



ANGLICAN DIOCESE OF WAIAPU CHECKLIST FOR NEW EMPLOYMENT AGREEMENTS

FOR YOUR USE: Please copy this form for each new employee and tick off each requirement.

NAME OF NEW EMPLOYEE:	
<p>Email the request for an employment contract to Colleen Kaye – colleen@waiapu.com cc: Colleen Marriott – executive.assistant@waiapu.com</p> <p>NB: The request needs to be authorised by the Parish Vicar or Warden and needs to be emailed to Colleen(s) at least two weeks before the proposed start date.</p> <p>On the request please provide the following information:</p>	
1	Full Name of the Employee
2	Job Title
3	Stipulate on the request the type of employment contract required: (i) Permanent Contract (ii) Fixed Term Contract – if it is for a fixed term please explain why. Give start and finish date. (iii) Casual Contract
4	Pay Rate
5	Attach the Job Description
6	If a police check or Ministry of Justice check needs to be done, if possible send the form and ID with this request so that the procedure can get underway as soon as possible.
<p>Colleen Marriott will generate the agreement Colleen Kaye will check it Colleen Marriott will email it back to you</p> <p>Now you need to:</p>	
7	Check the agreement
8	Arrange for the new employee to initial each page and sign the agreement
9	Attach the following forms: (i) IRD form – IR330_Feb2016 (ii) KiwiSaver form – either to <u>opt in</u> Kiwisaver KS2 (Feb 2013) or <u>opt out</u> Kiwisaver KS10 (May 2011) (iii) Anglican Diocese of Waiapu – Parish Accounting Scheme - Payroll-New Employee Form-V1 (iv) Police Check form if required, and if it hasn't already been sent in.
10	Email the signed agreement and all forms to Colleen Marriott. She will give Lesley all the employee forms, and will arrange for Colleen Kaye to sign as the Employer and email a copy back to you.
11	Give a copy of the employment contract to the Employee and keep a copy for your files.