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| **Purpose:** | The purpose of this document is to provide a framework for name of organisation is defining an employee and providing guidance around any employee related tasks. |
| **Scope:** | This policy applies to all staff, contractors and volunteers of name of organisation.  |
| **Principles:** | Abide by the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of name of organisation. |
| **Version:** | Template to adapt | Effective Date: | Add date |
| **Approved by:** | Board  | Due for Review: | 12 months |
| **Templates** | * Application for Employment Form
* Applicant Reference Check Form
* Sample Interview Questions Template
* New Employee Information Summary
* New Employee Induction Checklist
* Employee Performance Appraisal & Professional Development Plan
* Exit Interview Questionnaire
* Team Member Exit Checklist
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| **Legislation:** | * Employment Relations Act 2000
* Holidays Act 2003
* Wages Protection Act 1983
* Minimum Wage Act 1983
* Parental Leave and Employment Protection Act 1987
* Equal Pay Act 1972
* Health and Safety at Work Act 2015
* Human Rights Act 1993
* Privacy Act 1993
* Protected Disclosure Act 2000
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| **Reference Documents:** | * Trust Deed / Constitution / Rules *delete not applicable*
* Delegated Authority Levels Template
* Policy and Procedure - Governance Recruitment and Induction
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| **References** | www.employment.govt.nz/about/employment-law/legislation/http://legislation.govt.nz/www.business.govt.nz/hiring-and-managing/hiring-people/overview-of-the-hiring-process/EmploymentNZ **-** www.employment.govt.nz www.employment.govt.nz/workplace-policies/employee-performance/www.employment.govt.nz/resolving-problems/ |

**Employment Policy**

Our Employment Policy is that we attract and appoint people with the right skills, knowledge, behaviours and experience to meet the needs of name of organisation. We also want to ensure the process is respectful of the applicant and completely transparent.

We aim to offer employment to people from our community who have lived and experienced what many people in our community are going through.

We respect the principles of confidentiality, equality, and transparency by interviewing and assessing people on behavioural competence. We follow an equal employment opportunities philosophy.

Once a staff member has been appointed to a position or a contractor has been engaged we commit to providing a positive and safe working environment that encourages openness, honesty and personal development.

**Responsibility**

* It is the responsibility of the Chairperson to ensure that recruitment and employment meets legislative requirements
* It is the responsibility of the Chairperson to report any employee related performance issues and any complaints received from staff to the Board as soon as practical.
* The Chairperson and Trustees / Board Members *delete not applicable* are responsible for ensuring the correct policies, guidelines and reporting are in place.

**Definition**

An employee is a person who has agreed to be employed to work for some form of payment under a contract of service. Payment under a contract of service can include wages, salary, commission and piece rates.

Employees include:

* people who have been offered and have accepted a job, but are yet to start working
* permanent employees (full-time and part-time)
* fixed-term employees (full-time and part-time)
* casual employees
* homeworkers
* seasonal employees
* employees on probationary and trial periods
* employees in a triangular employment situation.

An employee is not:

* a self-employed or independent contractor
* a volunteer who does not receive a reward for working

Reference: https://www.employment.govt.nz/starting-employment/who-is-an-employee/

## **Performance Management**

Performance appraisals must be held at least every twelve months.

At all times any performance concerns will be raised with an employee in a proactive and constructive way at the earliest possible time so that any training issues or other concerns can be addressed.