



Are you a seasonal worker or interested in becoming one?

The following guide can provide you with important information that you need to know when working in New Zealand.

AN EMPLOYEE

Must have the following before approaching an employer for work:

- Valid work visa for New Zealand
- IRD number
- New Zealand bank account

TIP: Make sure you have your employers contact information before accepting an offer of work.

THE EMPLOYER

Must provide every employee with an employment agreement which must include:

- The names of the employer and employee
- A description of the work to be performed
- An indication of the place of work
- The hours of work or an indication of the hours of work (it must set the maximum number of ordinary weekly hours)
- The wage rate or salary payable
- A plain explanation of how to help resolve employment relationship problems, including advice that personal grievances must be raised within 90 days
- A statement that the employee will get (at least) time-and-a-half for working on a public holiday;
- Any other matter agreed on such as trials or probationary agreements
- The nature of the employment as fixed term, casual or permanent
- The employee must be encouraged able to seek advice with regards to the content of the agreement before signing

MINIMUM WAGE ENTITLEMENT

Minimum wage is \$15.75 an hour before tax. This rate applies to all employees aged 16 and over, who are either full-time, part-time, fixed-term, and/or casual, working from home and paid by wages, salary, commission or piece rates.

BREAKS AT WORK

You are entitled to unpaid meal breaks (30 minutes) and paid rest breaks (normally 10-15 minutes) that are appropriate given the length of your work day or shift and that give you a reasonable opportunity to rest, to eat and drink, and to deal with personal matters.

PAYSLIPS

These are a useful tool to make sure that you and your employers have the same understanding of how your pay is made up. As an employee, you are entitled to request from an employer wage and time records which will show you the pay rate, hours worked, deductions and how you were paid.

TAX

The income you earn in New Zealand will have tax deducted, through the PAYE (Pay As You Earn) system. You will also pay an ACC levy (included in your tax deduction) which goes towards New Zealand's insurance scheme for covering costs involved if you're injured.

Your employer is not allowed to make any further deductions from your pay without your signed permission.

ASSISTANCE

If you have a dispute in the workplace, you can contact the following agencies:

Employment New Zealand offer free employment information and can be contacted on 0800 20 90 20. They cannot interpret employment agreements, provide legal advice or bring personal grievances on your behalf.

Labour Inspectors (part of the Ministry of Business, Innovation & Employment) assist in the investigation of breaches of laws relating to minimum employment conditions such as holidays owed and pay. They can be contacted on 0800 20 90 20.

Crimestoppers can be contacted on 0800 555 111 if your concern relates to immigration fraud or worker exploitation.

The local **Citizens Advice Bureau** can also be contacted to get advice on a range of issues.

USEFUL CONTACTS:

- **Citizens Advice Bureau** - helping people to understand their rights and obligations: www.cab.org.nz
- **Employment New Zealand** - to provide advice on employment in New Zealand: www.employment.govt.nz
- **The Labour Inspectorate** can be contacted on 0800 20 90 20 for employment complaints and 0800 030 040 for health and safety complaints
- **New Zealand Kiwifruit Growers Incorporated** - Advocating for growers and engaging with industry partners: www.nzkgi.org.nz
- **Master Contractors** - Representing the best in contracting services: www.mastercontractors.co.nz
- **PickNZ** - With a focus on job opportunities: www.picknz.co.nz
- **Inland Revenue** - For information on how to get an IRD number: www.ird.govt.nz

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