HR Masterclass 1 Summary Handout
Managing working from home and productivity

1. Surveying and documenting the good and the bad about working from home and working in the office

   a. Determine if you can rework any of the bad,
      i. if not why not,
      ii. if yes, when
   b. Understand the importance of the good on your business and your culture
      i. How can you promote this
      ii. How can you reward and encourage this
   c. Are there any non-negotiable's
      i. Why?
      ii. Is there a work around?

2. Look at your Award (or get someone else to)

   a. Are there restrictions on how hours of work can be spread
   b. When does overtime or penalties commence
   c. What flexibility arrangements does the award provide
   d. DOCUMENT everything and get agreement – as we know the IR laws sometimes take a period of time to catch-up with what is happening in business. You need to have a clear outline of what your intention was at the time and why particular decisions were being made.
   e. Make sure you cost out any changes against the Award to confirm your salary rate covers these minimums.

3. Payroll Categories

   a. Build your scenario's
   b. Commence tracking your data
   c. Review and analyse regularly and adjust if required

4. Review how you measure success in a role

   a. How do you know if someone is doing well
   b. Hours completed may not be an indicator of success
   c. Build your productivity measures
   d. Review and analyse regularly and adjust if required

5. Understand your employment offering

   a. Is that what your people really want
   b. Talk to your team and ask them – the good and the bad
   c. What do they expect v what is a true benefit to them
   d. Review what other businesses are offering