

EMPLOYMENT CONTRACTS / AGREEMENTS

Every employee must have a written employment agreement. It can be either a collective agreement (between employees, employers and unions) or an individual agreement (between an employer and employee).

These are things that must be included in employment agreements by law:



- ✓ the names of the employer and the employee
- ✓ a description of the work to be performed
- ✓ an indication of the place of work the agreed hours or an indication of the hours that the employee will work
- ✓ the wage rate or salary payable and how it will be paid
- ✓ a plain explanation of how to help resolve employment relationship problems including advice that personal grievances must be raised within 90 days
- ✓ a statement that the employee will get (at least) time-and-a-half payment for working on a public holiday
- ✓ any other matters agreed on, such as trial periods, probationary arrangements, or availability provisions
- ✓ the nature of the employment if the employment is fixed-term.



If you need help regarding your contract you can contact us at
Raise the Bar Hospo Union: advocacy@raisethebar.net.nz
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