

Human Resource Management System

It is in five parts:

One

Part one is about properly engaging staff. Nearly all contracts in NZ have serious defects and they will fail in court.

Two

Part two is about the policies that NZ employers must have to minimise prosecution and comply with the various laws.

Three

Part three is the range of forms for operating the system

Four

Part four is meeting the Privacy Act requirements.

Five

Part five is meeting the Human Rights Act requirements.

HR Management

The Section on Engaging Staff (where most mistakes are made)

Part One

1. Defining the position and advertising
2. Application forms
3. Evaluation of applicants forms
4. Interview processes forms
5. Letter of appointment forms
6. Form of agreement or contract
7. Schedules (2) legally required
8. Independent confirmation of understanding
9. Position descriptions and schedules of duties

The Section on Policies

Part Two

1. Quality policy
2. Training policy
3. Human Rights policy
4. Privacy of information policy
5. Smokefree Environment policy
6. Sexual Harassment policy
7. Drugs and Alcohol policy
8. Stress management policy
9. Personal Protective Equipment policy
10. Repatriation Policy
11. Security Policy
12. Fatigue Management Policy
13. Driving Safety Policy
14. Office Communications and Internet
15. Another ten policies

The Section on Forms

Part Three

1. Employee record
2. Medical record
3. Training record
4. Induction programme
5. Progressive warning system
6. Annual Performance appraisal
7. Individual performance
8. Remuneration surveys
9. Employee timesheet
10. Leave application
11. Leave record
12. Restructuring the organisation
13. Review of appointment
14. Exit interview

The Section on Privacy

Part Four

1. Privacy Act Policies
2. Appointment of Privacy Officer/s
3. Privacy Procedures to apply
4. Induction programme
5. Progressive warning system
6. Grounds for declining information
7. Information Privacy Principles

The Section on Human Rights

Part Five

1. Introduction to the Act
2. Human Rights Policies
3. Equal Employment Opportunities Programme and appointment of EEO Officer
4. Prohibited Grounds of Discrimination
5. Human Rights Issues to Consider
6. Other Discrimination to be Avoided

Why you need an HR system

Warning

1. There are approximately 45,000 claims by employees per annum.
2. This represents one in five employers per annum
3. Most settlements are about \$6,600 and the lawyers usually get about one third. The employees often buy a new car
4. 90% of the settlements are in favour of staff
5. There are about 300 HR lawyers and about \$300m is exchanged annually. The lawyers simply call it “the killing field”.

Operating an HR system

Warning

1. In the event of an employee problem or employee claim the client will call Summit for help and advice
2. In the event of new staff being appointed the client will call Summit to check the steps involved in making sure that the risk of liability and litigation is minimised
3. Do not try and be an expert on your own as it normally does not work out in your favour

Guide to interviewing in NZ

Check

1. This section is new and is developed for all existing and new clients
2. There are about 12 general issues to be aware of
3. There is a section on how to assess skills
4. There are 44 questions to check out the suitability of the candidate who could easily wreck your company if you do not take precautions

Let Us Help You

- Summit Systems Ltd Consultant will offer you a quote for a high quality Human Resource Management System. It is likely to cost about the same amount of money as would be charged by a lawyer for a 4 page contract document
- Summit Systems Ltd will ensure Client satisfaction and on-going support.
- Summit Systems Ltd has had up to 20 years of experience. It has highly skilled people and is subject to external audit plus audit by NZQA

Contact Details

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