



EMPLOYSURE HUMAN RESOURCES ADVICE LINE

Family Doctor Practice Managers have direct access for advice on HR Support. This unlimited advice is provided by Employsure 24/7.

Employsure are to be contacted by the PM's for any issues or disputes that may be arising, at the earliest opportunity.

This may include HR items such as reducing the hours of a part time employee, performance management of non-performing staff, changes to rosters/timesheets, instant dismissals, employee resignations etc.

It is **VERY** important that the Practice Manager contacts Employsure with regard to any HR issues before any action is taken that may result in an adverse reaction from employees.

Employsure not only give advice, they also provide any templates required (ie letters for employees).

They also run Family Doctor's **employment insurance** so if there is, for example, an unfair dismissal claim raised against FD – Employsure will cover the legal advice and representation.

Employsure will **ONLY** do this (ie FD's insurance cover will only be valid) if they are involved from the beginning of a claim and their advice is followed – hence why it is important to get advice early and whenever the Practice Manager feels that there may be an adverse event or claim.

Employsure
Unlimited, 24/7 Support

Ph: 1300 651 415
Unique Member Number: EMP19996