



INDIVIDUAL EMPLOYMENT AGREEMENT ORDER FORM

Under the Employment Relations Act 2000 (ERA), all employees that are not union members covered by a collective employment agreement must have a written individual employment agreement. The New Zealand Medical Association (NZMA) has developed Individual Employment Agreements for use for those employees who are not New Zealand Nurses Organisation members (the union), therefore are not covered by the Primary Health Care MECA.

If your practice is a party to the Primary Health Care MECA you cannot automatically pass on the terms and conditions agreed in collective bargaining to non union members. You are required to negotiate these terms with your employees. This does not mean that terms and conditions must be different – as long as there was the opportunity for genuine negotiation.

The three resources listed below are sample employment agreements with comprehensive explanatory notes. The agreements are Microsoft Word documents that can easily be altered reflect the terms and conditions you have negotiated with your employee.

Practice Name: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Contact Person: _____

Email: _____
(email is required so resource can be sent electronically)

- \$140 Practice Nurse Individual Employment Agreement
- \$140 Medical Receptionist Individual Employment Agreement
- \$140 PHC MECA IEA
(For practices that aren't party to the MECA)

An invoice will be sent along with the sample agreement(s)
