



April 2011

# N E W S L E T T E R

## Welcome



Welcome to April's newsletter. March and April has been a very busy time, not least because of the number of changes to employment legislation.

The seminar on the legislation changes was very well attended, and I'm looking for a topic for the next seminar in June. If there are any particular subjects you would like covered, please let me know at [kay@chapmaner.co.nz](mailto:kay@chapmaner.co.nz) or give me a call on 03 545 0877.

### **ANZAC Day and Easter Monday**

This year ANZAC Day and Easter Monday have fallen on the same day (25 April).

Employees get one public holiday for the day, and shops (other than those

with exemption certificates) cannot open until 1pm.

The public holidays for Easter are good Friday (22 April) and Easter Monday. Sunday is not a public holiday, and requires no special treatment for staff working.



### **Cashing Up the 4th Week of Annual Holidays**

There are two schools of thought on whether the fourth week of annual leave can be cashed up on the employee's next anniversary date, or the anniversary date after 1 April 2012.

The Department of Labour has the view that it is available now. I do not agree.

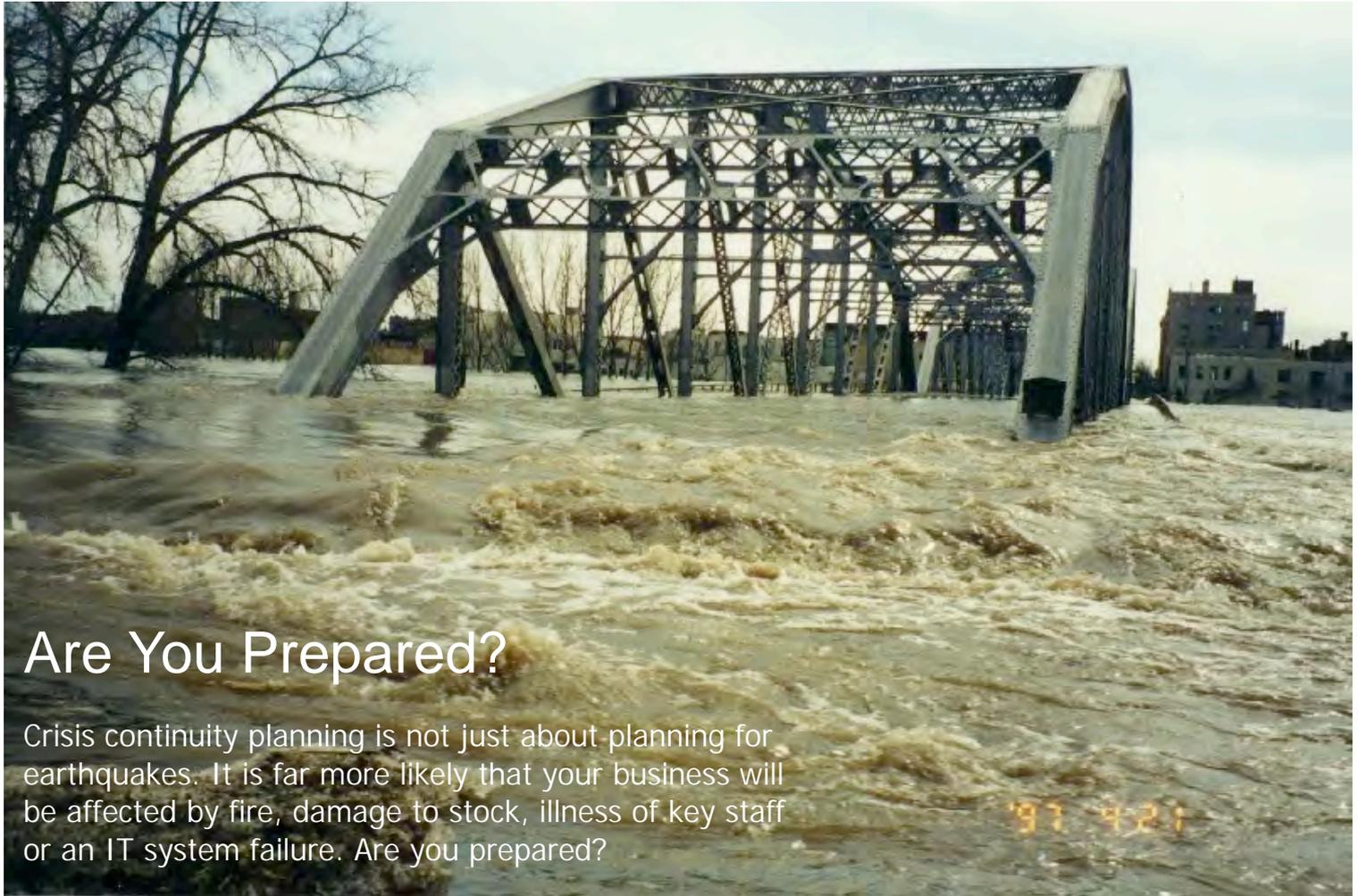
Whichever interpretation you choose to apply, the ultimate decision of whether to approve a request to be paid out is yours, and you do not have to provide a reason to the employee.

### **Minimum Wage Increase**

The minimum wage increased on 1 April 2011, to \$13.00 per hour for adults, and the new entrants and training minimum wage has increased to \$10.40 an hour.

Remember there is no statutory minimum wage for employees under 16 years old.





## Are You Prepared?

Crisis continuity planning is not just about planning for earthquakes. It is far more likely that your business will be affected by fire, damage to stock, illness of key staff or an IT system failure. Are you prepared?

### Are You Prepared For A Crisis?

For those of us not directly affected by the Christchurch earthquake, crisis planning has the potential of going back to being something we know we should do, but never quite get around to.

Right now is the time you and your staff are most likely to be engaged and committed to the planning process. Don't lose the opportunity.

Crisis continuity planning is not just about planning for earthquakes. It is far more likely that your business will be affected by fire, damage to stock, illness of key staff or an IT system failure.

Other potential crises include:

- Flooding by burst water pipes or rain
- Theft or vandalism
- Power cut

- Restricted access to your work premises (e.g. gas leak)
- Outbreak of disease or infection
- A crisis affecting your suppliers

Failing to plan can be disastrous. At best you risk losing customers, at worst you may go out of business.

As part of the planning process you should:

- identify potential crises that might affect your business
- determine how you intend to minimise the risks of these disasters occurring
- set out how you'll react if a disaster occurs in a business continuity plan
- test the plan regularly

Your planning may include a review of your Employment Agreements and incorporating clauses that identify what will happen in the case of a disaster.

These are commonly known Force Majeure clauses, and excuse a party (the employer), from liability if some unforeseen event beyond your control prevents you from performing your obligations under the Agreement.

If you would like assistance with clauses for your Employment Agreements please give me a call.

There are also many excellent websites that are helpful for your Crisis Continuity Planning. Here are a couple I have found useful.

[en.wikipedia.org/wiki/Business\\_continuity\\_planning](http://en.wikipedia.org/wiki/Business_continuity_planning)

[www.netlawman.co.uk/info/crisis-management-planning.php](http://www.netlawman.co.uk/info/crisis-management-planning.php)



SERVICES BY OTHER PROVIDERS



**Courageous Conversations Course  
(2 Days)**

**Improving Workplace Relationships**

Tuesday 17th & Wednesday 18th May

**Target Audience:** For those people in organisations who specifically want to improve a relationship in the workplace, to change a difficult situation, or constructively communicate with someone who is not meeting your expectations and standards to improve performance. The groups size is between 4 and 10.

**Fee:** \$ 297.50 for businesses who are eligible for NZ Trade and Enterprise 50% discount or \$595 full price

**NZTE funding:** If your business is GST registered, privately owned and you have under 50 FTEs, you are likely to qualify for our **50% discounted** NZTE rates – call Barbican Training Centre on 547 6138 to check your eligibility

**More information:** Check the Barbican website: [www.business-training.co.nz](http://www.business-training.co.nz)

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