



**\$1,500+**  
**IN EXTRAS!\***

For Level 1 + Retainer Packages  
Free Employee Handbook  
Templates

## EMPLOYII: HR ON CALL & RETAINER SERVICES

Our retainer HR services offer businesses peace of mind when it comes to all things staff. We're not just a telephone service; we'll be as engaged as you want us to be. Performance meeting? We'll be there. Staff query? We'll chat to them. Fair Work calling you? Let us handle it.

Employii is based on people and relationships; to us, that's what makes good business.

With an HR expert on your side you'll reduce the impact of potential unfair dismissal, discrimination, underpayment and other claims.

**Did you know:** most claims are successful because the Employer failed to follow HR best practice and *not* because there wasn't a valid reason for the action taken?



### \*ADDED EXTRA:

All Level 1 - 4 Retainer Clients receive \$1,500+ in extra value!

- The Complete Employee Handbook Template (Online)

### HR ON CALL

\$1750 + GST / Year  
10 hours service

### LEVEL 1

\$495 + GST / Month  
3hrs (36hrs / Year)

### LEVEL 2

\$800 + GST / Month  
5hrs (60hrs / Year)

### LEVEL 3

\$1550 + GST / Month  
10hrs (120hrs / Year)

### LEVEL 4

\$3000 + GST / Month  
20hrs (240hrs / Year)

# HR On Call & Retainer Services: Breakdown

Employee Handbook & Contract Templates Included

<b>HR ON CALL</b> \$1750 + GST / Year 10 hours service
<b>LEVEL 1</b> \$495 + GST / Month 3hrs (36hrs / Year)
<b>LEVEL 2</b> \$800 + GST / Month 5hrs (60hrs / Year)
<b>LEVEL 3</b> \$1550 + GST / Month 10hrs (120hrs / Year)
<b>LEVEL 4</b> \$3000 + GST / Month 20hrs (240hrs / Year)

## OUR SERVICES:

- Industrial relations advice
- Drafting employment contracts, job descriptions and policies and procedures
- Managing staff Covid-19 compliance requirements
- Research, project design and planning
- Document drafting and record keeping
- Meetings
- Workshops, seminars and training
- HR administration

To make the most of your package, tasks are weighted differently depending on the complexity of the task and the seniority of the team member required to complete it. As an indication:

100% Tier 1: HR & IR Advice  
50% Tier 2: Administration

**What does this mean?** It means more value for you.

Taking the Level 1 retainer package as an example, you get 3 hours of service per month.

What this could look like in practice:

- (A) 3 hours IR advice (Tier 1)
- (B) 6 hours HR admin (Tier 2)
- (C) Or, a combination. E.g: 1 hour of IR advice (Tier 1) and 4 hours HR admin (Tier 2)

## Flexibility

At the discretion of the Director, clients may use their hours flexibly across their 12 month contract. If you have a Level 1 retainer package and only use 2 hours in March, then the third hour can roll into April. If you require more hours up front, you can purchase additional hours at your applicable hourly rate, or consider upgrading to the next level for the remainder of your contract.

## Tracking and Transparency

We track all of our hours through our app and can provide you with an update on how you're using your package at any time. We are fully transparent and always ensure we achieve high value for our clients.



# Hourly Services & Ad Hoc Tasks: Breakdown

**\$180 + GST**

Charged per hour  
No lock in contracts

**PRICE BY  
QUOTE**

For project work

**\$300 + GST**

Per employment contract  
\$100 + GST for duplicate  
contracts

**\$1,500 + GST**

For a customised employee  
handbook. Contract us for the  
full scope.



If you're not ready to commit to ongoing HR support, or just have the odd task here and there, then our hourly HR services may be the way to go.

We can also scope and quote for specific projects. Or, provide a combination of project and retainer services – for when you need to get your HR in order up front but may not require the same level of HR support throughout the year.

Our hourly and project services are at a flat hourly rate or by quote. Weighted services only apply to retainer packages.

We are often contacted to draft contracts of employment and employee handbooks. Displayed are our indicative prices. Both documents are fully customised to your company and assessed against the relevant Awards and Agreements for compliance and HR best practice.

If we identify potential risks through this process, we'll provide you with a basic risk analysis and alternative recommended actions for your consideration. Upon your direction, we can scope out additional works and provide you with a further quote, or you may wish to consider becoming a retainer client.



# Employee Handbook: What's Included

Our **Employee Handbook** includes:

1. Introduction
2. Scope
3. Breaches of the Employee Handbook
4. Definitions
5. Useful Links & Related Documents
6. Key Contacts
7. Onboarding Checklist
8. Code of Conduct, Values & Purpose
9. Time & Attendance
10. Privacy, Confidentiality & IP
11. Safety (General)
12. Drugs, Alcohol & Smoking
13. Equipment
14. Police Clearance
15. Police Clearance – Disclosable Outcome Form
16. Social Media, IT & Personal Phone Use
17. Probationary Period
18. Probationary Period – Flowchart
19. Probationary Review Form
20. Uniform Policy
21. Flexible Working
22. Working from Home Safety Checklist
23. Annual Review Meetings
24. Review Meeting Questions
25. Performance Development & Training
26. Staff Grievances
27. Grievance Procedure: Flow Chart
28. Workplace Investigations
29. Bullying, Harassment & Discrimination
30. Leave
31. Casual Conversion
32. Pandemic & Government Mandates
33. Personal Vehicle Use
34. Work Vehicle Use
35. Offboarding Procedure
36. Employee Acknowledgement

**FREE WITH ALL  
RETAINER  
PACKAGES**

**\$1,500 + GST**

For the complete Employee Handbook customised to your business

Extra policies at \$120 + GST

**\$180 + GST**

Per policy when purchasing individually.

**Looking for something else?  
We can draft custom policies  
just for you.**

Common requests include:

- Environmental Policies
- Corporate Social Responsibility
- Emergency Management\*
- Fatigue Management\*

\*Please note we are not a safety specialist company. For advanced policies we would be happy to refer you to experts in this field.



# Why invest in HR Services...?

## TRUSTED BY EXPERTS

When it comes to industrial relations (IR), we're the 'go to' company for HR consultants.

**We get sub-contracted by HR professionals for our IR expertise.**

**Contracts, entitlements, Award, pay, policies and procedures, performance management...** that's our bread and butter.

By coming to us directly, you know you're getting the best price first hand.

## AVOID FINES

Fair Work are serious when it comes to workers' rights. If you underpay your staff **you could face court ordered fines of up to:**

- **\$13,320** per contravention for an individual (i.e. you)
- **\$66,600** per contravention for a company
- **\$133,000** per 'serious' contravention for an individual
- **\$666,000** per 'serious' contravention for a company

A serious contravention is one you knew was happening. A standard contravention (\$13.3k – \$66.6k fines) just means it happened. This is on top of back paying all monies owed.

**It's not worth the risk.  
Let's make sure you're HR compliant!**

## STAFF CULTURE

Absolutely everything you do in business will impact your staff culture. Our experienced team will consider best practice not only from a compliance perspective, but from staff engagement and brand reputation perspectives as well.

Any change you make needs to be strategised and implemented successfully in order to support employee buy-in, minimise backlash and increase staff engagement, satisfaction and productivity.

**We get to know who you are as a company and ensure we embed your desired culture at every opportunity.**

With staff shortages only expected to get worse, a good company culture is your key to **attracting and retaining the right people.**



“

Ella is a professional, **entirely competent expert in the field of workplace rights** and associated matters. She is a pleasure to collaborate with and I would **absolutely recommend that you get in touch** with Ella and her company Employii in dealing with **complex workplace matters**. I am not a professional recommendation writer! So, I can assure you that if I offer total support for Ella's work it is done with genuine commitment!

ASSOCIATE PROFESSOR

“

I had the pleasure of working with Ella for a number of years for HR advice and support including **staff performance, change management and culture**.

Ella is a knowledgeable and energetic professional, who excels in interpersonal relationships, work ethic, emotional intelligence and industry processes.

**Such a wealth of knowledge and passion!** Hope to work again with you in the future.

EXECUTIVE MANAGER,  
AGED CARE

“

Ella is a passionate and knowledgeable HR professional. She is **well-versed in all matters relating to IR**, providing sound advice to various organisations and employees over the years. I would recommend Ella's services to anyone seeking HR advice!

PEOPLE EXPERIENCE  
& INSIGHTS

“

Ella is highly talented in human resources and industrial relations matters with a **great approach to workplace culture change processes**.

MANAGER, COMMUNITY  
LIVING

# A little more about us...

## WHO ARE WE?

A Perth-based HR consultancy that cares about companies, people and the community. We stand for work rights, mental health and economic independence. We pride ourselves on being authentic, accountable and having a growth mindset which enables us to achieve great results for our clients, their teams and the community.



## WHAT WE DO?

From culture, to contracts, conciliations to Covid-19; we're here to take HR off your hands.



## CLIENTS

We have clients across Australia, and work in various industries including hospitality, healthcare, mining tech, building, real estate, interior design, tertiary education & more.



## COMMUNITY

We support local DV support charity, **Worthy Australia**. In 2022 we are also working with schools and Universities to empower young people to stand up for their work rights through our **#RespectUsToo** Campaign.



## FEATURED IN...

National HR Magazines; International HR podcasts; Perth Business Podcasts; Speaker at Uni & Industry events; Perth 40 Under 40 Business Awards nominee.

“

Ella is fantastic at all aspects of Human Resources. Her IR knowledge is solid and her **thorough approach to problem solving** means that you can be sure her response and **solutions will be well thought out, reliable and with a focus on the people** concerned, not just business outcomes. Ella is smart, efficient and honest, making her a great choice for People and Culture support and advice.

SENIOR MANAGER

“

Her knowledge, skills and personable qualities are amazing along with her genuine desire to help others reach their potential. Ella takes time with people to **truly understand their individual challenges** and business needs and works in true partnership to **deliver a lasting outcome**.

DIRECTOR

“

One of the **best HR people** I know!

EXECUTIVE MANAGER

“

The service was very good and indeed **they know what they are doing**.

EMPLOYEE, PERTH

“

Ella is very approachable, and able to build meaningful relationships and **provide support to all levels** of the business. Whether you are an employee or employer looking for support, I would **definitely recommend** reaching out to Ella and her team at Employii for all your HR and IR needs!

BUSINESS PARTNER

“

Ella has a lot of energy, creativity, and motivation to **inspire exiting HR activities**.

OPERATIONS MANAGER  
DISABILITY SERVICES

“

Your work is **incredible and much needed**. And all the work you are doing with **not-for-profits** is so admirable.

BRAND MANAGER

“

Ella's energy and **passion for making a difference in the HR space**, especially in employee relations, is testament to her courage in starting her own consulting business to **drive positive change** and experiences.

EMPLOYEE EXPERIENCE  
EXPERT

“

Her approach to HR is unique, she won't leave any stone un-turned before making a **recommendation for best-practice to you as an employee or employer**.

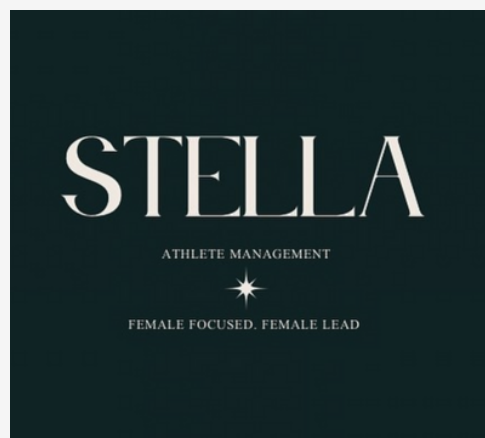
SOCIAL MEDIA  
MANAGER

“

I would **recommend Employii to any business owner**. I had Ella overhaul our contracts and employee handbook. Everything was very easy to understand, **all my questions were always answered promptly, honestly and respectfully**. Having Ella's guidance is exactly what I needed to put my mind at ease and to ensure I was still looking after my staff. After an in-depth discussion, she gave multiple options on what we could work on together and we started with the most important and will work on the others over time which was a very **cost effective** method for me. **Highly recommend!**

SHANNON, DIRECTOR  
PROPERTY ASSIST WA

We are proud to be the preferred supplier for HR for...



Members of these associations receive 5% discount on all Level 1 Retainer Services and above for their first six months of engagement. Save up to \$900 (Level 4)!

We would love to connect with you on socials!



[www.employii.com.au](http://www.employii.com.au)  
[employii@employii.com.au](mailto:employii@employii.com.au)  
0401 510 559

We look forward to supporting you with your HR needs!



[www.employii.com.au](http://www.employii.com.au) 0401 510 559