERMINE IF YOU ARE REQUIRED TO ISSUE THE EMPLOYEE WITH A STATEMENT OF SERVICE . | <input type="checkbox"/> |
| 02 | ARRANGE A SUITABLE TIME WITH THE EMPLOYEE TO RETURN ANY COMPANY PROPERTY THEY MAY HAVE. | <input type="checkbox"/> |
| 03 | MANAGE ACCESS CONCURRENTLY WITH THE TERMINATION DATE , SO THAT THE EMPLOYEE IS REMOVED FROM ANY INTERNAL SYSTEMS AND PHYSICAL ACCESS TO WORK SITES IS STOPPED. | <input type="checkbox"/> |
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If you need assistance managing your team and redundancies, please book a free 15 minute chat with one of our HR Experts.



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