



## The end of JobKeeper 2.0 checklist

Now that JobKeeper 2.0 is coming to an end, what do employers and business owners need to do? Our team of employment relations experts and lawyers have come together and compiled this checklist so employers can start preparing for the end of the Government subsidy.

Not an HR Assured client? If you have an existing HR matter or you'd like to discuss how the end of JobKeeper will impact your business, contact the team at HR Assured and we can assist you. Arrange your complimentary consultation [here](#).

**1. Have you undertaken an assessment of your business's operational requirements to identify if a restructure or redundancy is required?**

Yes      No

**2. If yes, have you commenced any applicable consultation requirements?**

Yes      No

**NOTE:** With no wage subsidy supporting businesses, and the removal of the JobKeeper provisions from the Fair Work Act 2009 (FW Act), businesses may need to assess the structure and the viability of the business moving forward. Where it can be identified that jobs are no longer required, businesses may need to consider undertaking a redundancy process. HR Assured has a series of articles that take readers step-by-step through the redundancy process and can be accessed [here](#).

**3. Have you notified your employees that the JobKeeper program will be ending and informed them of cessation of any existing stand down or other directions?**

Yes      No

**NOTE:** While there is not a legislative requirement to give notice of the end of the direction, employers may consider providing employees notice, either verbally or via written correspondence that the direction will cease from that date. If a business needs to implement additional measures to support a return to the workplace, it should plan to do so and consult with employees ahead of the JobKeeper program ending.

**4. If necessary, have you consulted with employees regarding variation of employment?**

Yes      No      N/A

**NOTE:** If an agreement is reached, ensure there is a written agreement signed by both parties which outlines the change. If no agreement is reached, the business may need to consider redundancy.

**5. Have you submitted your monthly business declarations for February JobKeeper fortnights no later than 15 March 2021?**

Yes      No      N/A



6. Have you submitted your monthly business declarations for March JobKeeper fortnights in April 2021?

Yes      No      N/A

7. Have you asked all your casual employees to provide their working availability?

Yes      No

**NOTE:** If a casual employee refuses to attend work, it may be more difficult to manage as casuals can accept and reject work as they please. However, employers may consider requesting that the employee provide their availability and if they refuse this may be a disciplinary matter. If the casual employee is not responsive to contact from the employer, the employer may consider commencing an abandonment of employment process. Specific advice should be sought in this case.

8. Have you considered how to manage staff if they're not performing well?

Yes      No      N/A

**NOTE:** Employers may find that employee performance declines after the cessation of the JobKeeper scheme, particularly where employees were earning more under the scheme than they ordinarily would. In this case, employers may commence an appropriate performance management process to address the concerns. You can read about performance management [here](#).



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