

emaconsulting

## Employee Management System

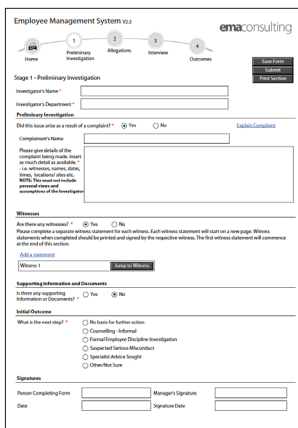
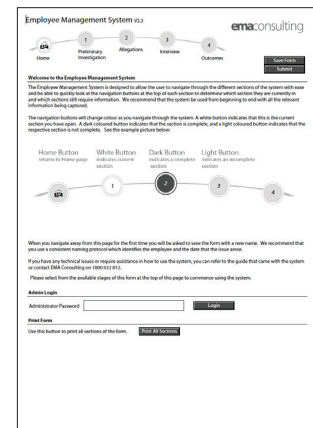
*... practical employee management made easy*



# Employee Management System

The Employee Management System (EMS) provides an easy to use step-by-step process for the management of investigations, complaints, counselling, allegations, warnings and termination of employment arising from poor performance or misconduct. EMS provides users with a structured and consistent approach that has been designed to protect employers from potential claims for unfair dismissal, unlawful dismissal, bullying, EEO and stress.

EMS provides an interactive and simple process for managers through the use of *Portable Document Format* (PDF), that can be accessed by anyone who has *Adobe Acrobat Reader*. Within the PDF document we have included technology such as, exporting documents to an organisation's letterhead in *Microsoft Word*, hide and show, radio buttons, example buttons, tool tips and the ability to attach other organisational electronic files for future reference. These facilities assist the user to follow the correct process, complete the required documentation all with minimum interruption to other tasks in their day. Through the use of section buttons that visually indicate whether each section has been completed, the manager of the process can quickly check progress. Below is a brief look at the primary sections of EMS.

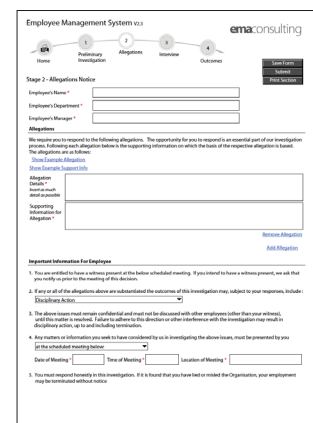


## Preliminary Investigation

This section provides the organisation with a process for capturing initial information as it is brought to hand. It ensures that the relevant information is recorded to establish a basis for proceeding with counselling or the disciplinary process (or alternatively when no action is appropriate), as well as the commencement of 'reasonable administrative action' necessary for the management of issues such as stress and bullying claims arising from the process. Included is a process for capturing witness statements and attaching supporting information such as policies, contracts, previous relevant warnings, photos and any other relevant electronic file. This section has been designed to allow any level of management to take responsibility for this process.

## Allegations Notice

This section provides the organisation with a step-by-step process for providing an employee with specific and detailed allegations. It ensures that the employee is aware of their rights and obligations during the disciplinary process and deals with administrative issues such as meeting time, notification of representation by the employee and other matters. The process is best practice, ensuring that the requirements of legislation and case law have been dealt with and documented.



## Interview

This section provides the organisation with a step-by-step process for interviewing the employee and ensuring that the employee has a reasonable opportunity to respond to the allegations. This section also provides a guide for the manager running the interview to ensure that the required issues have been covered and that all the available information is captured for determining the appropriate outcome in the next section.

The screenshot shows the 'Employee Management System v2.0' interface for 'ema consulting'. It is titled 'Stage 1 - Interview Record'. The form includes fields for 'Employee Name', 'Employee Department', and 'Employee Manager'. Below these are fields for 'Date', 'Manager/Supervisor', and 'Employee Witness'. There are also checkboxes for 'Other Witnesses' and 'Did you receive the allegations and do you understand what is being alleged?'. A section for 'Employee Response to Allegation' includes a 'Response' field and a checkbox for 'Manager has confirmed understanding of response with employee'. At the bottom, there are checkboxes for 'Are there any additional allegations?' and 'Are there any pending factors the employee would like the employer to consider?'. The form also includes a 'Print' button and a 'Next Section' button.

The screenshot shows the 'Employee Management System v2.0' interface for 'ema consulting'. It is titled 'Stage 4 - Summary of Outcomes'. The form includes fields for 'Employee Name', 'Employee Department', and 'Employee Manager'. Below these are fields for 'Outcome of Investigation' and 'Is the outcome of the investigation termination of employment?'. There is a section for 'Termination' with a checkbox for 'This is a reason for termination'. Below this are fields for 'Issuing Manager', 'Manager Position', and 'Authorising Manager', each with a 'Signature' field and a 'Date' field. The form also includes a 'Print' button and a 'Complete' button.

## Outcomes

This section provides the organisation with the relevant documentation for recording and providing to the employee, the relevant outcome. This section generates the required documentation to record the key outcomes that the employer may determine as being appropriate including education, mentoring, counselling, all levels of formal warnings, termination and other alternative outcomes such as workforce education and communication. This section also provides the employer with checklists to minimise the risks that are associated with warnings or termination of employment. This section has secure access that is restricted to those personnel that have been authorised to make final decisions.

## Customising

Each EMS is individually customised by embedding the organisation's logo into their EMS. Through the administration section of EMS each organisation has the ability to further customise how their respective organisation can manage EMS. This includes authorisation for different outcomes in the disciplinary process through to restricting printing and the ability to use documents within EMS to export letters to *Microsoft Word* on the organisation's letterhead (such as letters of allegations, warnings and termination letters).

EMS is provided on a flexible annual subscription enabling an organisation to pay annually or monthly. Training is recommended to ensure successful implementation of EMS. Training costs may also be incorporated into the subscription.

## Interested, or would like further information?

Please contact us on our toll-free number - 1800 632 812 or visit our website at [www.emaconsulting.com.au](http://www.emaconsulting.com.au).



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