

Employment Law in a Nutshell

The most fun you can have learning employment law!



Employment Law in a Nutshell can be run either as a half day or full day workshop. For the full day workshop we spend more time on the areas you choose from the modules below. We also run a 3 hour module just on the relevant legislation when you are hiring someone.

We cover just the key points of the legislation, then participants discuss real life situations, how the legislation applies, answer quizzes to test what they have learnt and solve questions that employees often ask about the law. Participants receive a workbook which they complete during the workshop and can use as a reference guide.

Who should attend?

This workshop is perfect for HR professionals, recruitment specialists, managers or small business owners. Anyone who needs to know the basics of employment law!

The Key Pieces of Legislation

The Ins & Outs of the Holiday Act

What do employees get paid on Public Holidays & do they have to work?

How can excessive sick leave be handled? How does ACC work? When can I ask for a medical certificate?

When can I decline annual leave? How do I keep my team's holidays under control?

How many days and for who do you get bereavement leave for.

Employment Relations Act Essentials

What clauses need to be in an employment agreement?

What do I need to know about the differences between fixed term, casual, temporary employees and contractors?

Good faith – what does it really mean? What do I need to know about union access and collective bargaining?

Flexible Working Arrangements – what can employees ask for and do I have to say yes?

Handling the Human Rights Act

When is discrimination lawful? When is it unlawful?

What interview questions may discriminate, and how do I ask them if there is a valid reason for asking?

The Privacy Act

What can and can't I ask when reference checking?

How do I collect & store private information about employees?

Other Legislation

Criminal Record Act:

What can you ask candidates about their criminal history? What roles does this apply for?

KiwiSaver Act:

New & transferring employees – do they have to opt in and what do you have to do? Employer contributions and Government benefits – how do they work?

Health & Safety Act:

Hazards, harm, serious Harm, near misses, stress, accidents and injuries. What policies and procedures must you have in place? What will happen if you don't?

Minimum Wage Act:

What do you have to pay? When doesn't the minimum wage apply?

Volunteers Protection Act:

What is it and when does it apply?

Protected Disclosures

Act: What obligations do employees and employers have on 'whistle blowing'?

Juries Act: What it covers.

Wages Protection Act:

What can you do if you overpay someone? When can you deduct money? Can you ever change an employee's pay day?

