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**INFORMATION PACKAGE FOR MEMBERS OF THE NZ TRAINERS’ ASSOCIATION**

**Every employer must:**

* Keep accurate records of employees’ time worked, payments and holiday and leave entitlements
* Provide and keep signed copies of Employment agreements – must be signed by both parties
* Take all practicable steps to ensure employees’ safety

A labour inspector who finds an employer is not complying with the law will give notice, and if the matter is not remedied can seek penalties of up to $10,000 for individuals and $20,000 for bodies corporate.

**Templates for documents that must be used when employing someone – you will need to include your own information on these:**

1. Employment Contracts – you only need to enter details as highlighted on first page and get the names and signatures completed on the seventh page of the contract
2. Offer of Employment – schedule 1 - must be used – ensure you enter all relevant details regarding pay (salary or hourly wage), any deductions for board/equipment, reporting…
3. Job Description schedule 2 - for trackwork riders/groundstaff – the templates provided are just guidelines for you only.
4. Kiwisaver information & forms

**Other documents available for you to utilize (examples you may wish to follow):**

Record-keeping template attached or go to: <http://www.dol.govt.nz/er/pay/recordkeeping/Employment%20records.pdf>

Employment Compliance in the Racing Industry – legal requirements specifically for trainers

**Also available on request:**

House Rules

Code of Conduct

Induction Checklist

Grievance Letter – to advise of meeting for disciplinary purposes

Minutes of Grievance Meeting template

Termination of Employment

**Other recommendations**When considering to employ someone :

Make sure you do a verbal referee – call previous employer

Ensure the employee is entitled to work in NZ – check they have a visa: www.immigration.govt.nz/visaview

Make sure you and they have signed their Offer of Employment and Employment Contract prior to commencing work (or else the trial period will be null and void)

**Helpful websites for any enquiries**

[www.dol.govt/nz/er/minimumrights](http://www.dol.govt/nz/er/minimumrights)

To build your own employment agreement

[www.dol.govt/agreementbuilder](http://www.dol.govt/agreementbuilder)

To work out holidays and leave

[www.dol.govt.nz/holidaytool](http://www.dol.govt.nz/holidaytool)