



Resolving pay complaints

First steps

Employers and employees should try to resolve the problem by discussing it with each other. Both parties are responsible for this. If an employee believes they have a personal grievance, they must raise it with their employer within 90 days.

Clarify with your employer what the problem is. Don't delay this step. Contact the Department of Labour on 0800 20 90 20 if you need help to clarify what the problem actually is.

Employment Agreements and Payslips

Every employee must have a written employment agreement provided by the employer and a copy must be given to the employee if requested. Payslips must be provided to the employee if requested.

Minimum pay and Holiday pay

The adult minimum wage is \$12.75 per hour plus holiday pay (8% of gross earnings) before tax.

You must be paid not less than the minimum wage for each hour worked if you are a full-time, part-time or casual employee, including when paid totally or partly by commission, fixed piece or contract rate.

If you need advice, assistance or want to make a complaint, use the free phone number:

Department of Labour 0800 20 90 20