

Templates to Animal Care casual staff

(Template when the staff average hours equated to less than the wage subsidy amount)

Dear XXX,

I write following XXX email last week regarding the wage subsidy and our casual staff.

After receiving feedback from other casual staff the Zoo has reconsidered its approach. Given the varying individual circumstances for our casual employees we have decided that we will apply for the wage subsidy for casuals, except for any individual casual staff that do not want us to do so.

There is no obligation on the Zoo to do this but we will do it as an act of good faith. We reiterate that the wage subsidy is not as clear cut for casual employees as it is for permanent and part time staff.

As we have mentioned previously, for some staff **there may be alternative measures provided by the Ministry of Social Development (MSD) that will be better for you**. We encourage you to look at those options before deciding whether to agree to us applying for the wage subsidy for you.

Our records show that you have worked on average **XXX** hours per week over the last twelve months (or since you first worked with the Zoo if that is less than twelve months ago). This means that we are able to apply for the part-time wage subsidy for you.

We will also honour the payment to you for the previously mentioned shifts up to April 16 (so please complete your time sheets as requested if you have not already). From then forward we will pay you the greater of your average weekly earnings for the last twelve months (or since you first worked with the Zoo if that is less than twelve months ago) or your average earnings for the four weeks prior to the last pay preceding the impact of Covid -19 (i.e. the four weeks to 26 March 2020).

Given that your average earnings for the four weeks prior was higher than your average weekly earnings for the last twelve months you will receive the equivalent of **XXX hours per week (\$XXX before tax)** for each of the 12 weeks following our successful application for the wage subsidy. We will advise you if our application is successful.

If you are offered any work during the period for which we are receiving the wage subsidy for you, payment for the actual work performed will be first compensated by the amount of the wage subsidy we are paying you, up until **XXX hours**, after which point you will be paid your usual rate per hour. As a condition of us applying for the wage subsidy in respect of you, you will need to agree to accept up to **XXX hours** if they are offered to you.

You will note that this is less than the amount of the part-time wage subsidy. Under the wage subsidy scheme where your usual income is less than the subsidy we must pay you your usual income. The surplus of the wage subsidy must then be either returned to MSD or allocated to

other staff in respect of whom we are receiving the wage subsidy but whose remuneration is not fully covered by the subsidy ([see here under 'Paying your Staff'](#)). We intend to allocate all surplus amounts to other staff as the wage subsidy we have received or can receive for other staff does not fully cover their remuneration costs.

If you agree to us applying for the wage subsidy for you, please reply to this email and confirm the following:

- (a) You agree to us sharing information about you with MSD, including the information required by the application (your full name, date of birth, IRD number and whether your average hours of work over the relevant period has been more or less than 20 hours per week);
- (b) You agree to us providing MSD with further information about you if required to enable them to make decisions about the application, to audit and review any subsidy that is granted (to us or another applicant) and how any subsidy granted is paid to employees;
- (c) You consent to us advising MSD if we end our employment relationship with you whilst you are receiving the wage subsidy.
- (d) You consent to the information we provide to MSD being:
 - i. Used by MSD to make decisions about our application, and to audit and review any subsidy that is granted (to us or to another applicant) and how any subsidy granted is paid to employees;
 - ii. Shared by MSD with other agencies (including non-government agencies) to the extent necessary in order for MSD and its auditors to make decisions about our application, and to audit and review any subsidy that is granted (to us or to another applicant) and how any subsidy granted is paid to employees; and
 - iii. Being used by MSD to make decisions about other assistance and entitlements to the extent our application and any subsidy granted is relevant to you.
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- (f) You understand you have the right under the Privacy Act to request information from MSD that we have supplied to them about you.

Please let me know if you have any questions.

I look forward to hearing from you.

Kind regards

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- (d) You consent to the information we provide to MSD being:
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