



IFA

Employment Service

Protecting your Farm Business



Employment law legislation is every changing and impacts all areas from hiring to employee exit. IFA's Employment Service enables members to become and remain compliant with employment law legislation.

www.ifa.ie/employmentservice

In partnership with

HR DUO
POSITIVE EMPLOYEE RELATIONS

IFA has partnered with HRDuo to offer an Employment Service to members. IFA's Employment Service enables members to become and remain compliant with employment law legislation, which is every changing and impacts all areas from hiring to employee exit.

Poor employment practices expose farm businesses to the following:

- Employer exposed financially
- Increased operational costs
- Ineffective use of resources
- Exposure to WRC & labour court action
- High staff turnover
- Difficult to manage staff without proper policies in place

What is included

Initial Review

HRDuo will carry out a full review of the documentation and practices, to ensure documents are up to date with legislation and consistent with each other. This review will:

- Review and revise all contracts of Employment as necessary
- Create new contracts of Employment where required
- Review and revise all policies and procedures
- Create additional policies and procedures as required
- Review employee handbook and ensure consistency with the policies and procedures
- Create a new employee handbook as required
- Create all required HR records and correspondence

Online Software

The online platform is a key resource that assists farmers/ business owners in storing key staff information, as well as recording leave and other mandatory records. HRDuo will work closely with clients to set the system up and ensure all employees have access.

The in-house cloud-based computer system maintains all your record keeping and data processing, keeps it all in one place safely, securely and always up to date. It includes a smartphone app which is available to all employees

Ongoing Support

Once the initial onboarding phase is complete, the goal is to ensure that your farm/business is fully compliant with all legislation and regulations relating to employment of staff. Ongoing support is provided for all clients through a dedicated contact.

Expected support activities include:

- Ongoing support through phone, email or instant message for routine and non-routine queries.
- Support for activities across the complete employee lifecycle.
- Advising and giving confidence to managers for the decisions they need to make
- Regular updates of all documentation
- Creation of job descriptions for future employees
- Ensuring future employees are appropriately and legally contracted
- Use of the HRDuo platform to record all employee details
- Employee resolutions centre

About HRDuo

HRDuo is a young, Irish company that provides HR Support to farmers and other small businesses across Ireland, including IFA head office. The service includes experienced HR professionals coupled with proprietary technology which manages time, leave, HR compliance and staffing information. HRDuo's representatives are experienced, motivated and commercially minded HR Professionals who provide high quality service to a wide range of clients in diverse sectors. HRDuo will work closely with clients to ensure that they are fully up to date and will then help to resolve any issues that arise. The team is based in Dunshaughlin Co Meath and their experience spans decades.

This service is available to IFA members at exclusive IFA Member rates from €450 per year

To learn more about this service call: 1800 714 001

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Terms and conditions apply.