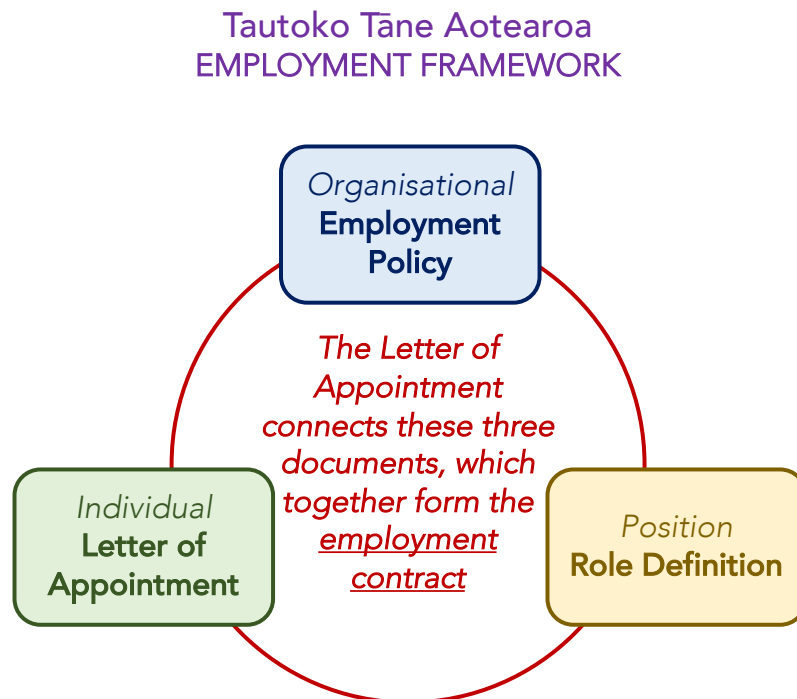


Employment Framework

The Tautoko Tāne Aotearoa (TTA) employment framework is organised as follows:



It is important to recognise that the individual employment contract consists of the three documents:

- ✓ Letter of Employment – personalised for each employee;
- ✓ Role Definition – can be standard for the same role; and
- ✓ Employment Policy – a comprehensive policy that applies to all employees.

The advantages of using this framework include:

- ✓ **Consistency and Equity:** It that it ensures that all contractual arrangements with employees observe the same set of employment policies, which are drafted to cover all aspects of the employment arrangement. This arrangement also helps to promote equity amongst employees;
- ✓ **Simplicity:** In both application and updating:
 - The employment contract is simply formed by attaching employment policy plus the relevant role (position) definition to the individual letter of appointment.

- The central policy documented can be updated as required for law changes and applied without renegotiating contracts.
- ✓ **Flexibility:** The individual letter of appointment allows different remuneration arrangements, working hours, allowances etc. to be specified in a personal and confidential letter that forms part of the employment contract. This provides for individual flexibility and avoids the inclusion of any of these arrangement in the position definition, which can then be general and public.

Templates

The templates necessary to implement this framework can be found on the MSA website (<https://tautokotane.nz/resources/information/our-policies/>)

Employment Policy is within Governance Policies;

Role Definition – a sample role definition for a peer-worker can be found in Operational Policies – Forms; and

Letter of Appointment – a sample letter of appointment is also included within Operational Policies – Forms.