

## CHECKLIST FOR EMPLOYERS

**Jobs Victoria Workers in Transition** has developed a checklist for employers to help you establish what you need to do if you intend to retrench staff.

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Discuss your business issues with a business mentor or industry group such as the Victorian Employers Chamber of Commerce and Industry (VECCI) or The Australian Industry Group (AiG).

📞 03 8662 5333

@victorianchamber.com.au

📞 1300 55 66 77

@aigroup.com.au



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Look at other options before deciding to retrench staff e.g. restructure; reduced hours with agreement of employees, etc.



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Consult with Business Victoria regarding options and advice for businesses facing challenges.

📞 13 22 15

@business.vic.gov.au



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Consult with your employees and union/s on the planned changes.



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Advise the Commonwealth Department of Human Services – Centrelink of the proposed retrenchments.

📞 13 11 58

@humanservices.gov.au/organisations/business



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Check your Enterprise Bargaining Agreement (EBA) or Award to confirm your obligations.



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Check you are meeting your obligations as a business regarding:

- severance pay
- accrued wages
- annual leave / long service leave
- notice of termination
- pay in lieu of notice
- Employment Separation Certificate.



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Contact the **Jobs Victoria Workers in Transition** team to arrange a seminar to support and assist your retrenched workers throughout the process.

📞 1300 208 575

@jobs.vic.gov.au



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Consider contacting local companies in your industry or similar industries who may have vacancies.

