



Welcome to the Employment New Zealand newsletter. Here you will find the latest news and information about employment rights and responsibilities.



## **Growing your workforce this summer?**

Whether it be pickers and packers for your orchard or workers for your café or restaurant – here are four things to check you know before you hire.

### **1. The difference between casual, fixed-term and part-time employees**

Sometimes people mix up the terms casual, fixed-term and part-time. Employment rights and responsibilities apply to all employees, but how leave is applied can be different depending on the type of worker.

[Types of worker](#)

### **2. Are you keeping the right records?**

For all employees, employers need to keep records of wages and time, and holidays and leave to show that you've correctly given your employees their minimum employment entitlements. If our Labour Inspectors come to visit your business, they may ask you to provide these records to help show you're meeting your obligations.

[Record keeping](#)

### **3. How to check an employee's right to work in New Zealand**

Employers have a responsibility to make sure that an employee can work for them legally. If you have the person's consent and information, you can check their immigration status through VisaView. Any New Zealand employer can register to use VisaView. More information about how to use the service can be found on the Immigration NZ website.

[Hiring temporary migrants](#)

#### 4. **Your responsibilities when hiring**

Every employee must have a written employment agreement.

Employees also have other minimum rights. These are legal requirements that apply even if they're not in the employment agreement. It's the responsibility of the employer to make sure they're met. As an employer, you can't reduce these or trade them off for other things.

[Employer rights and responsibilities](#)

[More information on starting employment](#)

#### **News and updates**

##### **Dairy owners must pay \$16,000 in penalties for employment breaches**

A Piopio dairy and its owners must pay \$16,000 in penalties after the Employment Relations Authority found them liable for 21 breaches of minimum employment standards which impacted migrant employees. [Continue reading](#)

##### **MBIE teams visit dozens of Hanmer Springs businesses in compliance crackdown**

Teams from the Ministry of Business, Innovation and Employment (MBIE) visited 26 Hanmer Springs hospitality and retail businesses following complaints of potential migrant exploitation. [Continue reading](#)

##### **Our hours over the holiday season**

Our call centre will be closed from 5pm, 24 December to 8am, 3 January. If you have questions about your rights or responsibilities over this time, [see our website](#). Wishing you a safe and happy holiday season.

##### **The Employment NZ newsletter is moving from monthly to quarterly**

From 2025, this email newsletter will move from being sent monthly to quarterly. In March, June, September and December we'll email you with news and information about your employment rights and responsibilities.



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