



## Employment Contract for Faith Community Nurse

NZFCNA recommend that the church leadership develop a document which includes the following:

1. A description of the roles which the nurse may participate in. This may include hands-on nursing management or not. It may include involvement in the leading of worship: leading prayers, laying on of hands, preaching or participation in the pastoral team. The FCN role is not that of pastoral team leader but she/he may work alongside them.
2. The FCN should be part of the ministry team and attend their regular meetings.
3. A description of the hours to be worked, even if the nurse is working in a voluntary role, as this is required by Nursing Council. The nurse is required to work 450 hours within a 3-year period to maintain registration.
4. If the nurse is to be paid then the rate of pay, frequency of payment and whether there is any holiday pay should be included.
5. A police check will be required to ensure whether the candidate has any criminal convictions (this applies to all those working within the church, even in a voluntary capacity.)
6. The nurse will need to be provided with educational opportunities to comply with Nursing Council's registration requirement of 60 hours every 3 years. It would be expected that financial support would be provided to attend these opportunities.
7. If the church does not have an indemnity insurance policy for workers, then membership of NZNO is recommended to cover this.
8. Expenses which should be included include
  - Nursing Council registration fee
  - NZNO membership for insurance indemnity
  - Travel costs
  - Phone costs
  - Clinical supervision costs
9. A reporting system to the church leadership on a monthly basis is recommended with a written annual report
10. It is advised that the contract be reviewed on a regular basis also and that this review date is included in the original contract

## Paid Positions

### What is supposed to be covered in an employment agreement?

Current: 21 February 2020

These are the basis things that have to be included in an employment agreement by law:

the names of the employer and the employee;

description of the employee's duties;

the location of work;

the hours of work;

pay details - how much the employee will be paid as well as how, and how often they will be paid;

a description of the process for resolving any disputes between the employee and employer, including information about raising a personal grievance;

entitlements when working on public holidays;

how any restructuring situations will be handled.

There are also a number of minimum conditions that have to be met whether they are included in the employment agreement or not, eg the minimum wage rate and an annual leave entitlement.

Most employment agreements will have additional clauses to cover your particular employment situation, for example whether your job position will be full time or part time, or whether there is a trial period.

There is an Employment Agreement Builder on the business.govt.nz website to help the employer create an employment agreement that contains the necessary clauses. •

### **Legal requirements for hours of work**

Any employment agreement signed after 31 March 2016 must include the hours, days and times of work if these have been agreed to between the employer and employee.

You can download a helpful document at

<https://www.employment.govt.nz/assets/Uploads/tools-and-resources/publications/minimum-employment-rights-responsibilities.pdf>