



Managing working from home and productivity

Presented by Wendy Jeffery-Lonnie



Your Host today

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Local knowledge.

National Connections.

Global Reach.

-
- Business structure & set up
 - Business valuations
 - Due diligence
 - Accounting, tax, compliance assistance
 - Strategic Planning Workshops



Disclaimer

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Today we are covering

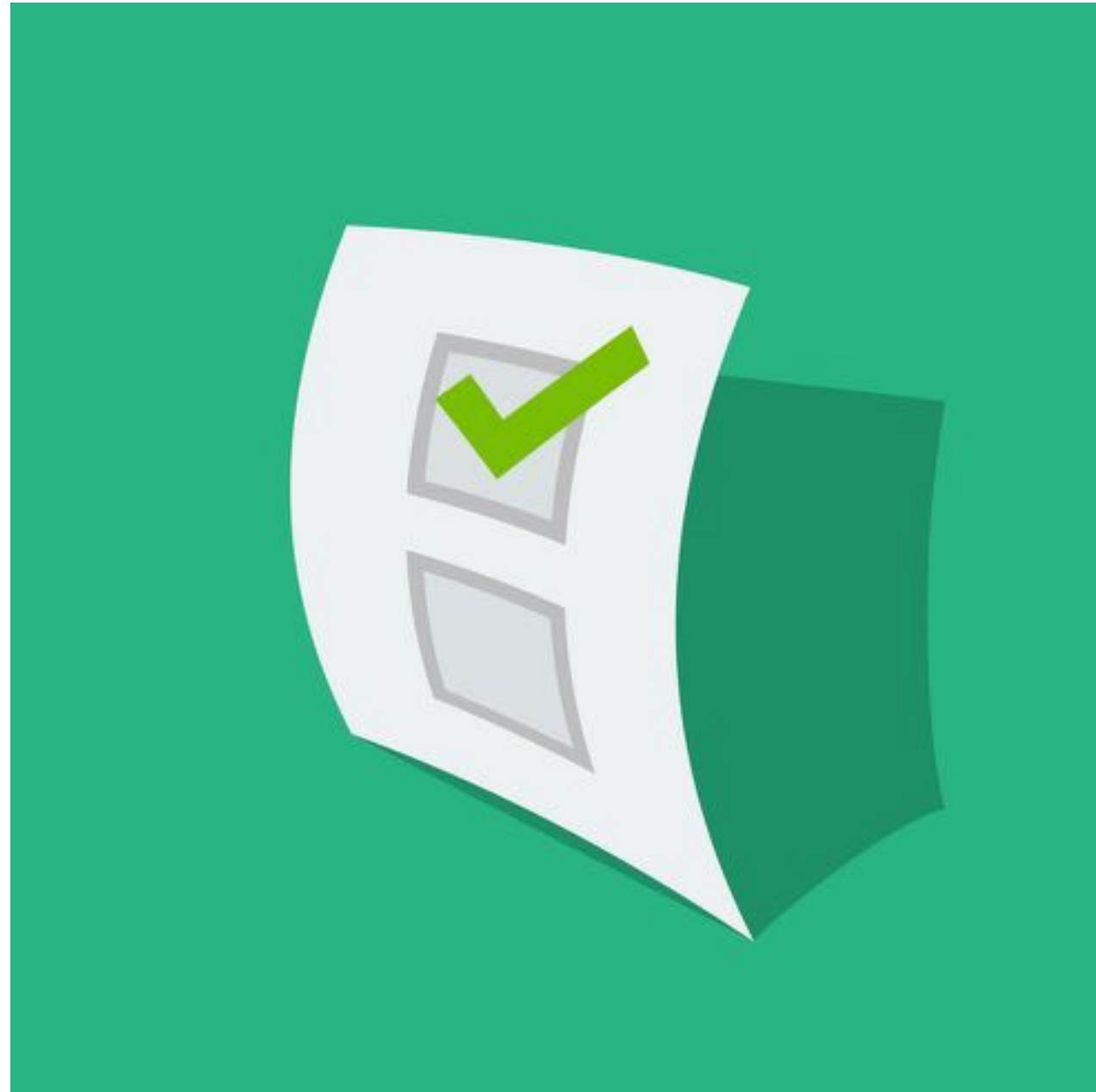
1. Setting your future flexible workplace policy

2. Payroll and Productivity Data

3. Adapting Productivity and Performance Measures

4. Get stuff done list

Quick Poll first.....



Employment Law Basics

- \$13,320 and \$66,600 (x 10 for issues relating to vulnerable workers)
- Industrial Instruments
- Employment Arrangements
- Fair Work Act
- Consultation Procedures
- Policies and Procedures



Clerks – Private Sector Award

13.2 The maximum number of ordinary hours that can be worked in a week by an employee is an average of:

- (a)** 38 hours per week over a period of up to 4 weeks;or
- (b)** 38 hours per week over a roster period agreed between the employer and the employee.


13.3 Ordinary hours may be worked between:

- (a)** 7.00 am and 7.00 pm on Monday to Friday;and
- (b)** 7.00 am and 12.30 pm on Saturday.

13.4 The spread of ordinary hours in clause 13.3 may be altered by up to one hour at either end:

- (a)** by agreement between the employer and the majority of employees concerned;or
- (b)** by individual agreement between the employer and the employee.

Different agreements may be reached with the majority of employees in different sections of the workplace or with different individual employees.



Setting your future flexible workplace policy

Workplace Expe



- Employees will generally not leave an organisation just for money
- More loyal to those around them than the business itself
- The average school leaver will have 5 career changes, 20 different employers and be self-employed at least once
- Training is more than a tool for productivity ... it's a tool for retention and it's expected
- Many quit jobs not because there is a compelling reason to leave, but because there is no compelling reason to stay

Workplace Expectations Post-2021

- Rising expectations around flexibility
- Not all smooth sailing
- Workspace Design
- Workplace Health and Wellbeing
- Workplace Culture

You don't get to make
work from home
mandatory for
a year and then
suddenly decide it's a
PRIVILEGE AGAIN

Go Back or Go Forward



- You can't just “go back to work”
- The Great Resignation
- Re-think and re-imagine the worker experience
 - ❖ Workspaces
 - ❖ Workplace practices, policies and procedures
 - ❖ Productivity
 - ❖ Workplace flexibility
 - ❖ Leave and return from leave policies
 - ❖ Recruitment and employment offering



Workplace flexibility & productivity

Productivity & Payroll



- Payroll Codes
- Timesheet Data
- Scenario's



Productivity & Performance

- What does a “good days work” look like in your business?
- New employee v long term worker
- Productivity issues
- Training and personal development

Productivity & Workplace Flexibility

- Workplace flexibility requests
- “On reasonable grounds”
- You need data
- You need a plan

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Road Map

- Employee voice
- Remove Senior Leader disconnect
- What's the goal
- Skills and resources gap
- Collaborative solutions
- Build a flexible plan



“Get Stuff Done” List

- Break down your business areas
- Look for gaps
- Plan how they can be filled
- Prioritise, allocate and deadline



Turn your insights
into action

Consider:

- Redefine your payroll data
- Analyse how you are tracking productivity and how to align it with the performance of your people
- Consider in-office/ WFH/ Hybrid system and what it means to your employee experience
- Follow your roadmap - Gather your data, check in with your people, collaborate

Questions?

Local knowledge
National Connections
Global reach

Thank you!

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