



EMPLOYMENT POLICY

June 2017

Rationale

To ensure that the North Shore Playcentre Association and its affiliated Playcentres maintain legal compliance and adopt best practice for matters relating to employees.

For advice on employment and payroll matters, Centres can seek support from the Association Management Team and the person responsible for employment matters, currently the Association Services Manager and the Operations Manager/Licensee.

Contents of this Policy

Recruitment Procedure	page 2
Privacy of employment documentation	3
Employment Agreements	3
Police Vetting	4
Performance Appraisal	4
Remuneration Reviews	4
KiwiSaver	5
Resolving Employment Relationship Problems	5
Complaints against Employees and the Disciplinary Procedure	6

Appendices

Employment Application form
Reference Check form
Status Change form

Recruitment Procedure

1. All new employed positions shall be created by the Association at meetings of the Association and for Paid Co-ordinator roles, by Centres at meetings of the Centre. The Association shall agree an Appointments Committee consisting of at least 2 people, who will assess candidates and make a recommendation for appointment.

2. *Association position:*

The relevant Association Convenor or employed role, will develop a Job Description that defines the tasks, nature of employment, terms and conditions of employment (hours, location, remuneration) and the personal attributes, skills and qualifications required.

Centre position:

Paid Co-ordinator: Refer to the Paid Co-ordinator Employment Process.

3. Positions will be advertised in the North Shore Playcentre Association community and more widely if required. Requests for external advertising (newspaper, internet) should be directed to the Association Operations Manager/Licensee.

4. Any closing dates for applications shall be clearly stated and provide a reasonable timeframe, usually 1 – 2 weeks.

5. Applications are made using the North Shore Playcentre Association Application Form. All applications will be acknowledged in writing, or by email if received via the same.

6. Applicants will be shortlisted according to how closely they match the personal attributes, skills and qualifications required for the position. Shortlisted applicants (usually no more than 3) shall be contacted for an interview ideally within one week of the close-off date.

7. The Appointments Committee will review the standard Interview Guide, prepare any additional interview questions and carry out an interview for each shortlisted candidate. Notes from the interviews shall be kept to assist in selecting the best candidate.

8. The Appointments Committee will carry out and document two verbal reference checks on their preferred candidate. The referees must be those provided by the candidate on the signed Application Form. Qualifications should also be verified.

9. The Appointments Committee will seek ratification of their recommended candidate from the Association Management Team.

10. The successful candidate will be offered employment verbally subject to a successful safety check. The offer of employment shall be confirmed to the Operations Manager/Licensee with a Status Change form. Once a satisfactory Safety Check has been received, the Operations Manager/Licensee will then arrange to have prepared, the appropriate employment documentation and send it to the prospective employee.

11. Unsuccessful candidates who were interviewed shall be notified by telephone of the decision. Unsuccessful applicants who were not interviewed shall be notified by letter or by email.

12. All employment documentation for the successful applicant must be retained and stored securely – application form, interview notes, reference check forms, signed Employment Agreement. Association employment files are located at Headquarters.

13. The relevant Employing Manager/Convenor will arrange an Orientation for the new employee to show them their role.

Privacy of employment documentation

Information gathered about candidates must be handled in a confidential manner. This includes letters of application, Curriculum Vitae, Application forms, interview notes and reference checks.

For unsuccessful candidates, documentation shall be

- a) Retained in a secure place (only if the applicant wishes to be considered for future vacancies), or
- b) Application form/Curriculum Vitae returned to the applicant and interview notes/reference check forms retained in a secure place for 2 months in case of follow up by the applicant.

Any disposal of documents must be secure e.g. by shredding. A shredder or similar secure destruction method shall be available at Headquarters.

Confidential personnel files will be kept securely at the Association offices, and destroyed when the information is no longer needed.

The results of Police Vets and Safety Checks are to be viewed only by the Association Police Vet Requester and Safety Check personnel.

Employees may view and update their personal information whenever they wish. The Employer reserves the right to withhold information from the employee that it deems 'evaluative'. This may include verbal references that the referee wishes kept confidential.

The information will be used only for the purpose for which it was collected.

Employment Agreements

All prospective employees shall be offered a written Employment Agreement, documenting the proposed terms and conditions of employment. The written offer shall be made no later than 48 hours prior to the commencement of employment.

The prospective employee is entitled to seek independent advice and seek to negotiate terms and conditions of employment.

Variations to employment after commencement may be made by mutual agreement and will be confirmed in writing.

Master Employment Agreement documents are available from the Operations Manager/Licensee.

Police Vetting/Safety Checking

The Association is required by the Education Standards Act 2001 and the Vulnerable Children's Act 2014 to ensure Employees, and those involved in unpaid work that is undertaken as part of an educational or vocational training course in an early childhood service during operational

hours, have a satisfactory Safety Check. This must be completed prior to the commencement of employment and access to children and repeated every 3 years.

The Association will undertake any payment for the Police Vet application.

Specified Association roles currently act as the Vet Requester for the Association and conduct safety checks

The Association Safety Checker will advise the Management Team of an unsatisfactory Police Vet or Safety Check result. The details of the result will remain confidential to the Safety Check person and Management Team.

Any offer of employment is conditional on a satisfactory Safety Check result.

Prospective employees/Employees will have the opportunity to verify and explain any matters of concern arising from a Safety Check result. Disciplinary procedures and termination of employment may result if an employee does not fully disclose criminal history on their Application Form and/or is found to have an unsatisfactory Safety Check result.

Performance Appraisal

Employees shall have their performance appraised annually. The appraisal will compare performance with the expectations outlined in the Job Description.

In an appropriate meeting forum, the Employee will be provided with feedback about their performance and set goals for the new year. The Employee will be provided the opportunity to give feedback to the Association about their role and the support that has been provided.

Goals set should include professional development.

Note that Performance Appraisals are distinct from reviews of remuneration.

Remuneration Reviews

Salaries and wage rates shall be reviewed annually by the Association Management Team, taking into consideration individual performance, market trends, internal relativities, and affordability for the Association or the centre for centre paid roles (such as Paid Co-ordinators).

Increases to wage rates will normally take effect from 1 February each year.

KiwiSaver

KiwiSaver is a Government funded retirement savings scheme. The Association shall provide permanent employees with a KiwiSaver information pack, make the appropriate deductions from employee's wages, and pay the appropriate employer contributions, for employees who choose to participate.

Resolving Employment Relationship Problems

If the employment relationship is to be as successful as possible, it is important that the Employer and Employee deal effectively with any problems that may arise.

This procedure sets out information on how problems can be raised and worked through.

What is an employment relationship problem?

It can be anything that harms or may harm the employment relationship, other than problems relating to setting the terms and conditions of employment.

Clarify the problem

If either the Employer or Employee feels that there may be a problem in the employment relationship, the first step is to check the facts and make sure there really is a problem, and not simply a misunderstanding.

Either party might want to discuss a situation with someone else to clarify whether a problem exists, but in doing so they should take care to respect the privacy of other employees and managers, and to protect confidential information belonging to the Employer.

For example, the Employee could seek information from:

- Friends and family
- The Ministry of Business, Innovation and Employment (MBIE) or Employment New Zealand on **0800 20 90 20** or on its website at <http://www.mbie.govt.nz/> or <https://www.employment.govt.nz/about/contact-us/>
- Pamphlets/fact sheets from the MBIE
- Their union (if they are a union member), a lawyer, a community law centre or an employment relations consultant.

Discuss the problem

If either party considers that there is a problem, it should be raised as soon as possible. This can be done in writing or verbally. Provided the Employee feels comfortable doing so, they should ordinarily raise the problem with their direct manager. Otherwise the problem can be raised with another appropriate manager. A meeting will usually then be arranged where the problem can be discussed. The Employee should feel free to bring a support person with them to the meeting if they wish.

The parties will then try to establish the facts of the problem and discuss possible solutions.

The Next Steps

If the parties are not able to resolve the problem by talking to each other, a number of options exist:

- Either party can contact the Employment New Zealand, who can provide information and/or refer the parties to mediation.

- Depending on the nature of the problem, the issues involved may also be ones that Officers employed by the Ministry of Business, Innovation and Employment can assist with, i.e. minimum statutory entitlements such as holiday, leave or wages provision.
- Either party can take part in mediation provided by the Ministry of Business, Innovation and Employment (or the parties can agree to get an independent mediator).
- If the parties reach agreement, a mediator provided by the Ministry of Business, Innovation and Employment can sign the agreed settlement, which will then be binding on the parties.
- The parties can both agree to have the mediator provided by the Ministry of Business, Innovation and Employment decide the problem, in which case that decision will be binding;
- If mediation does not resolve the problem, either party can refer the problem to the Employment Relations Authority for investigation.
- The Authority can direct the parties to mediation, or can investigate the problem and issue a determination.
- If one or other of the parties is not happy with the Authority's determination, they can refer the problem to the Employment Court.
- In limited cases, there is a right to appeal a decision of the Employment Court to the Court of Appeal.

Personal Grievances

If the problem is a personal grievance, then the Employee must raise it within 90 days of when the facts that give rise to the grievance occur or come to their attention. A personal grievance can only be raised outside this time frame with the agreement of the Employer or in exceptional circumstances.

Complaints against Employees and the Disciplinary Procedure

All complaints against Employees should follow the Complaints procedure and if appropriate, the Disciplinary procedure.

The Operations Manager/Licensee should be consulted for advice.



TE RAKI PAE WHENUA
NORTH SHORE PLAYCENTRE ASSOCIATION INC.
APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR

YOUR NAME

In block letters

Family name:

Given names (underline name used):

Any other names you are known by:

YOUR CONTACT DETAILS

Contact address:

Home phone no: Other no. (if any):

Email address:

LEGAL WORK STATUS

Are you legally entitled to work in New Zealand? Yes/No

As: (tick one)

A New Zealand Citizen

A Permanent Resident

A holder of a current work permit

PLAYCENTRE EXPERIENCE

Time involved with Playcentre (dates):

Centre/s, Associations:

Centre/Association positions held:

..... Date:

..... Date:

Playcentre Qualifications (highest): Year achieved:

Is Playcentre your main Early Childhood Education provider? Yes/No
i.e. your child/ren have/will stay at Playcentre until school age

QUALIFICATIONS & SKILLS

Name of secondary school(s) and tertiary institution(s) attended :

.....

.....

Qualification(s) achieved - (include subjects):

.....

Do you have any other qualifications/certificates/or attended any courses that may be relevant for this position? e.g. First Aid

.....

.....

Please describe the skills you hold which are relevant to the position applied for :

.....
.....
.....

EMPLOYMENT HISTORY

Present or Most Recent Employer

Company:

Position Held:

Dates employed: From: To:

Reason for Leaving:

Next Most Recent Employer

Company:

Position Held:

Dates employed: From: To:

Reason for Leaving:

Have you ever worked for this Association or a Playcentre associated organisation before?

Yes/No

If yes, where and when:

Do you have secondary employment? Yes/No

If yes, please detail:

.....

GENERAL

Have you ever been convicted in a court in New Zealand or any other country?
**Please note that under the Criminal Records (Clean Slate) Act 2003, you are not required to disclose certain offences (see final page).* Yes/No

Are you awaiting the hearing of charges in a civil or criminal court of law? Yes/No

Have you ever been disqualified from driving? Yes/No

If yes to any of the above, please detail:

.....

Some positions require an employee to provide their own transport to centres across the North Shore region, potentially centres from Devonport to Wellsford.

Do you have a current full drivers licence? Yes/No

Have you had an injury or medical condition caused by gradual process, disease or infection arising out of work that may be aggravated or further contributed to by the tasks of this job? Yes/No

If yes, please provide brief details:

.....

REFEREES

Give name, address and telephone numbers of at least two referees, at least one from outside

Playcentre if possible.

Name	Position	Address	Phone No.
------	----------	---------	-----------

.....
.....
.....

I ___ consent to the Company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the Association for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the Association is supplied in confidence as evaluative material and will not be disclosed to me.

Signature: Date:

DECLARATION

I understand that the information supplied on this application form is to assess my suitability for employment with North Shore Playcentre Association Inc or its affiliated Playcentres and will be held on my personal file if I am offered employment.

I declare that to the best of my knowledge the information provided in this application and in any resume enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated.

If I am applying for a position involving child contact that requires pre-employment Criminal History Checks under current legislation, I agree to such a Check being completed. I further understand that any offer of employment if made is conditional on the results of the Check being to the satisfaction of the Association.

Signed: Date:

Criminal Records (Clean Slate) Act 2003

North Shore Playcentre Association Inc requires all applicants to disclose all convictions unless they are covered by the Criminal Records (Clean Slate) Act 2004. You must declare **all** of your convictions (including traffic convictions) if you have:

- Been convicted of an offence within the last 7 years; OR
- Been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal); OR
- Been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; OR
- Been convicted of a "special offence" (e.g. sexual offending against children, young people or those mentally impaired); OR
- Not paid in full, any fine reparation, or costs ordered by the Court in a criminal case; OR
- Been indefinitely disqualified from driving under Section 65 Land Transport Act 1998 or earlier equivalent provision.



TE RAKI PAE WHENUA
NORTH SHORE PLAYCENTRE ASSOCIATION INC.
TELEPHONE REFERENCE CHECK FORM

- Carry out 2 telephone reference checks – at least one should be from outside Playcentre.
- Has the applicant signed an application form giving permission for this reference check? Do not proceed until signed.
- Does the referee wish this information to be kept confidential under the terms of the Privacy Act? ie. Not revealed to the applicant.

REFEREE DETAILS

Name/Position:

What is your relationship to the applicant:

.....

How long have you known the applicant?

If work related, why did the applicant leave?

If a position were available, would you re-hire them? Yes No (if no, why not?)

.....

HEALTH DETAILS

Did the applicant have any back injury, hearing loss, repetitive strain injury or OOS?
.....

Did the applicant have any injury, disability or other medical condition which:

(a) affected their ability to perform their duties satisfactorily, Yes No or

(b) which affected the health and safety of themselves or others Yes No

Comments: :

COMMUNICATION SKILLS

What level of rapport did the applicant have with:

Managers:

Colleagues/peers:

Children:

ABILITIES

How would you describe the applicant's:

(a) enthusiasm

(b) ability to work in a team

(c) ability to work on their own (take initiative, work unsupervised)

Can you describe any areas of weakness?

Please comment on the applicant's:

(a) honesty and trustworthiness

(b) punctuality

(c) personal presentation

Do you have any other general comments?

FORM COMPLETED BY

Name: Position:

Signature: Date:

Attach the 2 completed Telephone Reference Check Forms to the Application Form and send all to the Employment Coordinator at HQ



TE RAKI PAE WHENUA
 NORTH SHORE PLAYCENTRE ASSOCIATION INC.
EMPLOYMENT STATUS CHANGE

TICK WHICH APPLIES

- New Appointment/Employee**
 Change to existing employment
 Resignation Effective Date:

EMPLOYEE DETAILS

Name:
 Address:

 Home phone no: Other no. (if any):
 Email address:

POSITION DETAILS

Position Title: :
 Reporting To: :
 Person Responsible for Orientation: :
 Date Employment is to Commence: : Fixed-term End Date (if applicable): :
 Date Approved: :
 (Management or Education Team Meeting)

CENTRE SUPPORT WORKER / SPACE

Playcentre:
 Session Day/s and Times:
 Application to bring own child? Child's Name: Age: ...

CHILD SUPPORT WORKER

Child's Name:
 Parent's Name/s:
 Address:

 Home phone no: Email address:
 Playcentre Attending:

REMUNERATION

- Standard Rate as per Association
 Individual rate: per hour / per annum (circle one)

SPECIAL TERMS OF EMPLOYMENT

FORM COMPLETED BY

Name: Date:

New Employee Checklist: Application Form Interview Reference Checks Documents sent to HQ for files

HR/PAYROLL TO COMPLETE

- IEA sent/updated IR330 Kiwisaver Policies Relevant kit
 Police Vet
 Loaded into payroll system Date:

