



The Association of People Professionals

**appnz**

# **HR Professional Development Programme Employment Relations Act Modules**



# HR Professional Development Programme



## The Employment Relations Act

HR, Payroll and Talent Professionals need to know how to apply the points of the Employment Relations Act when offering employment or knowing which provisions apply to which employees.



To begin we recommend watching the ERA overview video. [Just click to watch.](#)

## Module 1: Types of Employees

This module covers understanding the different types of employees including part timers, casuals, fixed termers and seasonal workers and the issues to know about each.

- Do you know when a casual is officially considered a part timer?
- What happens if a fixed term employee works 1 day after their fixed term ends?
- What happens if you don't have a reason for the fixed term ending?
- When is a seasonal worker not?

## Module 4: Meal Breaks & Flexible Work

This module covers understanding the legal provisions around meal breaks and flexible working XXX

- Do you know when a casual is officially considered a part timer?
- What happens if a fixed term employee works 1 day after their fixed term ends?
  - What happens if you don't have a reason for the fixed term ending?
  - When is a seasonal worker not?

## Module 2: Using Trial Periods

This module covers the legal provisions of using trial periods so that they are enforceable and how to handle the different issues that can occur.

- Do you know if you can use trial periods with volunteers or interns?
- What happens if you ignore provisions in your termination clause – is your trial period okay?
- Can you pay out notice?
- If you email someone role details, can you still use a trial period?

## Module 5: Zero Hour provisions

This module covers understanding the Employment Standards Act changes and the difference between casuals and part time flexible workers. It covers how available hours work and the issues around managing these agreements.

## Module 3: Employment Agreements

This module covers the different clauses that you need to have in your employment agreements and what HR and legal issues to consider.

- Why should you never put bonuses in your employment agreements?
- What are the 8 legal provisions you must include?
- Do you know what makes your restraint of trade unenforceable?
- Can employees refuse to sign updated HR policies? What should your clause say to counteract this?

## Module 6: Collectives & Unions

This module covers union access, bargaining for a collective and how to work with a union.

## Module 7: Strikes and Lockouts

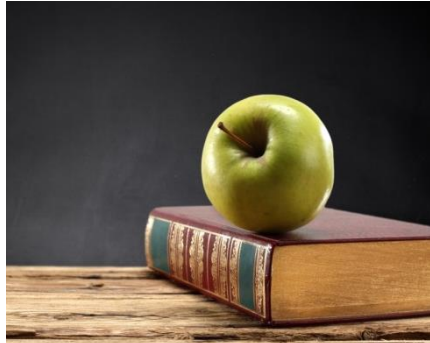
This module covers the legal provisions and case law around strikes and lockouts.



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The Employment Relations Act modules are presented by:



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