

This folder contains all the forms you will need to employ your Support Worker.

- All documents, including the employment contract and job description must be signed before your Employee starts working.
- Please ensure you both keep a signed copy of the employment contract.
- Please refer to the checklist below before submitting new employee set up forms.

? Frequently Asked Questions ?

Is 'Lifewise the 'Employer'?

No, the employer is the person receiving the funding or their Agent. Lifewise is the Individualised Funding **Host** that supports clients who receive disability funding. We support you around managing your own funding which can be used for employing your own Support Workers. We can assist with providing payroll services for your employees, who you can pay through your disability funding.

What is my role as an Employer?

Employers are responsible for managing their employee's employment contracts, job descriptions, approving leave, verifying/signing employee timesheets to send to Lifewise Payroll before payroll deadlines, providing a fair and safe working environment – just like any other employee in New Zealand with adherence to NZ Employment law. Employers are also required to keep all employee documentation/records/timesheets for at least 7 years according to the Employment Relations Act 2000. You can find further information on the hiring process and Employer responsibilities on the Employment New Zealand website: www.employment.govt.nz

What is an RFC (Resident Family Carer/Paid Whanau Carer)?

A Resident Family Carer lives with the person they care for. Such as a brother, aunty, anyone who lives with the person they are being paid to support. Please note: Parents generally cannot be hired to provide Respite Care as the purpose of this budget is to give parents/main carer's a break. RFCs also cannot claim mileage and are generally not paid for sleepovers (overnight support) - please check with your IF Coach if you're unsure or need to discuss.

What are the costs involved for using Lifewise Payroll for my staff?

There is set up fee of \$27.60 incl GST per employee as well as \$3.25 incl GST per fortnightly pay period (approximately \$120 per year) to use Lifewise payroll services for your employee. Other costs you need to consider include approximately 12.75% that goes towards paying employee obligations such as annual leave and ACC etc. Your IF Budget can cover these costs.

Have more questions? Contact your IF Coach or email: disabilitysupport@lifewise.org.nz

CHECK LIST

- Advice of Employment
- IRD Tax Code Declaration
- Kiwi Saver Deduction or Kiwi Saver opt-out Request form
- Proof of valid NZ Bank Account
- Individual Employment Agreement
- Eligibility to work in NZ if not a NZ Citizen or Resident - Please provide a copy of passport/visa

Email completed forms to: disabilitysupport@lifewise.org.nz by 12.30pm the Wednesday before the next payroll submission deadline.

Please send completed forms as PDF or JPEG Files only. Incomplete forms and submissions after the Wednesday deadline will be held and processed for the following fortnight/pay run.

EMPLOYMENT TYPES

Permanent Support Workers

Examples:

- I provide regular ongoing work
- I can be part-time or full-time
- I have specific days and hours that I am expected to work each week

My employment agreement must detail my: wages, hours, days and work conditions.



Casual Support Workers

Examples:

- I support you at times you've contacted me that you need extra support, or your regular employee is away
- I only come to work when you need me and won't have regular or set hours or days I work
- I can decline work you offer if I am not available at the day/time you've requested me to work

My Casual Employment Agreement must detail my: Pay rate, work conditions, hours - specifically that the nature of my work is casual with uncertain hours.



Things to consider when hiring a new employee

- 👉 Do you have enough funding to pay your staff regularly/throughout the year If you hire them on a permanent basis? Please check with your IF Coach if you need a break down of your budget. It's important to consider this if you also use your funding towards other costs.
- 👉 Paying Mileage - Mileage (per KM) covers work related travel. E.g. Driving to appointments or day program. Mileage does not include travelling to/from work as this is a cost people are generally expected to pay themselves. Please check the IRD website for the latest recommended mileage rate. You should also check with your IF coach if your funding can accommodate potential ongoing mileage costs or you or your Support Worker live in a rural area.
- 👉 Resident Family Carer's aged 14-18 years old cannot work during school hours (9am-3pm) with exception to school holidays.
- 👉 Sleepover hours cover overnight support between approximately 10pm-6am, we recommend paying your Support Worker at the minimum adult wage if the person they support is sleeping.
- 👉 Any more questions? Get in touch!