

Dear Namecheck employment Clients.

Covid-19 & lockdown has major economic results for many New Zealand businesses and is going to alter the way we do businesses and how well we operate in this new and evolving environment.

To show our continued support of your business during these difficult times, Namecheck gives you our **generic template** documents for you to consider after the lockdown. Our advise is only relevant if you anticipate no longer trading at your pre lockdown norm. As a consequence staff hours will need to be reduced to match new levels of trade. The post covid19 employment agreements need variation.

The drafts are to deal with once we come out of lockdown, but you can start to seek agreement on terms almost immediately.

- Document titled Post lockdown is to seek your employees agreement to reduce working hours. Eg from a 5 day working week to a 4 day working week. They would remain on the same wage.
- Document titled Variation document, is to obtain your employees agreement to reduce the pay from 100% after lock down to 80% or an alternative percentage.

Remember with both documents you must obtain consent, so we recommend the following:

1. Try to arrange a phone call or zoom meeting to provide an softening of the letter being sent. Essentially, you can tell the employee that the idea is to reduce overheads, labour costs to reduce the risk of redundancies.
2. After the meeting, send the letter and ask the them to sign the document or agree by replying via text or email. Retain this reply.
3. If you do not get consent, then you cant force or apply the change. At this point you may need to consider if you can afford the role at its current rate, and restructuring maybe required.

Remember, this email is not a substitute for legal advice. You should contact an Employment Law Advocate

Member Of The Employment Law Institute Inc, directly if you have any questions.

We have these templates available permanently in our main menu - useful forms (employment section below land lording forms). These are a standard template so can be adapted to your specific situation or employee.