



Laura Fergusson Trust Wellington

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INFORMATION FOR PROSPECTIVE EMPLOYEES

You will have received a '*Draft*' *Individual Employment Agreement* as part of the Laura Fergusson Trust's offer of employment. **It is suggested that you take the time to read this thoroughly, and to seek advice on any areas you are uncertain about before signing the contract.**

The Laura Fergusson Trust Wellington wishes to be a 'Good Faith Employer' and play our part in ensuring that our employment relationship with you is as productive as possible. The Trust welcomes the opportunity to support you to ensure **you** have all the information you require. You may wish to propose changes and the Trust will respond to your proposals and is willing to consider them. (*For example you may want to include a provision that enables you to have the school holidays off in order for you can take care of school aged children*).

You will find that the Department of Labour website provides an excellent source of up to date information for all employees. You can access this information by using the Laura Fergusson staff room computer and the site is saved in our 'favourites' section. **The web site address is (<http://www.ers.dol.govt.nz>)**

There are a number of different services provided by the Labour Department including telephone advice, written information and online information. The Department of Labour web site displays a section with a series of questions and answers which cover the main areas of employment law, and has links to where you might look for more in-depth advice.

The Labour Department web site includes useful question and answers on the following:-

What pay and conditions am I entitled to?

Who is an employee, and who is not?

I'm starting a new job – how do I find out what I am entitled to?

Every person employed must have a written employment agreement. **It may be either an Individual Agreement or a Collective agreement.** Your draft agreement attached is an Individual Agreement.

The Trust uses the services of a contract lawyer to regularly review the Individual Agreement and is a member of the Employers Assistance Programme which enables us to keep up to date with changes in regulations.

The Labour Department web site includes useful question and answers on the following:-

How do I negotiate an individual agreement with my employer?

Can an employer offer me a fixed-term agreement?

Can an employer offer me a trial or probationary period?

Can I be engaged as a "contractor"?

What is "good faith"?

The Laura Fergusson Wellington Employees, in keeping with the Employment Relations Act 2000, have an absolute right to make their own decision about whether they want to join a union and, if so, which union.

It is illegal for an employer to put unreasonable pressure on them to join or to not join a union, or to discriminate against them because they joined or didn't join a union. It is also illegal for anyone else, (a third party), to put unreasonable pressure on an employee to join or to not join a union.

The Labour Department web site includes useful question and answers on the following:-

Do I have to join a union?

What if a Union shows up at my work place?

What happens to my conditions of employment if I do join a union?

What if I resign from the union?

How do I join a union?

What if I want to form a union?

Can I take time off for union activities?

You may wish to have further discussion about:

- **The 'Offer of Employment'**
- **The 'Draft' Individual Employment Agreement,**
- **The time frame of the offer of Employment extended,**

If so, please contact the CEO to make an appointment to further explore this as soon as possible.

Sue Thompson

Chief Executive Officer