

## Enrolment Details

**Dates:** Wednesday 11 and Thursday 12 March 2020  
- 9.00 am to 4.30 pm  
[Morning tea, lunch and afternoon tea provided as well as comprehensive notes]

**Fee:** \$1,775.00 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 Raewyn Gibson, Peter Zwart and Dean Kilpatrick  
Employers' Advocates, McPhail Gibson & Zwart Ltd

**Venue:** Parkview 1,  
The George Hotel, 50 Park Terrace, 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 892, Christchurch, 8140    ☎ 03 365 2347    📧 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 working days prior cancellations will not incur a penalty.
- 6 - 3 working days cancellations will incur a penalty of 50% of the fee.
- 2 or less working 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 : March 2020

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

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

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

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

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



# The Employment Relations Practice Course

11 and 12 March 2020

MGZ | employment law

## Course Detail

A 2 day course which examines employment issues from engagement to termination and relevant employment legislation.

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 to the nature of the position being advertised or filled.

### PART 2: 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 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/Trial 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: HOLIDAYS ACT

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

### PART 6: 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.

## Course Detail

### PART 7: NEGOTIATIONS AND GOOD FAITH

Part 7 focuses on the good faith requirements of the Employment Relations Act 2000. Employers are required to act in good faith in relation to all matters in the employment relationship. The duty of good faith also requires the employer to negotiate in good faith 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 8: 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 A of the Employment Relations Act 2000 regarding employee protection in restructuring.

### PART 9: INTRODUCTION TO HEALTH AND SAFETY

In 2013 the Independent Taskforce on Workplace Health and Safety reported that New Zealand's work health and safety system was failing. As a result, New Zealand underwent its most significant workplace health and safety reforms in 20 years resulting in the Health and Safety at Work Act 2015 and the formation of WorkSafe New Zealand, a new Health and Safety regulator. This part examines some of the key definitions and concepts under the Act.

### PART 10: POLICIES

The types of policies that may be applicable and practical for a business are covered in this part. This session gives an overview of the dos and don'ts of company policies.

### PART 11: GENERAL

The last part of the seminar looks at areas not covered by other sections which require discussion, including:

- Contractors
- Union Matters
- Legislative Updates

#### Panel Discussion:

If time permits the presenters convene an interactive panel discussion at the conclusion of the seminar where participants can raise any issues which they would like to discuss further.