

## INDIVIDUAL EMPLOYMENT AGREEMENT ORDER FORM

Under the Employment Relations Act 2000 (ERA), all employees that are not union members covered by a collective employment agreement must have a written individual employment agreement. The NZ Medical Association has developed Individual Employment Agreements for use for those employees who are not NZNO members, therefore are not covered by the Primary Health Care MECA.

If your practice is a party to the Primary Health Care MECA you cannot automatically pass on the terms and conditions agreed in collective bargaining to non union members. You are required to negotiate these terms with your employees.

However if your business is a party to the Primary Health Care MECA, you **must** offer all new employees, covered under the coverage clause of the MECA, the same or better terms and conditions as the MECA for the first 30 days of their employment. This is regardless of whether or not they are union members. Once the 30 days is up, your employee may choose to join the union. If they do, then their employment is covered under the MECA – no individual employment agreement is required. If they don't, you are then required to negotiate an individual employment agreement with them.

The three resources listed below are sample employment agreements with comprehensive explanatory notes. The agreements are Microsoft Word documents that can easily be altered reflect the terms and conditions you have negotiated with your employee.

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Practice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

*(email is required, so resource can be sent electronically)*

\$120 Practice Nurse Individual Employment Agreement

\$120 Medical Receptionist Individual Employment Agreement

\$120 PHC MECA IEA

(for new employees who are not union members, but the practice is party to the PHC MECA, or for practices that aren't party to the MECA)

I attach a cheque of \$ \_\_\_\_\_ payable to the NZ Medical Association.

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