

# The Employment Relations Practice Course

20 and 21 October 2010

- *A 2 day course which examines employment issues from engagement to termination and relevant employment legislation.*
- *A comprehensive manual is provided.*

**Last  
chance  
for 2010 !**

The outline below is provided as a guideline of the course content, the timing and/or order of sessions may vary due to operational requirements:

**PART 1 : PRE EMPLOYMENT**

This part examines the steps to undertake when seeking to employ a new employee. It also covers the different ways an employee can be appointed, e.g. Full time, Part-time, Casual and Fixed Term. Other issues covered include reviewing the specific requirements of an employment agreement and any special clauses required due the nature of the position being advertised or filled.

**PART 2: NEGOTIATIONS AND GOOD FAITH**

Part 2 focuses on negotiations under the Employment Relations Act 2000. Employers are required to negotiate with individual employees when offering employment and during employment when changes are required or requested. Employers may also be negotiating with unions in collective negotiations. There will be a particular focus on the requirements of good faith.

**PART 3 : DISCIPLINE AND TERMINATION**

Disciplinary procedures and outcomes are covered in detail in this part. There is in-depth examination of the procedures to be followed in disciplining an employee and terminating employment.

**PART 4: PERFORMANCE MANAGEMENT**

**Probationary Periods**

Information is provided on the rights and obligations of employers when employing an employee on a probationary or trial period. Particular reference is made to the requirements detailed in section 67 of the Employment Relations Act 2000.

**Reviews**

This section provides information on reviewing the performance of an employee. Reviews can be used to assess the performance of an employee to date and mapping the future of the employee within the company.

**PART 5: REDUNDANCY AND RESTRUCTURING**

This part covers issues surrounding restructuring a company including what steps to undertake when making employees redundant or redeploying them into new roles. It also covers the requirements under Part 6A of the Employment Relations Act 2000 regarding employee protection in restructuring.

**PART 6 : LEAVE**

**Holidays Act 2003**

This session covers entitlements to annual, sick/domestic and bereavement leave. Public holiday entitlements are also covered.

**Parental Leave**

This part examines the Parental Leave and Employment Protection Act 1987. Notice requirements, the requirement to hold a position and the appointment of temporary employees are covered. Additionally the paid parental leave amendments made in 2002 are discussed in detail.

**PART 7: LONG TERM ABSENCES (MEDICAL/ACCIDENT)**

Where an employee is absent for an extended period of time there are a number of options for an employer. This part covers the procedures to follow and discusses options for dealing with long term absences including terminations for medical grounds.

**PART 8 : POLICIES**

The types of policies that may be applicable and practical for a business are covered in this part. Sample policies for such things as conduct and computer usage are included.

**PART 9 : GENERAL**

**Exit**

The exit of an employee can often be a non-event. This section looks at the option of having an exit interview to find out exactly why an employee is leaving and any issues he/she may have had when working for the organisation. Exit interviews can provide an opportunity for feedback.

Any other general matters not already dealt with.

**PART 10 : WHERE TO GET HELP**

Part 10 provides information on where an employer can get assistance

**Dates:** **Wednesday 20 and Thursday 21 October 2010**  
**9.00 am to 5.00 pm**  
*[Morning tea, lunch and afternoon tea provided as well as comprehensive notes]*

**Fee:** **\$1350.00 per person plus GST for the 2 day seminar**  
*[Registrations for single days are not available]*

**Presenters:** *Contributions over the two days of the seminar will be made by Neil McPhail, Raewyn Gibson, Peter Zwart and Amanda Munting-Kilworth, Employers' Advocates, McPhail Gibson & Zwart Ltd*

**Venue:** Conference Room 1, Mancan House Conference Centre  
(Canterbury Manufacturers Association Building)  
Corner Cambridge Terrace and Manchester Street, Christchurch.

#### ENROLMENT INFORMATION:

You will receive confirmation by fax/email no later than 3 working days prior to the course commencing. In the event the seminar is fully booked you will be notified and if possible your enrolment transferred to the next available date .

***Either post or fax this form or email your enrolment details to secure a place.***

*(If faxing you may need to photocopy this form onto white paper prior to faxing).*

***Do not send payment now – invoices will be sent after the seminars.***

✉ PO Box 13780, Christchurch, 8141 ☎ 03 365 2347 📧 [carey@mgz.co.nz](mailto:carey@mgz.co.nz)

#### CANCELLATION POLICY:

Cancellations and/or substitutions will accepted as follows:

- Substitutions may occur at any time, please notify as soon as possible.
- Up to 7 days prior cancellations will not incur a penalty.
- 6 - 3 days cancellations will incur a penalty of 50% of the fee.
- 2 or less days prior cancellations will incur a penalty of 100% of the fee.
- No Shows will incur a penalty of 100% of the fee.

***Cancellations and/or substitutions must be in writing (fax and/or email acceptable).***

#### ENROLMENT FORM:

##### The Employment Relations Practice Series : 20 and 21 October 2010

Name/s of Attendee: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Company: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_