



Mighty Efficient
BOOKKEEPING

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Vol. 1

MONTHLY NEWSLETTER



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Whats on for the Mighty team this month?

On Friday 21st May we are hosting a Pink Ribbon Breakfast for Certified Bookkeepers in our region to raise funds for Breast Cancer awareness.

Then on Friday 28th May we will be attending the Mitre 10 Trade breakfast to cook some nice hot meals for our clients and to do some networking!

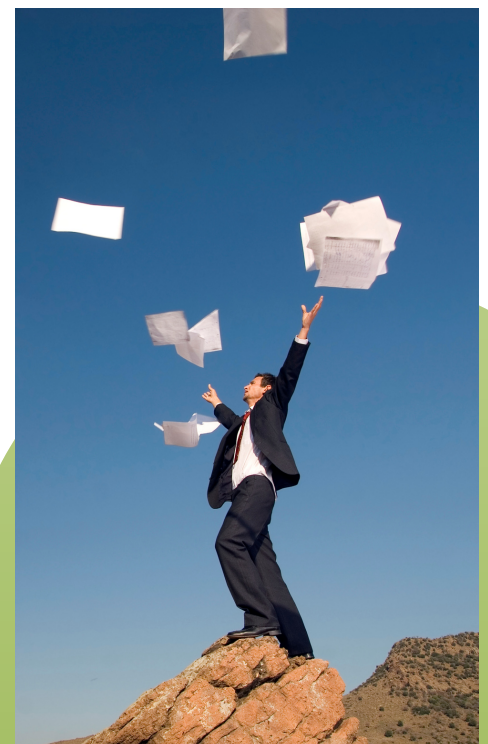
We have our radio ad coming out this month also so tune into The Rock and The Sound!

For those that have popped into the office you will have noticed a new addition! Cate has joined the team and will be assisting with all things admin and is currently working towards becoming a qualified bookkeeper.

Jess has added to her list of certifications by gaining her Xero Specialist Certification for Trade and Construction. Shes a wizz on all things tradie!



**Trade and
construction
specialist**





COVID-19 Vaccinations - Are your staff covered?

Article by Employment NZ

Workplaces play a key role in supporting New Zealand’s vaccination campaign, and the rollout of COVID-19 vaccines will likely raise some important employment, workplace health and safety, and privacy questions.

How can my business support the COVID-19 vaccination campaign?

Employment New Zealand encourages all employers to make it easier for their employees to get vaccinated by removing any barriers, such as costs or disadvantage (for example, if travel or time off work is needed). You could:

- Allow your employees to get vaccinated during work hours, without having to use annual leave or losing pay.
- Make employees aware of information about vaccination available from the Ministry of Health or District Health Boards.
- Organise vaccination at your workplace, if asked by the Ministry of Health or a District Health Board.

Can I make my employees get vaccinated?

No. Employers can only require that certain roles are performed by employees who are vaccinated, if the work is covered by a Health Order, or if a risk assessment shows that there is high risk of getting and/or infecting others with COVID-19. There are very few types of work in New Zealand where this would apply.

Can I change my unvaccinated employees’ work arrangements or transfer them to other positions if vaccination is required for their job?

Before considering changes to roles or work, employers should consult with their employees (and their union, if one is available), and agree if changes to their work arrangements are possible or desirable. This could include:

- location
- hours of work
- change or duties (e.g. job content),
- transfer to other positions that no longer pose a high risk.

Employers should also consider whether the tasks that require vaccination can be postponed. For example, if an employee can’t be vaccinated (e.g. pregnancy, certain medical conditions, or existing medication regimes) then this might mean certain alternative arrangements can be agreed for the short term, with vaccination planned for a later date.

Minimum Wage Increase

Article by Employment NZ

The Government confirmed that the adult minimum wage will increase, from \$18.90 to \$20.00 per hour on 1 April 2021.

The starting-out and training minimum wage rates will also increase on 1 April 2021, from \$15.12 to \$16.00 per hour.

As an employer, you need to ensure your payroll systems and processes are updated.

All employers and employees should also take note of the minimum wage changes, as it sets a new relative benchmark for pay negotiations.

There are some exceptions to the application of the Minimum Wage Act 1983 and a small number of people with a disability hold an exemption permit from the minimum wage.

Minimum wage exemption for people with disability has information about exemption permits to employees who have a disability that limits them carrying out the requirements of their work.

There is no minimum wage for employees under 16 but all the other minimum standards and employment rights and obligations apply. When an employee turns 16, they must be paid the relevant minimum wage (even if they were paid less than the minimum wage when they were 15).

The current minimum wage rates (before tax) are as at 1 April 2021 and apply to employees aged 16 years or over:

Type of minimum wage	Per hour	8 hour day	40 hour week	80 hour fortnight
Adult	\$20.00	\$160.00	\$800.00	\$1600.00
Starting-out	\$16.00	\$128.00	\$640.00	\$1280.00
Training	\$16.00	\$128.00	\$640.00	\$1280.00

