

Business Support Packages

HR Manager on Call



Every business needs a strong foundation of compliance employment practices and processes to meet the requirements of Fair Work Australia legislation, National Employment Standards and Industry Awards.

Human resources management is an area of professional specialty which many small businesses cannot afford to include as part of their business structure, or where business owners need additional help and support and a sounding board.

The *HR Manager on Call* package enables small and medium sized businesses to have access to their own HR Manager to provide assistance and advice when they need it in a cost effective and practical manner. This may encompass employment and safety compliance as agreed.

The focus of the package is the provision of advice via telephone, virtual meetings, and email. Any travel requirements to client premises are agreed separately.

The cost of documents, training or specific projects is not included in the HR Manager on Call Package. These are quoted separately at reasonable market rates.

Current clients of iFreelance join our bi-monthly newsletter which ensures that clients are kept informed of key employment and safety changes, such as wage increases and new safety requirements. The newsletter also provides topical articles of interest to business.

Changes to the client's existing documentation can occur through the usage of the amount of necessary time to make the changes. Access to recruitment platforms (e.g. SEEK, Linked In) can be arranged through iFreelance accounts and is charged at cost to the client, or access can be provided by the client for iFreelance to access the client's platforms and HRIS systems.

The package includes assistance and advice and a sounding board on an ad hoc and ongoing basis such as:

- Any people management related issues
- Award interpretation
- Minimum pay required
- Recruitment
- Performance management
- Changes to client documentation
- Monthly notification of any employment changes
- Reduced cost of creation of new HR documents

We offer a reduced rate for not for profit organisations which operate in the community services sector.

Flexible fee options include agreed hours per month commencing from as low as **four hours per month**.

Call today to receive a quote for your business.

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TERMS AND CONDITIONS – HR MANAGER ON CALL

Engagement of iFreelance occurs in accordance with this proposal and the terms and conditions herein.

Payment Terms

Invoices are payable within 14 days of the invoice date.

Costs and Expenses

Any additional works required by the client which do not fall within the scope of works herein described, will be approved by the client in advance and will be invoiced to the client. Where products need to be purchased by iFreelance, these incur 50% upfront payment.

Permission

You permit iFreelance to use your logo(s) on your internal paperwork.

Service Guarantee

If you are not satisfied with the quality of the process, methods or feedback provided, please raise this immediately with iFreelance so that these can be addressed to your reasonable satisfaction.

Disclaimer

Information, feedback, and discussions do not substitute the client's independent judgement and experience nor expert or legal advice. By adopting a business partnering approach, our focus is to assist you in making informed decisions about your organisation by providing objective advice and assistance.

Any application of recommendations provided is at your discretion; however, failure to adopt these may result in non-conformities with relevant legislation or other requirements. Aside from the service guarantee provided, under no circumstances (including but not limited to any act or omission on the part of iFreelance) will iFreelance be liable for any indirect, incidental, special and/or consequential damages or loss of profits whatsoever which result from any Services or Content.

Personal Information

The client is responsible for ensuring that it is within its rights to disclose personal, sensitive and/or medical information of its workers to iFreelance.

Intellectual Property Rights

The client is granted non-transferable intellectual property use of methodology, processes and documents which are the intellectual property of iFreelance, and which are provided to the client for their use. Such information is not to be distributed, copied, or reconstructed for any other purpose, or used for associated companies or provided to external parties.

Upon finalisation of any works by iFreelance, it is the client's responsibility to maintain the currency and integrity of the systems, policies and procedures designed. Unless iFreelance is engaged in an ongoing capacity to work with the client to maintain the systems, this responsibility is incurred by the client.