



Ngā tika me ngā here mōkito

He tirohanga whānui tēnei aratohu o ētahi o ngā tika me ngā here iti rawa e hāngai ana i raro i te ture ki ngā kaiwhakawhiwhi mahi me ngā kaimahi.

E kore e oti te tono i te kaimahi ki te whakaae ki ngā mea iti iho i ōna motika mōkito.

Ngā kirimana mahi (ngā whakaaetanga)

Me whai whakaaetanga mahi ā-tuhi ia kaimahi. E oti tētahi whakaaetanga takirōpū (e herea ana ngā kaimahi, ngā kaiwhakawhiwhi mahi, me ngā uniana hoki), tētahi whakaaetanga takitahi raini (e herea ana te kaiwhakawhiwhi mahi me te kaimahi).

He mea me whakauru ki ngā whakaaetanga mahi, hei tā te ture. Kia titoa tētahi whakaaetanga mahi, toroa

www.employment.govt.nz me te rapuhia “Employment Agreement Builder”

Me whai te whakaaetanga mahi ā-takitahi i:

- › ngā ingoa o te kaiwhakawhiwhi me te kaimahi
- › tētahi whakaaturanga o te momo mahi ka mahia tētahi tūtohu o te wāhi ka mahia ngā hāora i whakaae, he tūtohu raini o ngā hāoro ka mahia e te kaimahi
- › te pāpātanga utunga, te utunga ā-tau raini, ka pēhea hoki tērā e utua
- › tētahi whakamāramatanga māori e pā ana ki te āwhina e whakatau ai i ngā raruraru kaimahi, tae rā anō ki te whakamōhiotanga e kī ana me tutū ngā nawe matawhaiaro ā mua i ngā rā 90
- › tētahi tauākī e meinga ana ka riro i a te kaimahi (i te iti rawa) te utunga wā-me-te-haurua i tāna mahi hei te rangi tūmatanui

- › te whakahohenga o tētahi whakaritenga tiaki mahi, mō ngā kaimahi e hāngai ana, ina hoko atu, ina whakawiti raini tā te kaiwhakawhiwhi pakihi, ina whakawhiwhi atu raini te mahi a te kaimahi
- › ngā take anō kua whakaaetia, pērā i ngā wā whakamātau, ngā whakaaetanga herenga, ngā whakarato wātea raini
- › te momo mahi ina he mahinga wā-here.

He utauta koreutu te Employment Agreement Builder e āwhina ana ki te waihanga kirimana ake e hāngai ana ki ngā pakihi, waihoki ki ia o ōna kaimahi. He kōrero āwhina tōna e whakatau ai he aha te aha ka whakarapa ki tētahi whakaaetanga - he aha te aha hoki me KAUA e whakarapa. E pā ana ia ki ngā mea me mahi e koe ā-ture, e whakatakoto hoki ana i ngā hapa māori, me pēhea hoki te karo.

Me whai i ngā motika mahi mōkito, ahakoa kua kore pea e āpiti ki te whakaaetanga mahi, kua kīia raini e te whakaaetanga tētahi atu mea e iti iho ana i te whiwhinga mōkito.

Ina whakariterite ana i ā rātau whakaaetanga mahi takitahi (IEA), e oti i a te kaiwhakawhiwhi mahi te tiki tohutohu motuhake (ina koa, nā ngā uniana, ngā kaitaunaki, ngā rōia, ngā hoa, ngā whānau raini).

Me whakaae ngā panonitanga katoa ki ngā āhuetanga mahi e te kaiwhakawhiwhimahi me ngā kaimahi. Rawa e oti i a te kaiwhakawhiwhi mahi te panoni i ngā āhuetanga me ngā herenga me kore ake te whakaaetanga ā-tuhi a te kaimahi.



Mō ētahi atu kōrero haere ki www.employment.govt.nz me te rapua “employment agreements”

Te motika ki te mahi i Aotearoa

Me mōhio te kaiwhakawhiwhi mahi he motika ā-ture tō ia kaimahi ōna ki te mahi i Aotearoa.

Mā te utauta VisaView a Immigration New Zealand e oti ai i a te kaiwhakawhiwhi mahi te whakaū mōhiohio e hāngai ana ki ngā āheinga ā-mahi a ngā kaimahi. Toroa www.immigration.govt.nz me te rapua “VisaView”.

Utunga mōkito

E hāngai ana ngā pāpātanga utunga ā-wiki mōkito ki ngā kaimahi katoa, ahakoa tūturu mai, harangotengote mai, wā-whāiti mai, waimori mai, mahi mai ana ki te kāinga, utua mai ana (katoatia, ā-wāhanga raini) e te tiringa, e te utunga harangotengote raini. Me utu i te kaimahi 16 ngā tau tana kaumātutanga, kaumātua ake hoki, te utunga ā-hāora ā-pakeke mōkito, i te iti rawa, māna he kaimahi taiohi, he kaimahi taura raini ia.

E oti i a te kaiwhakawhiwhi mahi me te kaimahi te whakaae ki tētahi utunga ko te hanga e kore e iti iho i ngā pāpātanga utunga mōkito o nāianeī.

He rite tonu te arotake i ngā utunga mōkito ā-wiki ia tau, ā, e wātea ana ngā pāpātanga o nāianeī ki www.employment.govt.nz/minimum-wage

Me utu i ngā kaimahi katoa e whakangungua ana, me te tangata e whakahaeretia ana aua kaimahi, te pāpātanga utunga ā-wiki mōkito ā-pakeke.

Me utu te kaimahi taiohi ki te utu taiohi mōkito, me te kaimahi ākongā 20 tau te kaumātutanga, neke atu, i te utu whakangungu mōkito.

E pā ana te utunga ā-wiki mōkito ā-timatanga ki:

- › **Ko ngā kaimahi he 16, he 17 tau hoki te kaumātutanga**, kāore anō kia rite tonu tāna mahi mō te 6 marama me tōna kaiwhakawhiwhi mahi
 - nāianeī.
- › **Ko ngā kaimahi he 18, he 19 tau hoki te kaumātutanga** kua utua tētahi takuhe noho pāpori kua tautuhi mō te 6 marama, neke atu raini, kāore anō hoki rātou kia mahi rite tonu mō te 6 marama mā tētahi kaiwhakawhiwhi mai i te whiwhinga i tētahi takuhe. Ina oti i a ia te mahinga rite tonu mō te 6 marama mā tētahi kaiwhakawhiwhi mahi kotahi, ehara ia i te kaimahi taiohi, ka mutu, me utu i a ia ki te utu pakeke mōkito.
- › **Ngā kaimahi mai i te 16 tau ki te 19 tau te pakeke e herea ana** kia whai whakangungutanga ahumahi mō te 40 whiwhinga, nui ake raini, i te tau kotahi, kia whai tohu ai mō te mahi e hāngai ana ki tana whakaaetanga mahi.

Kāore he utunga mōkito mā te kaimahi tamariki ake i te 16 tau, heoti e hāngai tonu ana ērā atu motika me ngā āheinga ki a ia. Hei tāna huringa ki te 16 tau kātahi, ka rua kua neke atu i te 6 marama ia e mahi ana mā te kaiwhakawhiwhi mahi ōrite, he motika tōna ki te utunga ā-wiki mōkito ā-pakeke.

E hāngai ana te utunga mōkito whakangungu ki ngā kaiwhakangungu kua whai mahi:

- › **kua 20 tau te pakeke neke atu raini,**
- › e herea hoki ana e tāna whakaaetanga mahi ki te whai i ngā whiwhinga 60, nui ake raini, i te tau kotahi ki tētahi kaupapa whakangungutanga ahumahi, kia whai tohu ai mō te mahi e hāngai ana ki tana whakaaetanga mahi.



Te utu i ngā utunga

Me utu ngā kaiwhakawhiwhi mahi i ō rātau kaimahi ki te pūtea (engari anō ko te Karauna me ngā kaiwhai mana ā-rohe). Ki te utua e tētahi atu āhuatanga (ina koa, te nama tōtika, te haki raini), me tuhi e te kaiwhakawhiwhi mahi tēnei ki te whakaaetanga o te kaimahi.

Me utu te kaimahi mō te katoa o ngā hāora i mahia, tae rā anō ki ngā mahinga i te tīmatanga me te otinga o te wā mahi, ina koa, me utu i te kaimahi mō te whakatuwhera me te whakakati i te toa.

Rawa e oti i a te kaiwhakawhiwhi mahi te tango pūtea, hāunga i tērā e whakaaetia e te ture (ina koa, te tāke pūtea whiwhi, ngā tārewa ā-ākonga, me te ACC), māna kei a ia kē te whakaaetanga ā-tuhi a te kaimahi.

Mō te mōhiohio atu, toroa, www.employment.govt.nz me te rapua “Types of pay”

Me mau e ngā kaiwhakawhiwhi mahi ngā mauhanga e tika ana

Me mātua pupuri te kaiwhakawhiwhi mahi i ngā mauhanga tika o te wā i mahi ai te kaimahi me ngā utu, ngā hararei, ngā whakamatuatanga, me ngā āheitunga.

Me pupuri ki tētahi tāruatanga whakaaetanga mahi kua waitohua, ngā herenga o nāiane raini kua waitohua hoki, ā, me tuku i tētahi tārua ki te kaimahi mēnā ka tonoa e ia.

Me pupuri tārua ātuhi hoki o:

- › ngā whakaaetanga ki te whakawhiti hararei tūmatanui,
- › ngā whakaaetanga raini kia utua ngā hararei ā-tau ki te pūtea,
- › ngā tono raini ki te whakawhiti hararei tūmatanui,
- › ngā tono raini kia utua ngā ngā hararei tūmatanui tē whakaaetia e te kaiwhakawhiwhi mahi,

- › ngā whakaaetanga raini mō ngā tangohanga mai i ngā utu.

Mō te roanga atu o ngā taipitopito me mau, toroa www.employment.govt.nz me te rapua “Keeping records”.

Ngā whakatā, me ngā okiokinga kai

He motika tō ngā kaimahi kia whai whakatā, okiokinga kai hoki. Kei te āhua o ngā hāora e mahia ai e ia te tapeke, me te roanga o ēnei whakatā, ina koa:

- › i te rā mahi waru-hāora, me whakarite kia rua ngā whakatā 10 meneti te roanga e utua ai te kaimahi, kua kia iti iho, ā, me whakarite hoki kia kotahi te okiokinga kai 30 meneti te roanga, kāore e utua.
- › i te rā mahi ono-hāora, me whakarite kia kotahi te whakatā 10 meneti te roanga e utua ai te kaimahi, kua kia iti iho, ā, me whakarite hoki kia kotahi okiokinga wā kai 30 meneti te roanga, kāore e utua.

Ko ngā whakatā hei okioki, hei whakahauora, hei mahi i ngā take matawhaiaro. He pai tēnei mea te whakatā mō ngā wāhi mahi nā te mea ka taea e ngā kaimahi te mahi i runga i te haumaruru, me tana whai hua anō hoki.

Me whakaae ngātahi ngā kaiwhakawhiwhi mahi me ngā kaimahi mō te wā o aua whakatā ki te whakaaetanga mahi. Ina tē oti i a rātau te whakaae, ka whakahaungia e te ture ngā wā whakatā hei tā te Employment Relations Amendment Act 2000, ko te hanga e tika ana, e pai ana hoki.

Me whakarato ake anō i ngā whakatā, me te wāhi ki te kaimahi e hiahia ana ki te whāngai ū, te tango waiū raini, ina tika, ko te hanga e tika ana, e pai ana hoki. Ehara i te mea me utu te kaiwhakawhiwhi mahi i te kaimahi i ēnei whakatā, māna kei te hiahia.

Mō te mōhiohio atu, toroa www.employment.govt.nz me te rapua “Rest and meal breaks”.



Herenga wāteatanga

Rawa e whakaae kia noho tētahi herenga āheinga ki te whakaaetanga (ina koa, he mea here te mahi ki te whakaratonga atu a te kaiwhakawhiwhi mahi ki te kaimahi, ā, me wātea ia ki te whakaae ki ngā mahi e whakaratongia ana e te kaiwhakawhiwhi mahi) māna:

- › e tautuhi ana te whakaaetanga mahi ki ngā hāora mahi i whakaae, ā, e tae rā anō hoki ana ki te noho a ngā hāora mahi taurangi i waenga i ēnei hāora whakaae, ā, he mea āpiti te herenga wāteatanga ki ērā hāora mahi, ā,
- › he take pono tā te kaiwhakawhiwhi mahi, i raro i te tikanga ngākaupai, kia āpiti i te herenga wāteatanga me te tapeke o ngā hāora i tautuhia, ā,
- › e whakaratongia ana e te herenga wāteatanga te utunga ngākaupai ki te kaimahi i tāna whakawātea i a ia anō kia mahi.

Ina kāore i a tētahi whakaaetanga mahi he herenga wāteatanga whaimana e whakarato ana i te utunga ngākaupai, e oti pai ana i a te kamahi te whakahoki i te “kāo” ki ngā mahi kāore e noho ana hei wāhanga o ngā hāora taurangi hei tā tōna whakaaetanga. Rawa e oti i a te kaiwhakawhiwhi mahi te whakataumaha i te kaimahi ina whakanaua e ia.

Mō te mōhiohia atu, toroa

www.employment.govt.nz me te rapua “Hours of work”.

Ngā hararei ā-tau

Hei te otinga o ia tau mahinga rite tonu me te kaiwhakawhiwhi mahi, e āhei ana te kaimahi ki ngā hararei ā-tau whaiutu kia 4 wiki te roanga.

E oti i a ngā kaimahi te tono (ā-tuhi) kia utua ā-moni tae noa ki te kotahi wiki o tana hararei ā-tau ia tau. Rawa e oti i a te kaiwhakawhiwhi mahi te pēhi i te kaimahi kia utua te hararei ki te pūtea, te whakauru raini ki ngā whakaaetanga mahi.

Utua ai ana ngā hararei ā-tau ki te pāpātanga nui ake o:

- › te utunga māori a te kaimahi hei te tīmatanga o te hararei ā-tau;
- › te rironga ā-wiki taurite a te kaimahi mō ngā marama 12 ā mua tata mai i te rā whakamutunga o te wāhanga utu ā mua i te hararei ā-tau.

Me tae rā anō taua tātaitanga ki te tiringa i riro i a te kaimahi hei tā tōna whakaaetanga mahi.

Ki te wehe tētahi kaimahi ā mua i te otinga o te mahi mō tētahi tau, ko tāna utunga hararei ā-tau he 8% o ngā utunga katoa, me te tango mai i ngā utu hararei kua utua kētia.

E oti i a ngā kaimahi waimori me ngā kaimahi wā-whāiti (iti iho i te 12 marama te whakawhiwhi mahi) te whakaae kia whiwhi utunga hararei pērā i ngā kōrero o runga (8%) ina e tika ana ngā here. Mō te mōhiohia atu, toroa

www.employment.govt.nz me te rapua “pay as you go”.

E oti i a te kaiwhakawhiwhi mahi te whakahau i te kaimahi kia heria ana hararei ā-tau i tētahi wā kati, kia kotahi te wā i ia tau (ina koa, hei te Kirihimete), engari me tuku whakamōhioanga hei ngā rā 14 ā mua, i te iti iho. Ina he wā kati tā tētahi kaiwhakawhiwhi mahi e tae rā anō ana ki ngā rā hararei tūmatanui, he motika tō te kaimahi kia utu mā ngā rā hararei engia he rā mahi ērā.

Mō te mōhiohia atu, toroa

www.employment.govt.nz me te rapua “Annual holidays”.

Ngā hararei tūmatanui

I ia 12 mara ma, me whai e ngā kaimahi kia 11 ngā hararei tūmatanui, ina he rā ēnā e māori nei te mahi a te kaimahi.

Me utu te kaiwhakawhiwhi mahi i te kaimahi i tana utu o ia rā, utu taurite raini o ia rā (mēnā e hāngai ana) mō te hararei tūmatanui.



Ki te mahi tētahi kaimahi i tētahi rā tūmatanui me wā-me-te-haurua te utu ki a ia i tāna mahi. Mēnā taka maia ana te hararei tūmatanui ki tētahi rā mahi māori a te kaimahi, he whai mana ana te kaimahi ki tētahi rā hararei whaiutu kē atu.

E oti i a ngā kaimahi te whakanau i te mahi hei ngā hararei tūmatanui, māna e tautohu ana tōna whakaaetanga mahi me mahi ia.

Mō te mōhiohia atu, toroa www.employment.govt.nz me te rapua “Public holidays”.

Whakamatuatanga māuiui

Ā muri i te 6 marama o te mahi rite tonu, e āhei ana te kaimahi ki ngā rā whakamatuatanga māuiui whaiutu e 5.

Ā muri i ngā rā e 5, e āhei ana te kaimahi ki ngā rā whakamatuatanga māuiui e 5 anō i ia 12 marama. Ā muri ake i tērā, e oti te kawae ake i ngā rā whakamatuatanga māuiui 15 kāore anō kia whakamahi, tae noa ki te mōrahi o ngā rā 20.

Whakaae ana te whakamahi i te whakamatuatanga māuiui mēnā:

- › kei te māuiui, kua whara raini te kaimahi,
- › kei te māuiui, kua whara raini te hoa rangatira, ngā tamariki raini a te kaimahi,
- › kei te māuiui, kua whara raini tētahi e tiakina ana e te kaimahi.

Me utu te kaiwhakawhiwhi mahi i ngā utunga tika o ia rā, i ngā utunga rā toharite raini (mēnā e hāngai ana) ki tana kaimahi mō te whakamatuatanga māuiui.

E oti i a te kaiwhakawhiwhi mahi te tonu tohu o te mate, pēnei i tētahi tiwhikete hauora. Ki te tonu te kaiwhakawhiwhi mahi i tētahi tohu hei ngā rā e 3 tuatahi o te mate, whara raini, mā te kaiwhakawhiwhi mahi e utu i ngā utunga a te mātanga hauora. Kāore e whakaae te whakanonoi a te kaiwhakawhiwhi mahi kia toro te

kaimahi ki tētahi mātanga hauora tautuhi. Ā muri i ngā rā e 3 o te mate, me utu kē te hui mātanga hauora e te kaimahi.

Mō te mōhiohia atu, toroa www.employment.govt.nz me te rapua “Sick leave”.

Whakamatuatanga tangihanga

Ā muri i te 6 marama e mahi rite tonu ana, e āhei ana ngā kaimahi katoa ki ngā whakamatuatanga tangihanga o te:

- › 3 ngā rā i te matenga o te hoa rangatira, te mātua, te tamaiti, te tuakana/teina, te kaumatua, te mokopuna, te mātua o te hoa rangatira raini.
- › 1 te rā mēnā e whakaae ana te kaiwhakawhiwhi mahi i pā mai te kapua pōuri ki runga i a koe nā te matenga o tētahi kāore i kīia i runga ake.

Mō te mōhiohia atu, toroa www.employment.govt.nz me te rapua “Bereavement leave”.

Ngā kaimahi i pāngia e te whakarekerekere ā-whare

He whakahaumarutanga ake ā-ture ki te mahi tō te hunga pāngia e te whakarekerekere ā-whare.

Rawa ēnei motika e toro atu ana ki te hunga patu, whakamamae raini i tētahi i roto i te whānau, i te hononga noho raini. Tae rā anō tēnei ki te hoa rangatira, te hoa rangatira ō-mua, tētahi ki tōna whānau, tētahi hoanoho, tētahi raini kāore e noho ki tōna taha.

E oti te whakarekerekere kia tūkinu ā-tinana, ā-taitōkai, ā-hinengaro raini. Ko te whakarekerekere hoki ko te whakaweti, ko te whakatumatuma raini, ko te ngana raini ki te whakahaere i āna mahi, i ōna whakaaro raini. Ko ētahi taurira ko te:

- › whakawehi
- › whakatīwheta



- › tūkinō i ōna taonga
- › whakatumatuma ki te tūkinō i a ia
- › whakarekerekē ā-ahupūtea, ā-oahaora raini
- › whakarekerekē ā-aurongo, ā-hinengaro raini.

Hei āwhina i te kaimahi ki te meinga ngā pāngia a te whakarekerekē ā-whare, e ai ki te ture he motika tō te hunga pāngia e te whakarekerekē ā-whare pēnei:

- › kia tae noa ki ngā rā 10 o te whakamatuatanga whakarekerekē āwhare e utua i ia tau – hei āpitihanga ki tō whakamatuatanga ā-tau, ā-māuiui, ā-tangihanga hoki kia tonō i ngā whakaritenga
- › mahi wā poto ngāwari – tae atu ki te rua marama te roa
- › kia kua e kinotia i te wāhi mahi i te mea pāngia peatia e te whakarekerekē ā-whare i mua.

He motika ō ngā kaimahi ahakoa i pā mai pea te whakarekerekē ā-whare i mua.

Ina he whakarekerekē ā-whare, me ui ā-tuhi e te kaimahi tonō ai i te whakamatuatanga, kātahi me whakahoki kōrero ā-tuhi e te kaiwhakawhiwhi mahi hei ngā rā 10 e whai ake i te mutunga iho. Ina tonōa ngā mahi ngāwari e te kaimahi, he rua marama tā te kaiwhakawhiwhi mahi kia whakahoki kōrero ki a ia.

Mō te mōhiohio atu, tae rā anō ki te puka kua whakamāori ki ngā tini reo toroa www.employment.govt.nz me te rapua “domestic violence”.

Whakamatuatanga mātua me ngā utunga whakamatuatanga mātua

Ko te whakamatuatanga mātua he whakamatuatanga i te mahi hei tiaki i tētahi tamaiti.

Ina hāngai ana ētahi āhuatanga tautuhi, e āhei ana pea ngā kaimahi ki:

- › te whakamatuatanga mātua kore-utu, me
- › ngā utunga mō te whakamatuatanga mātua (kua tapaina hoki ko te whakamatuatanga mātua e utua).

Ka āhei pea te kaimahi ki te whakamatuatanga mātua koreutu (tae rā anō ki te whakamatuatanga hoa rangatira, whakamatuatanga kaitiaki matua, me te whakamatuatanga tōroa) mēnā ka hāngai ngā paearu 6-marama, 12-marama raini ki a ia.

Ko ngā paearu āheinga 6 marama:

Me mahi te kaimahi mā te kaiwhakawhiwhi mahi kia 10 haora i te taurite, i ia wiki i te iti rawa, mō te 6 marama ā mua i te rā whānautanga

- te tamaiti (te rā raini ka taka ki a koe te tiaki tūturu i tētahi tamaiti e kaumātua iho i te 6 tau).

Ko ngā kaimahi e tutuki ana i ngā paearu 6-marama ka āhei ki te whakamatuatanga o te 26 wiki kore-utu (tae rā anō ki te whakamatuatanga kaitiaki matua).

Ko ngā paearu āheinga 12 marama:

Me mahi te kaimahi mā te kaiwhakawhiwhi mahi kia 10 haora i te taurite, i ia wiki i te iti rawa, mō te 12 marama ā mua i te rā whānautanga

- te tamaiti (te rā raini ka taka ki a ia te tiaki tūturu i tētahi tamaiti e kaumātua iho i te 6 tau).

Ko ngā kaimahi e tutuki ana i ngā paearu 12-marama ka āhei ki te whakamatuatanga o te 52 wiki kore-utu (tae rā anō ki te whakamatuatanga kaitiaki matua).

E oti i a ngā kaimahi te tuari whakamatuatanga mātua utukore me tētahi hoa rangatira āna, e tutuki ana hoki i ngā paearu 6-marama, 12-marama raini.

E āhei ana ngā wāhine hapū ki ngā whakamatuatanga motuhake utukore tae noa ki te 10 ngā rā mō ngā take e pā



ana ki te hapūtanga i mua ā te tīmatanga o te whakamatuatanga mātua.

Mō te āwhina ki te mārama ki ngā āheinga whakamatuatanga mātua, toroa www.employment.govt.nz me te rapua “parental leave”.

Ko ngā utunga whakamatuatanga mātua (kua tapaina i ētahi wā ko te whakamatuatanga mātua utua) he utunga ā te kāwanatanga, e whakahaertia ana e Te Tari Tāke Ka āhei tonu pea te tangata ki ngā utunga whakamatuatanga mātua ahakoa kāore ia i te whai mana mō te whakamatuatanga mātua i tōna tūranga mahi.

He rite tonu te piri a ngā utunga whakamatuatanga mātua ki te whaea whakawhānau, ki te kaitiaki matua i āta whiria raini (ina e mea ana ia kia kaitiaki tūturu matua mō tētahi tamaiti kaumātua iho i te 6 tau).

Kei Te Tari Tāke te roanga atu o ngā kōrero mō ngā utunga whakamatuatanga mātua, toroa www.ird.govt.nz me te rapua “parental leave”.

Ētahi atu motika whakamatuatanga

Ka āhei pea te kaimahi ki ētahi atu momo whakamatuatanga, ina koa, mēnā i whara i tētahi aituā ki te mahi, kei te whakangungu raini i roto i te ope kātua.

Mō te roanga atu o ngā kōrero e hāngai ana ki ngā motika whakamatuatanga anō, toroa www.employment.govt.nz me te rapua “Other types of leave”.

Ngā whakaritenga mahi ngāwari

He motika ā-ture tō te kaimahi ki te tono kia panonihia āna hāora mahi, āna rā mahi, ōna wāhi raini. Me whai whakaaroaro ngā kaiwhakawhiwhi mahi ki tētahi tono, ā, e oti noa i a ia te whakanau i runga i ētahi kaupapa whāiti anake.

Mō te mōhiohio atu, toroa www.employment.govt.nz me te rapua “flexible working”.

Whakahāwea

Rawa e oti i a te kaiwhakawhiwhi mahi te kaimahi te whakahāwea i ngā wā whakauru kaimahi, pana kaimahi raini, i te utu, te whakangungu, whakakake kaimahi raini nā runga ngā āhuatanga mātāwaka, te tae o te kiri, tōna whenua taketake, tōna momo iwi raini, te ira tangata, te hōkakatanga raini, te tūnga mārena, whānau raini, te tūnga mahi, te kaumātuatanga, te whakapono, te whakaaro tōrangapū, tōna hauātanga, te whaiwāhitanga raini ki ngā mahinga uniana, ina kua pāngia raini e te whakarekereke ā-whare. Tae rā anō tēnei ki ngā tāngata e tono ana ki ngā tūranga mahi.

Kei a ngā motika ā-mahi ōrite, ā, e āhei hoki ana kia riro i te utunga ōrite ki tētahi e mahi ana i te mahi ōrite, me te wheako hanga rite hoki.

Mō te mōhiohio atu, toroa www.employment.govt.nz me te rapua “Discrimination”.

Ngā kaimahi wā-whāiti

E oti anake i a te kaiwhakawhiwhi mahi te tuku mahi wā-whāiti mēnā:

- › he take whaimana tonu – pērā i ngā mahi ā-kaupeka, ngā mahi ā-hinonga, e rīwhi ana raini te kaimahi mā tētahi kaimahi tūturu kei te whakamatua, ā,
- › ka whakamōhio atu te kaiwhakawhiwhi mahi ki te kaimahi ngā take, ka pēhea, āhea raini mutu ai te mahi, ā, e whakaae ana te kaimahi ki tēnei i roto i tana whakaaetanga mahi.

Pērā i ētahi atu whakaaetanga mahi, me whakarite ā-tuhi ngā whakaaetanga wā-whāiti.

Mō te mōhiohio atu, toroa, www.employment.govt.nz me te rapua “Types of employee”.



Ngā kaimahi waimori

Rawa te 'kaimahi waimori' e tautuhi ana ki ngā whakatureture mahinga, heoti he rite tonu te tohutoro a te karangatanga ki te wā kāhore he wā mahi pūmau tā te kaimahi, kāhore he ritenga tonutanga o te mahi, kāhore hoki he kawatau rite tonu mō te mahi. Kāpā me whakarato mahi e te kaiwhakawhiwhi mahi ki te kaimahi kātahi, ka rua, kāpā me whakaae mahi e te kaimahi ina whakarato ai. Ka mahi te kaimahi ina pai ana ki a rātou ko te kaiwhakawhiwhi mahi.

Ka pēnei pea nō te taumaha a kaiwhakawhiwhi mahi ki te matakite hei āhea me mahi i te mahi, hei āhea hoki me tere mahi i te mahi. Hei ia wā whakaaetia ai ana e te kaimahi tētahi whakarato mahi, kua whakahaeretia engia he wāhanga mahinga hōu.

Ina whakamahi ai i te kaimahi kia mahi waimori, me mārama te whakaritenga ki tōna whakaaetanga mahi.

E pā ana ngā motika me ngā haepapa mahi ki ngā kaimahi waimori, heoti ko te āhua o ngā hararei ā-tau, ngā whakamatuatanga māuiui, tangihanga hoki e rerekē pea ana ki ēnei kaimahi.

Mō te mōhiohia atu, toroa, www.employment.govt.nz me te rapua "Types of employee".

Ngā kaimahi ā-kirimana me ngā kaimahi He motika, he haepapa rerekē hoki tō ngā kaimahi me ngā kaimahi ā-kirimana, ā, he whakamātaunga ā-ture e āwhina ai kia mōhio ki ngā rerenga kētanga. Ina koa, i te nuinga o te wā, he mana ake tō ngā kaimahi ā-kirimana e hāngai ana ki te wā, me te pēheatanga o tāna mahi. He mea hirahira kia tika tēnei e kore ai ngā whiu e pā mai.

Mō te mōhiohia atu, toroa, www.employment.govt.nz me te rapua "Contractor versus employee".

Ngā wā whakamātautau

E oti i a ngā kaiwhakawhiwhi mahi me te tokoiti iho i te 19 ā rātou kaimahi te whakarato me tētahi wā whakamātau (tae atu ki te 90 ngā rā).

He mea tūao ngā wā whakamātau. Me whakaae ā-tuhi, me whiriwhiri hoki i te ngākaupai hei wāhanga o te whakaaetanga mahi, ā mua i te tīmatanga o tā te kaimahi mahi.

Ki te panaia te kaimahi ā mua i te ekenga o te wā whakamātautau tē oti i a ia te whai nawe whaiaro nā te kore i tika te pana i a ia te take.

E oti i a ia te whai nawe whaiaro mō ētahi atu take, pēnei i te whakahāwea, te nonotitanga, te mahi raini nā te kaiwhakawhiwhi mahi kāore i te tika.

E āhei ana te kaimahi wā whakamātau ki te katoa atu o ngā motika mahi.

Mō te mōhiohia atu, toroa www.employment.govt.nz me te rapua "Trial periods".

Ngā uniana

Ko te uniana tētahi rōpū tautoko ana i ngā kaimahi i te wāhi mahi mā te noho hei māngai mō rātou ki ngā kaiwhakawhiwhi mahi. He motika tō te kaimahi ki te whiriwhiri mēnā raini me whakauru ia ki tētahi uniana, ā, me te tohu hoki ko tēhea. Me kua te kaiwhakawhiwhi mahi, tētahi atu raini, e āki i tētahi kaimahi kia whakauru atu, kia kua raini e whakauru ki tētahi uniana.

Me tahuri ngā kaiwhakawhiwhi mahi ki te:

- › hoatu puka ki ngā kaimahi hōu e tautohu ai mēnā raini he tōmina tōna ki te whakauru ki tētahi uniana, i roto i ngā rā 10 tuatahi i te tīmatanga o tā rātou mahi.
- › hakahoki i te puka ki te uniana, māna e tauākī ana te kaimahi i tāna kore hiahia kia tukuna atu ōna taipitopito.



- › hoatu i ngā mōhiotanga mō te tūnga me ngā momo mahi a te uniana ki ngā kaimahi mea ake nā tīmata ai.

Me utu ngā uniana i ngā utu mō te whakamahi i ngā rauemi tā ki te hiahia aua uniana kia tukuna ngā rauemi ki ētahi atu.

He 30 ngā rā e wātea ana ki te kaimahi kia whakahoki i te puka ki tōna kaiwhakawhiwhi mahi. Mā reira e wātea ai ia ki te kōrero ki tōna kanohi uniana ā mua i te whakatau kia whakauru atu raini ki te uniana. Ki te whakauru atu ki te uniana, ka huri ki te kirimana takirōpū. Ki te kore ia e whakauru ki te uniana, ka noho tonu ki tōna kirimana takitahi.

Me whakawātea ngā kaiwhakawhiwhi mahi i ngā kaimahi kanohi uniana kia mahi i ā rātou mahi i roto i ngā hāora mahi, me te utu hoki i tōna utu ā-hāora māori. Ko tētahi tauira o te mahi uniana ko te noho hei māngai i roto i ngā whakawhitinga kōrerotanga takirōpū.

Me whakaae ngā kaimahi noho hei māngai ki tō rātou kaiwhakawhiwhi mahi mō te wā e mahia ai ā rātou mahi uniana, ā, i te it rawa raini, me whāki atu ā mua i te mahinga. E oti i a te kaiwhakawhiwhi mahi te whakahē mēnā ka raru makihuhunu te pakihi, ka pā raini ki te pai o te kawae a ngā kaimahi i ā rātou ake mahi.

E oti i a ngā kanohi uniana te tomo ki ngā wāhi mahi me te kore whai whakaaetanga mēnā e whai mana ana ngā kaimahi, e whiriwhiri raini ana rātou kia whai mana ki te whakaaetanga takirōpū. E oti tonu anake i a ngā kanohi te tomo ki tētahi wāhi mahi mō ngā take whāiti, me whakaute ki ngā hāora mahi māori, me whai hoki i ngā āhuatanga hauora, haumaruru me te whakahaumaruru hoki.

Mō te mōhiohio atu, toroa www.employment.govt.nz me te rapua “Unions”, me te “Employment Relations Amendment Act”.

Hauora me te haumaruru

Me whakarato ngā kaiwhakawhiwhi mahi i tētahi wāhi mahi haumaruru, me te

whakangungutanga tika, te whakahaerenga, ngā taputapu hoki.

Tae rā anō ana tēnei mahinga ki te tautuhi, te whakamātau, me te whakamōtī (te whakaiti raini) i ngā pūmate, me ngā mōrearea, ki te whakatewhatewha i ngā hohenga hauora me te haumaruru hoki. E herea anō ana te kaiwhakawhiwhi mahi ki te pūrongo wharanga kino ki a Mahi Haumaruru Aotearoa.

He haepapa hoki tā ngā kaimahi mō tō rātou hauora, haumarutanga hoki. Me whai ia i ōna ake kaupapahere hauora me te haumaruru, me karo hoki i te tūkinu ki ētahi atu nā te āhua o tā rātou ake mahi. E oti i a ngā kaimahi te whakanau mahi ina he whakapono nōna e pāngia ai rātou, ētahi atu raini, e te tino mōreareatanga hauora me te haumarutanga. Me wānanga tahi ngā kaiwhakawhiwhi mahi me ā rātou kaimahi ina hāngai ana ki tētahi kaupapahere hauora me te haumaruru.

Mō te mōhiohio atu, toroa www.worksafe.govt.nz.

Papanga koretanga, ngā panonitanga mahi te whakatakoto tūranga anō

Me wānanga ngā kaiwhakawhiwhi mahi i runga i te ngākau pono ki ngā kaimahi mō ngā whakatau katoa e marohitia ana ka pā kino pea ki ngā āhuatanga mahi a tētahi kaimahi. Tae rā anō ēnei panonitanga ki tōna whakaaetanga mahi

- o nāiane, ina koa he whakarāpopototanga o ngā hāora, o ngā rangi raini

Me hoatu ngā kaiwhakawhiwhi mahi i ngā mōhiohio hāngai katoa ki ngā kamahi pāngia, me te whai wā hoki kia whai urupare nō te kaimahi ā mua i te whakatau.

Me āta tiro te urupare e ngā kaiwhakawhiwhi mahi i roto i te ngākau pono, me panoni i ngā mea whai tikanga, me te kōrerorero i ngā whakatau pūmau ki ngā kaimahi pāngia. Me whai whakaaro ngā kaiwhakawhiwhi mahi ki te ratonga anōtanga me te whakangungu mā ngā ngā kaimahi e noho kē ana.



Me whai e ia whakaaetanga mahi tētahi 'whakaritenga tiaki mahi' kia tautoko i tētahi hātepe 'taurite', kia tiaki hoki i ngā kaimahi ina hoko atu, ina whakawhiwhi, ina whakawhiti atu raini te pakihi.

He ture motuhake e hāngai ana ki ngā kaimahi e mahi ana i ngā mahi tunu kai, horohoroi, kaitahitahi, horoi pueru, me ngā mahi tonotono, ina hoko atu te pakihi, ina kirimanahia atu raini ā rātou mahi, ka tukuna raini ki tētahi kaikirimana hou. Mō te mōhiohio atu, toroa www.employment.govt.nz me te rapua "Restructuring when a business is sold or transferred".

Mo te roanga atu o ngā kōrero mō te kaupapa nei, toroa www.employment.govt.nz me te rapua "Workplace change".

Ngā raruraru whanaungatanga mahi

Ina puta mai tētahi raru mahinga ki te mahi, me mātua whakamārama ngā kaiwhakawhiwhi mahi rātou ko ngā kaimahi i ngā meka, ā, me ngana rātou anō ki te rapu otinga. Me kōrerorero rātou ki a rātou anō, ā, e oti hoki i a te kaimahi te whai kaitaunaki, māngai uniana/rangatōpū raini i roto i ngā kōrero. E oti i a ia te whai mōhiohio mō te whakatau raruraru, toroa www.employment.govt.nz me te rapua "Steps to resolve".

Mēnā kei te raruraru tonu, e oti i a te kaiwhakawhiwhi mahi, te kaimahi raini te whakamahi i te ratonga takawaenga koreutu a Employment New Zealand. Mō te mōhiohio e hāngai ana ki te ratonga nei, me pēhea hoki te tono takawaenga, toroa www.employment.govt.nz me te rapua "mediation".

E oti ngā raru tē whakatau ake, tē whakatau raini ki te takawaenga te kawē atu ki te Employment Relations Authority i roto i ngā rā 90 nō te putanga mai o te raru, ki te Kōti Mahi raini.

E oti i a ngā kaiwhakawhiwhi mahi rātou ko ngā kaimahi te whai mōhiohio

e pā ana ki ō rātou motika, haepapa hoki i a Mahi Aotearoa.

Toroa www.employment.govt.nz

0800 20 90 20 utukore.

Ngā whiu

He whiu ki ngā kaiwhakawhiwhi mahi rawa e whai ana i ngā ture mahinga. Tae atu ki te \$50,000 ēnei mō te tangata; ā, mō ngā kamupene, ko te mea nui rawa o te \$100,000, o ngā whakareatanga ake e toru raini o te rahi o te whiwhinga moni i riro i te kamupene nā te wāhitanga.

Ka whiu anō pea tētahi kaiwhakawhiwhi mahi, ka uruhi utunga raini mō te kore whai i ngā ture wāhi mahi hauora me te haumaru.

Mō te mōhiohio atu, toroa www.employment.govt.nz me te rapua "Employers who have breached minimum employment standards", toroa hoki www.worksafe.govt.nz me te rapua "enforcement".

E hiahia ana kia ako atu e pā ana te ture mahinga?

Kua waihangatia e Employment New Zealand (MBIE) ētahi kōwae ako ā-tuhihono mō te mahinga, e oti ai i a koe te ako atu e pā ana ki ngā mōhiohio mārika o te mahinga mā ngā hātepe ngāwari. Tōna 15 meneti noa ngā meneti ka oti ia kōwae, ā, e wātea ana mā ngā kaiwhakawhiwhimahi me ngā kaimahi anō hoki. He tino puna mōhiohio ēnei kōwae e mārāma ai ngā kaiwhakawhiwhi mahi me ngā kaimahi ki ō rātou motika, ki ō rātou haepapa hoki, e ū ai ki ngā ture tuku mahi o Aotearoa.

Whakaurua i te rangi tonu nei www.employment.elearning.ac.nz toroa raini, www.employment.govt.nz me te rapua "modules".