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Aged & Community Services  
Association of NSW & ACT

# **ACS EMPLOYEE RELATIONS MANUAL**

## **2003**

Designed to help members find their way through the complexities of the management of staffing issues, the ACS Employee Relations Manual is divided into eight sections and contains recommended policies, procedures and sample documentation for:

- **Job Analysis**
- **Recruitment, Selection, Appointment & Induction**
- **Training & Development**
- **Performance Appraisal**
- **Discrimination, EEO & Affirmative Action**
- **Counselling, Discipline & Termination**
- **General Policies, and**
- **Volunteers**

The manual includes:

- Sample application forms, letters of offer and employment contracts designed to make the recruitment process easier.
- Advice on how to conduct job analysis including sample job specifications.
- Advice on performance appraisals including sample forms and guidelines.
- Advice and suggested policies on discrimination, EEO and affirmative action.
- A complete counselling and discipline system including sample warnings and termination letters. With the Industrial Tribunals emphasising the importance of procedural fairness, it is important for an employer to have evidence of how employees were treated prior to dismissal so that they can properly defend themselves in unfair dismissal proceedings that may be brought against them by former employees.
- Policies designed to help members distinguish between their obligations to employees and their obligations to volunteers.
- Important general policies dealing with issues such as jury service, security, and handling money.

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## ACS EMPLOYEE RELATIONS MANUAL 2003

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**Please note:**

Sample forms included in the manual are provided in a Word document format  
allowing for customisation. These will be distributed by e-mail upon purchase,  
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