



HUMAN RESOURCES PACKAGE

Because - you work hard for your money



EMPLOYING PEOPLE IN NEW ZEALAND TODAY CAN BE A MINEFIELD. EMPLOYMENT RELATED PROBLEMS CAN BE EXPENSIVE. YOU NEED THE RIGHT DOCUMENTS AND PROCEDURES IN PLACE TO REMAIN PROTECTED AGAINST CLAIMS FROM BOTH CURRENT AND EX-EMPLOYEES.

OUR HUMAN RESOURCES PACKAGE WILL GIVE YOU THE TOOLS YOU NEED THROUGHOUT THE EMPLOYMENT PROCESS FROM PRE-EMPLOYMENT RIGHT THROUGH TO TERMINATION. IT INCLUDES FORMS, MANUALS, GUIDANCE ON POLICIES AND PROCEDURES, AND A TEMPLATE EMPLOYMENT AGREEMENT THAT PROVIDES YOU WITH MAXIMUM PROTECTION.

REDUCE YOUR EXPOSURE TO CLAIMS UNDER THE EMPLOYMENT RELATIONS ACT AND INCREASE THE EFFICIENCY OF YOUR HUMAN RESOURCES MANAGEMENT BY USING OUR COMPREHENSIVE HUMAN RESOURCES PACKAGE.

New Zealand law requires that a written and signed employment agreement is in place between all employers and employees.

If you do not have a written employment agreement in place with any of your employees, you are breaking the law and are liable for fines of up to \$10,000. You are also giving your employees a 3-year window of opportunity to bring any grievance against you.

Likewise, if your existing employment agreements have not been updated in the last 2 years, you are not likely to be covered for the latest changes to employment legislation.

Court precedent shows us that if you do not have a proper employment agreement in place, a court decision will most likely favour the employee.

EC Credit Control can assist you with reviewing and updating your employment agreements.

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Most of our clients, will at least need their existing agreements modified to take the latest legislation into account. However, our Human Resources Package also includes the following:

1. Human Resources Manual
2. Health & Safety Policies and Manuals
3. Recruitment process checklist
4. Employment application form
5. Questions to ask referees
6. Non-interview rejection letter
7. Interview questions to ask applicant
8. Ministry of Justice request for criminal information and instructions
9. Pre employment drug testing consent form
10. Authority to complete a credit check consent form
11. Rejection letter
12. Letter to accompany employment agreement
13. Comprehensive employment agreement
14. Job description
15. Induction training checklist
16. Exit interview form
17. Employee exit checklist



Thanks to EC Credit Control's Human Resources Package my business is now in a better position to handle employment relations.