



Rationale:

This policy supports the Employment Relations Act 2000

Purpose:

The purpose of this policy is to provide reasonable access to registered Union representatives for the purpose of relating employment and union business to union members.

Scope:

This policy applies to all staff and union representatives.

Guidelines:

1. Union representatives intending to visit the school to discuss union business with staff must gain permission from the employer representative assigned to their union first.
2. Permission will not be unreasonably withheld.
3. The union representative is required to:
 - a. Visit the school at a reasonable time, considering school activities planned on the intended day of visit.
 - b. Act reasonably having regard to normal school operations.
 - c. Comply with school health, safety and security procedures.
 - d. Notify the school about the reason for the visit.
 - e. Produce evidence of identity and authority to represent the registered union concerned.
4. If the employer representative is unavailable, the union representative must leave a written statement of:
 - a. union representative identity
 - b. union being represented
 - c. date and time of entry to the school site
 - d. purpose of visit

Name and signature of Union representative
Union represented
Date

Name and signature of WBHS representative
Date

Related policies:

1. Health & Safety

References or Sources:

1. Department of Labour <http://www.employment.govt.nz/er/minimumrights/unions.asp>
2. Employment Relations Act 2000 and amendments



Review details:

Version No	Action	Date
1	Approved BoT Meeting	Nov 2000
2	Reviewed by KIR, WAR	Oct 2003
2	Ratified by BoT	Nov 2003
3	Reviewed by NEE, KIR	Nov 2006
3	Approved SMT	Nov 2006
3	Ratified by BoT	Nov 2006
4	Reviewed by NEE, KIR	Oct 2009
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5	Reviewed by BoT	July 2011
5	Ratified by BoT	Aug 2011
6	Reviewed by NEE/KIR	May 2013
6	Ratified by BoT	Jun 2013
7	Reviewed by MOR	Jun 2016
7	Ratified by BoT	Jun 2016
Review cycle: 3 years		Due for Review: Jun 2019

Management Contact:

1. Support Staff and Caretakers and Cleaners Unions – Executive Officer
2. PPTA – Principal or Deputy Principal