

Date

Name
Address

Dear

Offer of Employment

I am pleased to offer you the position of at *Name of organisation*

The nature of the position has been discussed during our interviews and the formal job description is attached, along with the proposed Individual Employment Agreement and Staff Employment Handbook.

If you have any queries about this offer, the proposed Employment Agreement or the Staff Employment Handbook please ring me. The offer will be open to you until *day/date*. If you have not confirmed your acceptance by this time the Trust will re-evaluate its options. To accept the offer please sign the attached Agreement and return it to me. I encourage you to seek independent advice about this Agreement.

Every job is shaped by the person who is doing it, just as every team is shaped by its members. You are encouraged to bring your own flair to the job just as you are encouraged to raise any questions or suggestions with me about the team and how we work.

Your first day of work will be *day/date/time*.

We hope you will accept the offer and we will be able to welcome you to the team at *name of organisation* and look forward to working with you.

Individual Employment Agreement

This agreement is made in accordance with the Employment Relations Act 2000 and its amendments 2004.

1. The parties to this Individual Employment Agreement are *Name of organisation and name*
2. Your employment with The *Name of organisation* begins on *date*.
3. This Agreement details the Individual Employment Conditions between the parties and is underpinned by the Staff Handbook which forms part of the Agreement. The Handbook has been developed in consultation with the staff and details the common conditions of employment. The conditions in the Staff Handbook will not be changed without your agreement. Where this Agreement and the Staff Handbook differ, the conditions specified in this Agreement will be applied.
4. Your position is that of and the duties are outlined in the attached job description which may change from time to time. Any changes to the job description will be made after consultation with you and will be in keeping with the nature of your role.
5. This is a fulltime/part time permanent position. Your normal hours of work will be between 8.30 – 5pm. There may be occasions when you need to work outside these hours. There is an opportunity for you to take time off in lieu in accordance with the time in lieu policy in the Staff Handbook. If you are required to work on a public holiday you will be paid at time and a half for all hours worked and will receive another whole day off on pay.
6. Your office base will be *Name of organisation at place*. [but you may be required to travel to client sites throughout the greater Waikato].
7. The salary for the position is \$.00 per annum. Your remuneration will be reviewed annually in accordance with the review policy in the Staff Handbook.

You will be paid fortnightly by direct credit to a nominated bank account.

8. You must give at least four weeks' notice if you wish to resign from this position. We can agree to make this a shorter time.
9. If you have a problem with your employment relationship you must tell (the Manager or the Trust Chairperson about the matter and ask that it be resolved. Where the matter is a personal grievance it must be raised with the Manager or the Trust Chairperson within 90 days of the action causing the grievance.

The Department of Labour Employment Information Service and the Mediation Service, your union, or another advocate, may provide information and assistance to resolve the matter.

If you and the Trust cannot resolve the matter you may apply to the Employment Relations Authority to resolve it.

A personal grievance includes: unjustified action causing disadvantage; unjustified dismissal; discrimination; sexual or racial harassment; duress in relation to union membership.

Employee Relationship Problems include: breach of an employment agreement; dispute over interpretation or application of an agreement; unfair bargaining; whether the person is an Employee; arrears of wages; not being permitted to attend union meetings or to take trade union education leave; wrongful suspension of non striking Employee.

10. The Staff Employment Handbook includes all other conditions of employment, including the procedures that will be followed for consulting with staff should *Name of organisation* be restructured.

11. Please ensure you read the terms of this Agreement and the Staff Employment Handbook carefully before signing your acceptance of this offer below and return a copy to me on your first day of work. You may wish to seek independent advice before signing this agreement.

This agreement in its entirety is made in good faith.

I have read and understood the conditions of employment detailed above and in the Staff Handbook and accept them fully.

Name

[Date]

Name

Name of organisation and position [Date]

Confidentiality and professionalism

This is an agreed staff policy that is to be signed by each member of staff.

1. What happens within our organisation stays in-house. In-house includes discussion with your external supervisor. *(This includes conflict, mistakes, all information, except the most general about other organisations, sensitive information about our organisation or other organisations, clients and staff).*
2. Information about other organisations stays in-house where appropriate. (there may need to be some information shared but this will be done appropriately and with fairness).
3. We will take care to maintain our value of being positive in dealing with internal matters and in our work with and talk about other organisations.
4. We will take concerns or issues to our Manager or Chairperson.
5. This policy works alongside the Privacy Act, Employment Relations Act 2000 and its amendments (2004) and other relevant legislation.

Signed:

SAMPLE