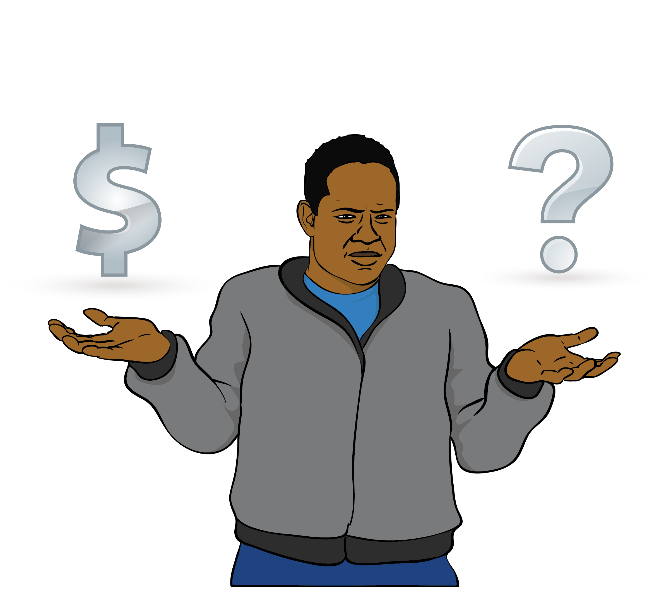


The Care and Support Workers  
(Pay Equity) Settlement Act 2017

Information for people that use:

* Individualised Funding
* Enhanced Individualised Funding
* Enabling Good Lives.

 **** ****

# Before you start

|  |  |
| --- | --- |
| Man holding lots of papers | This is a long document. |
| Student looking confused reading book | While it is written in Easy Read it can be hard for some people to read a document this long. |
| booklet-support | Some things you can do to make it easier are:   * read it a few pages at a time * have someone to assist you to understand it. |
| Woman looking confused reading booklet | There are also some hard words in this booklet. |
| Arrow pointing to page | You can find out what the hard words mean in the **List of hard words** on **page 20**. |

# About the Pay Equity Act 2017

|  |  |
| --- | --- |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCacheContent.Word\scroll-law.jpg | The **Pay Equity Act 2017** is a law the New Zealand Government has made. |
| Money | This law says the minimum rate that support workers must get paid. |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCache\Content.Word\equal-rights-placard.jpg | The **Pay Equity Act 2017** is also called the **Care and Support Workers Settlement Act 2017**. |
| Money Tick  Training session Tick | The **Pay Equity Act 2017** says you must:   * pay your support workers the right amount * make sure the support workers that you pay can get qualifications. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Date-Jul-1_large.png?v=1487719474  Money | From **1 July 2017** support workers must be paid the amounts in the **Pay Equity Act 2017** if they are paid by people that use:   * Individualised Funding * Enhanced Individualised Funding * Enabling Good Lives Funding. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Date-Jul-1_large.png?v=1487719474  Training session | From **1 July 2017** support workers must be supported to get qualifications if they are paid by people that use:   * Individualised Funding * Enhanced Individualised Funding * Enabling Good Lives Funding. |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Website.jpg | This website has more information about the care and support workers’ pay equity settlement: |

[**www.health.govt.nz/new-zealand-health-system/care-and-support-workers-pay-equity-settlement**](http://www.health.govt.nz/new-zealand-health-system/care-and-support-workers-pay-equity-settlement)

# The right rate

|  |  |
| --- | --- |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Giving money Handing_over_hundreds_of_dollars.jpg | You will get a bigger budget to pay your support workers the right rate if you use:   * Individualised Funding * Enhanced Individualised Funding * Enabling Good Lives. |
| http://cdn.shopify.com/s/files/1/0606/1553/products/Clipboard-Good_large.png?v=1453740648 | You can pay your support workers more than the minimum rate. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Clipboard_bad_large.png?v=1417847408 | You cannot pay your support workers less than the minimum rate. |

# How to work out the right rate

|  |  |
| --- | --- |
| Man questioning money | You must work out the right rate to pay your employee from:   * how many years they have worked for you * qualifications they have. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Home_Inspection-11_large.png?v=1417849921 | You must talk to your employee to find out about:   * how many years they have worked for you * what qualifications they have. |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Confused5_1024x1024.png | Ask your Host Provider if you need support to talk with your employee. |

**After 1 July these are the minimum rates you will need to pay the employees that already work for you:**

|  |  |  |
| --- | --- | --- |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Date-Jul-1_large.png?v=1487719474 | Calculator | Money |

|  |  |  |  |
| --- | --- | --- | --- |
| **Time that they have already worked with you** | **Qualification level** | **Pay band** | **Minimum rate per hour** |
| Less than 3 years | None | L0 | $19.00 |
| Level 2 | L2 | $20.00 |
| Level 3 | L3 | $21.00 |
| Level 4 | L4b | $23.50 |
| Between 3–8 years | None | L0 | $20.00 |
| Level 2 | L2 | $20.00 |
| Level 3 | L3 | $21.00 |
| Level 4 | L4b | $23.50 |
| Between 8–12 years | None | L3 | $21.00 |
| Level 2 | L3 | $21.00 |
| Level 3 | L3 | $21.00 |
| Level 4 | L4 | $23.50 |
| More than 12 years | None | L4b | $23.50 |
| Level 2 | L4b | $23.50 |
| Level 3 | L4b | $23.50 |
| Level 4 | L4b | $23.50 |

|  |  |  |
| --- | --- | --- |
| http://cdn.shopify.com/s/files/1/0606/1553/products/Clipboard-Good_large.png?v=1453740648 | | The new amount you pay must be the amount that is best for your employee. |
| Ageing men | | This means that if your employee has little or no qualifications but they have worked for you for a long time you must: |
|  | **pay them the amount that goes with how many years they have worked for you** | |
| Calculator | | OR |
| University | | If your employee has only worked for you for a short time but they have good qualifications you must: |
|  | **pay them the amount that goes with the level of study they have done.** | |
| **C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Website.jpg** | | More information about qualifications is on this **website**: |

[**www.careerforce.org.nz/pay-equity/equivalencies**](http://www.careerforce.org.nz/pay-equity/equivalencies)

|  |  |  |
| --- | --- | --- |
|  | Here are **2 examples** of the amount to pay an employee: | |
| Man questioning money | **Example 1:** If your employee has worked for you for 1 year and has a level 4 qualification they must be paid at least $23.50 per hour. | |
|  | | **This is band L4b.** |
| Man questioning money | **Example 2:** If your employee has worked for you for 7 years but has no qualifications they must be paid at least $20.00 per hour. | |
|  | | **This is band L2.** |

# New employees

|  |  |
| --- | --- |
|  | If you have someone start working for you after 1 July 2017 **you must look at the level of qualifications they have** to find out how much to pay them. |
|  | If you have someone start working for you after 1 July 2017 **you must not use how many years they have worked for you** to find out how much to pay them. |

**These are the minimum rates you will need to pay any new employees who start work for you after 1 July 2017:**

|  |  |  |
| --- | --- | --- |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Date-Jul-1_large.png?v=1487719474 | Calculator | Money |

|  |  |
| --- | --- |
| **Qualification level** | **Minimum rate per hour** |
| None | $19.00 |
| Level 2 | $20.00 |
| Level 3 | $21.00 |
| Level 4 | $23.50 |

# Your employees

|  |  |
| --- | --- |
| Training session | You must do what you can to support your employees to get qualifications. |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Confused5_1024x1024.png | Ask your Host Provider if you need support to make sure your employee can get qualifications. |

# Your budget

|  |  |
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|  | On **3 July 2017** you will get more budget. |
| http://cdn.shopify.com/s/files/1/0606/1553/products/Clipboard-Good_large.png?v=1453740648 | You will get the right amount of money to be able to pay your employees the rate they need. |
| MoH logo | The Ministry of Health will work with Host Providers to make sure they can give you good support. |
| **No change** | **Carer Support** and **Ministry of Social Development** rates will stay the same as they are now. |
|  | In **July 2017** the Ministry of Health will work out the budget for each person for:   * Individualised Funding Respite * Enhanced Individualised Funding * Enabling Good Lives Funding. |
| Handing over file | In **July 2017** the Ministry of Health will give the new budgets to Host Providers. |
| Reading paperwork | Your Host Provider will tell you your new budget. |

# Your Host Provider

|  |  |
| --- | --- |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Assessment-Written-Record_large.png?v=1426968708 | There will be changes to how Host Providers are paid for services. |
|  | You will not have to pay your Host Provider for the services that they have to give you. |
| Man questioning money | The Ministry of Health will pay Host Providers directly for services they must give you, like:   * set up * coaching along the way * claiming funding from the Ministry. |
|  | You will have to pay from your budget for any other services you get from your Host Provider. |
| **https://cdn.shopify.com/s/files/1/0606/1553/products/Assessment-Financial_large.png?v=1426968745** | **For example** if you want to use a payroll service you must pay for that from your budget. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Phone_Conversation3_large.png?v=1417856281 | You can talk with the Host Provider to get more information about what services your Host Provider must give you that you do not have to pay for. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Assessment-Financial_large.png?v=1426968745 | If you use a payroll service from your Host Provider you must tell your Host Provider how much money they need to pay your employee. |

# Employment agreements

|  |  |
| --- | --- |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Contract_large.png?v=1417850499 | For most employees their employment agreement will not need to change. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Love_letter2_large.png?v=1417856247 | You should write a letter to your employee to let them know about the new rate they will be paid. |
| **Rule book** | Ask your Host Provider if you do not know whether your employee agreements need to change. |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Confused5_1024x1024.png | Ask your Host Provider if you need support to write a letter to your employee to let them know about the new rate they will be paid. |

# Leave accruals

|  |  |
| --- | --- |
|  | The Ministry of Health will:   * find out more about the rate to pay for leave accruals * let you know about the rate to pay for leave accruals. |

# List of hard words

|  |  |
| --- | --- |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Giving money Handing_over_hundreds_of_dollars.jpg | **Budget** is the money that you can use to pay your employees. |
| **Door knocking** | **Employee** is a person that you pay to work for you – for example your support worker. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Contract_large.png?v=1417850499 | **Employment Agreement** says the things an employee or worker has to do in their job.  It can also be called a contract. |
| Enabling Good Lives logo | **Enabling Good Lives** gives disabled people and their families / whānau more choice and control over their support. |
|  | Disabled people who use Enabling Good Lives will be given their funding for supports from:   * Ministry of Health * Ministry of Education * Ministry of Social Development. |
| Leisure activities | The funding from these places will be put together.  The disabled person and their family / whānau can then have control over that funding and what they spend it on. |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Giving money Handing_over_hundreds_of_dollars.jpg | **Enhanced Individualised Funding** is money that disabled people can get from the Ministry of Health to pay for the supports they need to live a good life. |
| Staff | **Host Providers** are organisations that can help disabled people and their families / whānau to manage the funding they have for support and the things they need. |
| C:\Users\Prue\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Giving money Handing_over_hundreds_of_dollars.jpg | **Individualised Funding** is money disabled people can get to pay for:   * Home and Community Support * Respite services. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Holiday_large.png?v=1417851502 | **Leave accrual** is how much time an employee has earned to take time off work. |
| Money | **Minimum rate** is the lowest amount of money the law says you must pay your employee. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Assessment-Financial_large.png?v=1426968745 | **Payroll Service** is a service you can use to make sure your employees get paid. |
| Training session | A **qualification** is given to someone that has passed a test after they have:   * studied * trained. |
| Man questioning money | **Rate** is the amount of money to pay your employee for the work they do. |

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**This information has been translated into Easy Read by People First New Zealand Inc. Ngā Tāngata Tuatahi**

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| --- | --- |
| Change image | Photo symbols image |