

Christmas 2014 Essential Update

Christmas Wishes

From the team at Essential HR:

May you all have a wonderful Christmas season - Meri Kirihimete. And for those of you who are able to take a break, have a good rest and recharge the batteries for next year.



Keep Up With Developments

So much happens and there is so little time to read everything that comes your way – right? I certainly find that, and the risk is that you will miss some news that is important to your business.

To help with that I try and issue a weekly news blog of 1 or 2 short paragraphs in the HR space – just to keep you up-to-date. I refer to them in my bi-monthly update, but I don't usually repeat the news.

So I do suggest you subscribe to these weekly news feeds. Visit <http://www.essentialhr.co.nz/news/> and use the "Subscribe" button on the "Keeping you posted" page.

Since my last Update you may have missed the following – if so, check the website:

- **ERA Changes effective March 6**
Do you have a collective? Need flexible breaks?
- **Legislation impact on you if staff Drink & Drive**
If it's a staff function you have some liability if you let staff drive home under the influence
- **My visit to the Select Committee re H&S law**
I've asked for some relaxation for SMEs around representation – they were open. Let's see ...
- **Family relationships at work**
Are all family employees properly contracted?
- **MBIE review of employment law breaches**
MBIE audits in Canterbury have found many w/o agreements, wage records or wrong deductions
- **Use of casuals and students**
What documents are needed for these staff?
- **Company officers can be legally liable**
Senior managers could end up with H&S fines under new legislation

Essential HR Contact over Christmas/New Year

We are **not** formally closing over this period; however the office will be unmanned from Wednesday 24 December until Monday 5 January.

If you need to get hold of us for any reason please contact Mike Johnson on 027 2808546, and he will be delighted to help.

Jade Taylor will return to the office on January 12th, and in the meantime Mike will also handle her clients.

Renata unfortunately had to finish with us, so for the time being we have less office-based staff, but the service will still be seamless.

For more information

Regarding a newsletter item or for HR Consulting Services

Email: mike@essentialhr.co.nz

Phone: 03 9436310 027 2808546

Web: www.essentialhr.co.nz

PO Box 7213, Sydenham, 8240

Thoughts for 2015

Workplace investigations – get trained

A recent court case involving the Warehouse had the court criticising a lack of training in investigations and in poor procedures. Yet they probably still did better than most. Not that we need to be like the police (and even less like the TV) – but we do need to retain a factual base; be fair to all; be logical and reviewable – so that we can show our decisions are reasonable.

Small business staff complaints often involve a manager and need independent investigation. I am experienced in running such processes.

And more – **in late Jan/Feb I will be running a workshop(s) to train managers** in a model for investigation processes and interviewing techniques. Watch this space or contact me to reserve space(s).

Strategic Planning

A new year is a great time to think to the future – why not talk to me and brainstorm how to make the best use of your staff in achieving your 2015 goals?

To unsubscribe from this Update just respond to the email with "Unsubscribe" in the subject line.