



Working in the Vineyard Industry

A guide for people wanting seasonal employment in Marlborough vineyards.

Employee Checklist for Seasonal Work

Covered shoes, drinking water, hat, sunscreen, food – plenty! (physical work will make you hungry), IRD number, bank account details and.....

Notebook to keep your own record of

- Hourly rate
- Hours worked
- Vine rate/number of vines

It is important for you to keep a record of these details and to check your information against your employer's records on a regular basis. If there is a mistake you can then sort it out straight away. The mistake may be yours or your employer's – don't get upset if this happens. Take the time to work it out and discuss it with your employer.

Minimum Wage

All employees age 18+ must be paid the minimum wage

\$12.50/hr as at 1 April 2009
\$500 per 40hr week

Minimum wages apply even if a worker is paid by piece rates (vine rates). For example, if an adult worker prunes for four hours, he or she must earn 4 x \$12.50 (\$50.00) irrespective of the vine rate.

Payment of wages

An employer should pay wages by direct credit to the employee's bank account and provide a PAY SLIP showing gross earnings, tax and holiday details.

Holiday pay

Seasonal staff should receive 8% of their gross earnings as holiday pay. This may be paid on a weekly basis to seasonal employees and should appear as a separate and identifiable amount on the employees pay slip.

Public holidays

Every worker, by law is to be paid for those public holidays that occur on a day that would otherwise have been worked by the worker had it not been a public holiday.

Tax Rates

You must complete an IR 330 tax code declaration and give it to your employer prior to starting work. You should use the "M" (main) tax code or "S" (secondary) tax code, or in some cases the "CAE" (Casual Agricultural Employee) tax code. Details of which code are explained on the IR 330 Form. Tax is deducted from weekly earnings by your employer.

Quick Help Contacts

Marl Seasonal Labour – 03 577 8440
Department of Labour – 0800 20 90 20
Inland Revenue Dept – 0800 22 77 74



Want to work in the Vineyards?

Are you an NZ citizen/resident?

Yes – Talk to the Seasonal Co-ordinator
No – You need to get permission to work in New Zealand. The Seasonal Co-ordinator can help you.

Do you have an IRD number?

If you don't have an IRD number – talk to the Seasonal Co-ordinator.

Looking for work?

If you are looking for work – talk to the Seasonal Co-ordinator.

If you are getting Work & Income payments

Ring your case manager immediately (0800 559 009) to let them know you (or your partner) are working so that you don't get overpayment of Benefit.

Do you have a written employment agreement?

Your employer **MUST** provide you with an Employment Agreement. It is for your protection if things go wrong. Make sure you have the employers address so that you can contact them if you have an issue.

Has your employer provided you with work related Health & Safety information?

Your employer **MUST** provide you with Health & Safety information that includes; induction training, hazard identification, emergency evacuation and first procedures, and provide you with personal protective equipment and toilets / hand washing / shelter facilities.

Any problems

Talk to the Seasonal Co-ordinator (03 577 8440) or the Department of Labour (0800 20 90 20)