



# Fair Pay Agreements and Employee Contact Details Document

SECTION 39(2)(D), FAIR PAY AGREEMENTS ACT 2022

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Under the Fair Pay Agreements Act 2022 (the Act), employers must provide the information in this document to their employees. This document tells employers and employees covered by a proposed Fair Pay Agreement about the obligation to collect and share employee contact details with the initiating union or employee bargaining side, and what the union or employee bargaining side may do with this information, under the Act.

This document also includes a form which employees may use if they decide not to share their contact details with the union or employee bargaining side.

## ***What is a Fair Pay Agreement?***

A Fair Pay Agreement will set minimum employment terms for all employees within a specified industry or occupation. These terms will include minimum pay rates, overtime rates, how much leave an employee can have and more.

Employers and employees can find more information about Fair Pay Agreements on the MBIE website: **Fair Pay Agreements » Employment New Zealand**.

## ***Terms used in this form***

***Initiating union:*** A union that has applied for approval to initiate bargaining for a proposed Fair Pay Agreement is known as an 'initiating union'. The initiating union represents employees that are covered by a proposed Fair Pay Agreement.

***Employee bargaining side:*** There may be more than one union representing employees – the initiating union and any other unions that represent employees make up the 'employee bargaining side'.

## ***Employer obligation to share employee contact details***

After an application to initiate bargaining for a proposed Fair Pay Agreement has been approved, an employer must provide certain contact details for each of their employees covered by the proposed Fair Pay Agreement to the initiating union or employee bargaining side, unless the employee chooses not to share their contact information. If an employee does not want to share their contact details, they must tell their employer in writing. This could be done by the employee completing the attached form or through any other means of written communication from the employee.

## ***Employees can choose whether their information is shared***

As an employee, you are receiving this notice because you have been identified as someone who performs work that is covered by a proposed Fair Pay Agreement, and you will need to consider whether you want your contact information shared with the initiating union or employee bargaining side.

If you do not want your contact details shared, you must let your employer know in writing within 20 working days of being notified that bargaining for a proposed Fair Pay Agreement has been initiated. If you do not let your employer know in writing, your employer must share your contact details with the initiating union or employee bargaining side. You can complete the attached form to tell your employer not to share your contact details. You can also use a text, email, or letter to tell your employer.

If your contact details are provided to the initiating union or employee bargaining side, you can also change your mind about this. To do so, contact the initiating union or employee bargaining side and ask for your contact details to be removed from their systems (and from the systems of any other employee bargaining parties that have received your contact details) and that they no longer contact you.

***What happens if you choose not to have your contact details shared***

If you choose not to have your contact details shared with the initiating union or employee bargaining side, you will not be asked for your input on bargaining or receive updates on the progress of bargaining. However, you will still be entitled to take part in the ratification vote for the proposed agreement.

You can change your mind any time. If you do, contact the employee bargaining side or let your employer know in writing and they will share your contact details with the initiating union or employee bargaining side.

***How the initiating union or employee bargaining side will use your contact details***

The initiating union or employee bargaining side may share your contact details with other unions that are on the employee bargaining side for that proposed agreement and otherwise in accordance with the Privacy Act 2020. The initiating union or employee bargaining side will use your contact details to seek your input and participation in the bargaining process and update you about bargaining. Contact details include your name and email address or phone number – you can ask your employer which contact details they intend to share and who they intend to share those details with.

Your contact details will not be used for anything other than contacting you about the proposed Fair Pay Agreement. These communications may also include information about where to find information on how to become a union member, but you do not have to become a union member to be represented in the fair pay bargaining process.

# Optional form: Choosing not to share your contact details

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You can use this optional form to let your employer know that you **do not** want your contact details shared with the initiating union or employee bargaining side.

If you do not let your employer know in writing within 20 working days of being notified that bargaining for a proposed Fair Pay Agreement has been initiated, your employer is required to provide your contact details to the initiating union or the employee bargaining side. Contact details that are shared will be used to update you and seek your input on a proposed Fair Pay Agreement which may apply to you.

Fair Pay Agreement reference number (*you can find this on the MBIE website, or ask your employer*):

- I do not want my contact details shared with the initiating union or employee bargaining side.
- I understand that choosing not to share my contact details means that I will not be consulted on or be able to provide input into Fair Pay Agreement bargaining or the terms of the proposed Fair Pay Agreement.
- I understand that I will still be entitled to take part in the ratification vote for the proposed agreement.
- I understand that I can let the employee bargaining side or my employer know, in writing, if I change my mind and want my contact details to be shared with the initiating union or employee bargaining side to receive updates and have input into Fair Pay Agreement bargaining or the terms of the proposed Fair Pay Agreement.

Full name:

Occupation:

Date: