

## PUKAPUKA WHAKAMĀRAMA

# HE KAIWHAKAPAIPAI WHARE, HE KAIWHAKATAKA KAI RĀNEI KOE?

# HE KAITIAKI TŪRORO, KAIHOROI KĀKAHU, KAITIAKI WHARE RĀNEI KOE?

Mehemea āe, tērā pea he mana anō ōu i te mahi.

Ka taea pea e koe te mahi anō mā tētahi atu kaitukumahi – ahakoa kua hokona atu te umanga kei roto koe e mahi ana, kua kore rānei te kirimana mō te mahi e mahi ana koe.

Mehemea ka pā mai pea tēnei whakarerekētanga ki a koe, kimihia ētahi atu mōhiotio e pā ana ki ōu mana. Whakapā atu ki tō uniana, ki te Tari Mahi rānei mā te ipurangi [www.dol.govt.nz](http://www.dol.govt.nz), waea mai rānei i ngā hāora mahi 0800 20 90 20.

### KEI A WAI ĒNEI ATU MANA I TE MAHI?

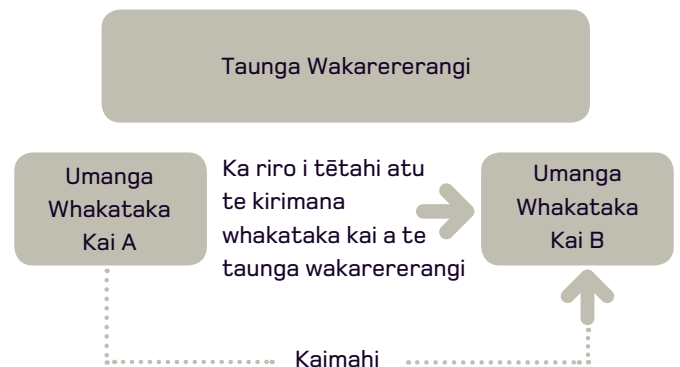
- Ngā kaimahi e mahi ana i ngā mahi whakapaipai, whakataka kai rānei i ngā wāhi mahi
- Ngā kaimahi e mahi ana i ngā mahi horoi kākahu mā ngā hōhīpera, whare kaumātua, whare mātauranga rānei
- Ngā kaimahi e tiaki ana i ngā tūroro mā ngā hōhīpera me ngā whare kaumātua
- Ngā kaimahi e tiaki ana i ngā whare kura, whare wānanga, whare kuratini me ētahi atu whare mātauranga.

### Ā HEA ĒNEI KA PĀ MAI?

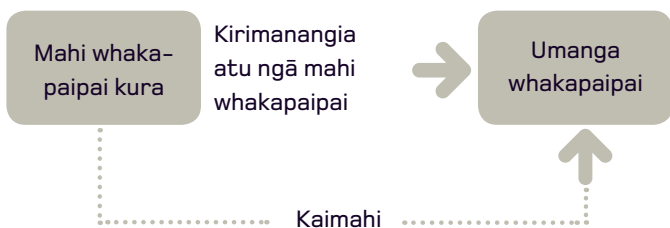
- Ina hokona atu te umanga kei roto koe e mahi ana



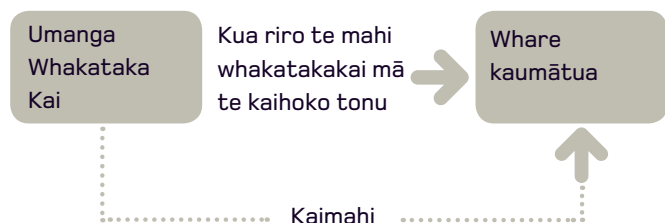
- Ina riro i tētahi atu umanga te kirimana mō te mahi e mahi ana koe



- Ina kirimanangia atu te mahi e mahi ana koe



- Ina whakakorengia te kirimana mō tō mahi a te umanga kei roto koe e mahi ana nā te mea ka pīrangī te kaihoko māna tonu e mahi.



## HE AHA ŌU MANA?

I ēnei āhuatanga:

- He mana tōu ki te whakawhiti ki te kaitukumahi hou i raro i ngā tikanga me ngā āhuatanga mahi kei a koe ināianei
- Ka taea e koe te noho tonu me tō kaitukumahi o nāianei
- Me hoatu ki a koe te ingoa o te umanga hou ka mahi i ngā mahi, me ngā mōhiohio hāngai pū e pā ana ki ngā whakarerekētanga e taea ai e koe te whakatau mehemea ka whakawhiti koe. Me riro i a koe ēnei mōhiohio i mua i te whakatinanatanga o ngā whakarerekētanga
- Me whai wā koe ki te whakatau mehemea ka pīrangī koe ki te whakawhiti ki te umanga hou ka mahi i ngā mahi me te whakamōhio atu ki a koe me kōrero koe ki a wai e pā ana ki tērā whakatau.

Kāore ēnei mana e aukati i a koe ki te kōrero me tō kaitukumahi o nāianei e pā ana ki ētahi atu mahi māu kei a rātou.

## HE AHA NGĀ MŌHIOHIO ME TUKU?

Ko ngā mōhiohio me tuku ki a koe ko:

- Te momo whakarerekētanga me tōna whānuitanga. Hei tauira, mehemea ka kirimanangia atu tō mahi, ka hokona atu te umanga rānei, ā, mehemea ka pā tēnei ki te katoa o tō mahi, ki ētahi wāhanga noa iho rānei
- Te rā ka tīmata te whakarerekētanga
- Te rā me whakatau koe mehemea ka whakawhiti koe ki te kaitukumahi hou
- Te ingoa o te umanga ka riro māna te mahi mai i tō kaitukumahi
- Ngā kōrero mō te tangata hei whakapā atu māu kia mōhio ai mehemea ka pīrangī koe ki te whakawhiti, kāore rānei, ā, me pēhea hoki tō whakamōhio atu i tō whakatau. Hei tauira, mehemea mā te waea whakaahua, īmēra, reta rānei.

Me tuku e tō kaitukumahi he wā ki a koe e whai māramatanga me te whai whakaaro ano ki ngā mōhiohio, me te kimi kōrero āwhina mai i te uniana, i tētahi kaitohutohu, i te Tari Mahi rānei.

## KA AHA MEHEMEA KA WHAKAWHITI AHAU?

Ka whiwhi tonu koe i ngā utu, i ngā whakamatuatanga me ngā āhuatanga kei tō mahi, me ngā whakaritenga e pā ana ki ngā hāora mahi. Mā tō whakaae rā anō e āhei tō kaitukumahi hou ki te whakarerekē i ō āhuatanga.

## KA PĒHEA AKU TIKANGA WHAKAMATUATANGA MĀUIUI ME NGĀ RĀ WHAKATĀ?

Mehemea ka whakawhiti koe ki tētahi kaitukumahi hou, ka mau tonu i a koe ō whakamatuatanga māuiui, whakamatuatanga ā-tau, me ētahi atu whakamatuatanga whakatā e whakawhiwhia atu ki a koe e tō kaitukumahi o nāianei. Kāore e taea e tō kaitukumahi o nāianei te utu i a koe mō ētahi ohaoha ka riro i a koe i mua i tō whakawhititanga ki te kaitukumahi hou, pēnei i te utu whakatā.

### KA PĒHEA TAKU KIRIMANA KAIMAHI?

Mehemea ka whakawhiti koe, ka mau tonu ki a koe tō kirimana kaimahi o nāianeī. Ka noho hei kirimana kaimahi i waenganui i a koe me tō kaitukumahi hou. Ina tātaihia tō āheinga ki ngā ohaoha e takoto ana i tō kirimana, ka manaakitia koe me te mea nei kāore tō mahi i mutu. Nō reira mehemea ka whakawhiti koe, ka mau tonu ki a koe ngā whanaketanga ki ngā ohaoha kua taea e koe, arā, ngā whakamatuatanga mahi roa, utu mahi motuhake, whakamatuatanga hapū rānei.

### KA PĒHEA TAKU KIRIMANA Ā-TŌPŪ ME TAKU MEMA UNIANA?

Mehemea kei raro koe i tētahi kirimana ā-tōpū, ka uru tō kaitukumahi hou ki roto i te kirimana ā-tōpū. Kei a koe tonu te tikanga ki te noho i roto i tō uniana.

Ina whakaritehia anō tō kirimana ā-tōpū, mā kōrua ko tō uniana e whakatau mehemea ka noho tonu koe, kāore rānei ki raro i te kirimana ā-tōpū. Me kōrero koe ki tō uniana mō tēnei take.

### KA PĒHEA MEHEMEA KA WEHE AHAU I TE MAHI I MURI I TAKU WHAKAWHITITANGA?

Ka whiwhi koe i te utu whakatā me ētahi atu utu me te mea nei kua mahi koe mā te kaitukumahi hou i ngā wā katoa.

### KA PĒHEA MEHEMEA KA WHAKAWHITI AHAU, Ā, KA HAPAINA AHAU I MURI TATA ATU?

Me whai tō kaitukumahi hou i tētahi hātepe tōkeke i mua i te whakataunga ki te hapa i a koe. Ko tēnei huarahi ko te kōrero ki a koe (me tō uniana, mehemea he mema uniana koe) mō ētahi atu huarahi i tua atu i te hapanga.

Mehemea ka hapaina koe, e āhei ana koe ki ngā ohaoha hapanga kei tō kirimana kaimahi, ka tātaihia mehemea kua mahi koe mā tō kaitukumahi hou i ngā wā katoa. Mehemea kāore he wāhanga o tō kirimana kaimahi mō te hapanga i roto i te whakahoutanga umanga, me whakariterite kōrua ko tō kaitukumahi i ngā ohaoha hapanga. Mehemea kāore e tatū i a kōrua ko tō kaitukumahi, ka taea e koe te tono mā te Mana Whanaunga Mahi e whakatau ēnei māu.

### KA PĒHEA MEHEMEA KĀORE AHAU E PĪRANGI MAHI MĀ TE KAITUKUMAHI HOU?

Ka taea e koe te kōwhiri kia kua e whakawhiti ki te kaitukumahi hou. Mehemea kāore koe e pīrangi ki te whakawhiti, kōrero ki tō kaitukumahi o nāianeī mō ngā huarahi ki te kimi mahi māu i roto i tō rātou umanga. Mehemea i muri i te kōrerotanga mō ngā āheitanga, kāore he mahi e taea e koe, kāore rānei koe e pīrangi ki te mahi i ētahi atu mahi kua hōmai, tērā pea ka hapaina koe e tō kaitukumahi o nāianeī. Mehemea ka pēnei tērā pea ka āhei koe ki ngā ohaoha hapanga mehemea kei roto ēnei i tō kirimana kaimahi, ā, mehemea kei roto i te kirimana e mea ana ka whakaratohia ngā ohaoha i tēnei tūāhuatanga hapanga.

### KA PĒHEA MEHEMEA KA MAHI KI NGĀ WĀHI MAHI E RUA NEKE ATU MĀ TAKU KAITUKUMAHI O NĀIANEI, ĒNGARI KOTAHĪ NOA IHO TE WĀHI MAHI KEI TE WHAKAREREKĒHIA?

Mehemea ka riro te kirimana a tō kaitukumahi mō te mahi e mahi ana koe i tētahi wāhi mahi, ēngari kāore he whakarerekē i ētahi atu wāhi mahi kei roto koe e mahi ana:

- Ka taea e koe te kōwhiri mehemea ka whakawhiti ki te kaitukumahi hou kua riro māna tērā wāhanga o tō mahi, kāore rānei
- Mehemea ka whakawhiti koe, kāti e rua ō kaitukumahi
- Ka haere tonu tō mahi me tō kaitukumahi o nāianeī, kāore he whakarerekē, ahakoa kua whakatau koe ki te whakawhiti
- Kāore e taea e ō kaitukumahi te aukati i tō mahi i raro i tētahi atu o ngā kaitukumahi.

### KA PĒHEA MEHEMEA HE KIRIMANA WĀ-PŪMAU TĀKU?

Mehemea ko te tikanga o te wā o tō kirimana wā-pūmau ka mutu tō mahi i taua wā tonu o te whakahoutanga, tērā pea he mana tonu tōu ki te whakawhiti ki te kaitukumahi hou. Ka pērā mehemea ko te take o te kirimana wā-pūmau kua hono ki te mutunga o tētahi kirimana ratonga, i runga rānei i te mōhio mō te whakahoutanga.

Mehemea ka whakawhiti koe, ko te wā pūmau o tō kirimana kaimahi me tō kaitukumahi hou ka ōrite ki te roa o te kirimana kua tukuna ki tō kaitukumahi hou. Mehemea ka tūturu te rironga o te mahi i tō kaitukumahi hou (nā te mea i hokona te umanga, i riro rānei mā te kaihoko tonu) ka noho koe hei kaimahi tūturu.

Mehemea ko te take o tō kirimana wā-pūmau kāore i te hono ki tētahi kirimana, whakahoutanga rānei, ka taea anō e koe te kōwhiri ki te whakawhiti. Heoi anō ka mutu te wā pūmau hei te wā, hei te āhuatanga rānei kua tohua ki te kirimana wā-pūmau.

### HE AHA TE KAIMAHI WHAKATAKA KAI?

Kāore he whakamārama ā-ture mō tēnei kīanga. Ko ngā mea e whakaarohia ana he kaimahi whakataka kai (ā, e āhei ana ki ētahi atu haumarū mahi) kei runga i ngā āhuatanga o tēnā wāhi mahi, o tēnā tūranga mahi.

Ko te koronga ko te whakarato haumarū ki ngā kaimahi e mōrea ana kei tukitukingia rātou i te wā e whakawhitihia ngā kirimana i roto i ngā whakahoutanga.

Hei tauira, kāore e kore ka haumarutia he kaimahi o tētahi umanga whakataka kai ka whakataka kai i tētahi wharekai taunga wakarererangi. Ko tōna tikanga ina whakatau te taunga wakarererangi ki te whakarerekē i te kaiwhakarato ka whakahaere i tōna wharekai, me whai mana ngā kaimahi a te kaiwhakarato ki te whakawhiti nā te mea kua pā ki ō rātou mahi.

Mō ētahi atu mōhiohio ko wai tētahi kaimahi ratonga whakataka kai, whakapā atu ki te Tari Mahi mā te ipurangi [www.dol.govt.nz](http://www.dol.govt.nz), waea mai rānei i ngā hāora mahi 0800 20 90 20.

### HE AHA NGĀ ĀWHINA KA TAEA E AHAU?

He mana ā-ture ēnei, kāore e taea e tō kaitukumahi koe ki te tuku i ēnei. Mehemea kei te whakahaere he whakarerekētanga i tō mahi, ā, e whakapono ana koe he whakarerekē e kōrerotia ana i tēnei pukapuka, ka taea e koe te whiwhi āwhina ki te:

- Whakatau take i waenganui i a koe me tō kaitukumahi
- Whakamārama i tō kirimana kaimahi ki a koe
- Mōhio ki ōu mana, ā, he aha ngā āwhina ka taea e koe
- I ētahi āhuatanga, whakatau raruraru ka puta i muri i tō whakawhitinga ki tō kaitukumahi hou.

### KI HEA TIKI ĀWHINA AI?

- Whakapā atu ki tō uniana
- Whakapā atu ki te Tari Mahi mā te ipurangi [www.dol.govt.nz](http://www.dol.govt.nz), waea mai rānei i ngā hāora mahi 0800 20 90 20.

He ārahi noa iho tēnei pukapuka, ehara i te mea e tika ana mō ngā āhuatanga katoa. Kua e whakamahia hei whakakapinga nō te tohutohu ture, mō ngā tohutohu matatau rānei.