

# Coping with Employment Changes

In our April newsletter, we highlighted major changes to the Employment Relations and Holidays Acts that came into force on 1 April 2011. Of particular concern to us is the requirement for employers to maintain employee personal files from 1 July this year.

We understand all too well the administration that comes with being an employer. To make our employer clients' lives easier, we've developed a simple Employer Documentation Kit, which you now have the opportunity to acquire.

The kit includes almost 50 checklists, forms and letters as well as a detailed procedure that guides you through its use. The kit covers recruitment, induction, trial & probation, remuneration, training & career development, performance management, leave & sick leave, resignation & termination. All of this for only \$295.00 (Please note that we have not included an Employment Agreement template in the kit, simply because there are a number of recognised agreement providers).

The Department of Labour website has information that could help.

[www.dol.govt.nz/er/starting/relationships/agreements/builder.asp](http://www.dol.govt.nz/er/starting/relationships/agreements/builder.asp)

However, If you want professional help with individual Employment Agreements we recommend you contact **Ken Cunningham at Cunningham & Associates**. We've used Ken's services ourselves and found him knowledgeable, professional & practical. Email Ken at [info@cunningham.co.nz](mailto:info@cunningham.co.nz) or call **021 575 718**.

To acquire our Employer Documentation Kit, call or email Rechelle 09 421 9020 or [rechelle@basca.co.nz](mailto:rechelle@basca.co.nz) and she'll get that out to you in both paper and CD format.

