

Employment Relations Practice Course

12 and 13
June
2024

9.00 am - 4.30 pm



The MGZ team offer a 2-day course which covers everything you need to know about the employment relationship in a comprehensive and well-structured way.

Fee: **\$1895.00 per person plus GST for the 2 day course**
[Registrations for single days are not available]
[Morning tea, lunch and afternoon tea provided as well as comprehensive notes]

Presenters: Contributions over the two days from MGZ Employment Law Team

Venue: Parkview 1, The George Hotel, 50 Park Terrace, Christchurch

ENROLMENT INFORMATION:

To secure a place email contact details to carey@mgz.co.nz
You will receive confirmation by 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. Invoices are issued after the seminar.

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.

Course Detail

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 and 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: 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.
- 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: POLICIES** - The types of policies that may be applicable and practical for a business are covered in this part giving an overview of the dos and don'ts of company policies.
- PART 10: UPDATES** - The last part of the seminar looks at Legislative Updates