

Recruitment & Termination Kit

We have developed a kit that complies with the Fair Work Act 2009. In addition it complies with the Meat Industry Award 2010.

The kit contains complete procedures for recruitment and termination of employees – including disciplinary procedures. It is a vital tool to assist you in maintaining policies that minimize the chance of litigation against you.

Prior to the termination of the employee, it is advisable to contact AMIC in order to ensure the correct procedures have been followed.

The following information and samples forms are in the kit:

- Employment Contracts and Letter of Appointment
- Application for Employment
- Acceptance of Job Offer
- Appointment Letter - Award Employee
- Appointment Letter – Casual Employee
- Appointment Letter - Salaried Staff (i.e. Non Award)
- Agreement to Establish a Probationary Employment Period
- Contract of Employment
- Job Description
- Company Policy
- Confidentiality Agreement
- Changes in the Employment Contract
- Managing Poor Performance
- Record of Counselling and Discipline Interview
- First Written Warning
- Second Written Warning
- Final Written Warning
- Dismissal of Employee on Probation
- Summary (Instant) Dismissal for Serious Misconduct
- Dismissal of Employee due to Redundancy
- Termination of Employment due to sale of Business



Cost:

Email or on CD
Paper copy

\$110.00 inclusive of GST and postage
\$66.00 inclusive of GST and postage

(Non-members' price is \$425.00)
(Non-members' price is \$375.00)

To order, complete the order form on the reverse side of this sheet.

For more information, call your Member Services Officer:

NSW (02) 9086 2220
SA (08) 8272 2400

QLD (07) 3352 4600
WA (08) 9302 2866

VIC (03) 9699 2760
TAS (03) 6231 3333

Order Form - Recruitment & Termination Kit

Please complete your details and send/fax to AMIC.

	Member Cost	Non-member Cost	Number of Copies	Total Due
Email	\$110.00	\$425.00		
CD	\$110.00	\$425.00		
Paper Copy	\$66.00	\$375.00		
Total Amount Payable				

Note: Prices include GST and postage

Contact Name

Business Name

Membership #

Address

Telephone

Email Address

Payment Options **Credit Card (Complete details)** **Cheque (Please attach)**

Credit Card **VISA** **MasterCard**

Name on Credit Card

Credit Card No.

Signature

Expiry Date

Amount Payable \$

SEND: AMIC
 PO BOX 1208
 CROWS NEST NSW 1585

OR FAX: 02 9086 2201