

APEX
ALLIED SCIENTIFIC AND TECHNICAL

&

Health New Zealand
Te Whatu Ora

**CLINICAL TECHNICIANS
COLLECTIVE AGREEMENT**

2 May 2024 to 1 May 2026

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1.0 THE PARTIES TO THIS COLLECTIVE AGREEMENT

In accordance with the Employment Relations Act 2000, this collective agreement is made between the Association of Professional and Executive Employees (APEX or the Union) and Health New Zealand | Te Whatu Ora (herein referred to as the employer) encompassing the following Districts:

- (a) Waikato
- (b) Mid-central

1.1 New Employees

The parties agree that any employee who is also a member of APEX and whose work is covered by this Collective Agreement (the Agreement) and who is engaged by the employer, shall be offered the opportunity for this Agreement to apply to them.

Any new employee who chooses to become a member of APEX shall, from the date of becoming a member, be entitled to all the benefits, and be bound by all the obligations, under this Agreement.

1.2 Existing Employees

Existing employees who are covered by the Coverage clause of this Agreement may become Union members at any time. An Employee shall, from the date of advising the employer that they are an APEX member, be bound by all benefits and obligations relating to employees of this agreement, subject to meeting the requirements of the Employment Relations Act 2000 regarding when a collective agreement will apply to an employee who was/is a member of another union.

The terms of this Agreement cannot be passed on to any existing employee who is not an APEX member.

1.3 Coverage

All employees employed by the employer in the named districts working as a biomedical technician, clinical engineer, biomedical technician trainee, biomedical electrical technician, biomedical technician assistant, biomedical technician team leader, and anyone substantially employed as any of the above but who may from time to time use different titles.

2.0 INTERPRETATIONS

In this Agreement, unless the context otherwise requires:

“Biomedical Technician (Qualified Technician)” means an employee who holds a diploma in Clinical Engineering or an equivalent qualification in electronics / mechanical and has a minimum of EAS registration recognised by the Electrical Workers Registration Board or equivalent trade registration.

“Biomedical Technician Trainee” means an employee undergoing a recognised course of training eg: TAFE, EAS Registration and who works under the supervision of a technician.

“Biomedical Technician Assistant” means an employee in biomedical engineering in manual or technical work ancillary to that of the biomedical technicians, but who is not a biomedical technician or trainee technician.

“Casual employee” means an employee who has no set hours or days of work and who is normally asked to work as and when required.

“District Health Board” (DHB) means an organisation, now defunct, established as a District Health Board under section 15 of the New Zealand Public Health and Disability Act 2000.

“District” means the geographic area and the related worksites of the former District Health Board (clause 12, schedule 1, Pae Ora (Healthy Futures) Act 2022 refers).

“Duty” means a single, continuous period of work required to be given by an employee. A duty shall be defined by a starting and finishing time.

“Full time employee” means an employee who works not less than the “ordinary” or “normal” hours set out under “hours of work” in this Agreement.

“On call” means time when an employee is required to be available to be called back for duty outside of their ordinary hours of work.

“Part time employee” means an employee, other than a casual employee, who is engaged to work on a regular basis but less than the ordinary or normal hours of work for full time employees as prescribed in this Agreement. All provisions are pro rata for part time employees unless otherwise specified.

“Roster” means a list of employees and their duties over a period of time.

“Service” (except as expressly provided under redundancy clauses) means:

- (i) Service with the employer (including any individual employee’s service previously recognised at the commencement date of this Agreement); and
- (ii) All other service the employer agrees to recognise.

“T1 (Time one)” means the ordinary hourly rate of pay.

“T1.25 (Time and one quarter)” means one and one quarter times the ordinary hourly rate of pay.

“T1.5 (Time one and one half)” means one- and one-half times the ordinary hourly rate of pay.

“T2 (Double time)” means twice the ordinary hourly rate of pay.

3.0 HOURS OF WORK

- 3.1 Unless as provided for in clauses 3.1.1, 3.1.2 or 3.1.3, ordinary hours of work shall be 40 per week and not more than eight hours per day, with two consecutive days off. Each daily duty shall be continuous except for meal periods and rest breaks.

Provided, however, that in emergency circumstances, the employer may require an employee to work at other times and for periods other than those specified.

- 3.1.1 Alternatively, ordinary weekly hours of work shall be 80 per fortnight and not more than eight hours per day with four days off in every 14-day period. No more than six consecutive days shall be worked without one day off and the other three days off shall be consecutive. Each daily duty shall be continuous except for meal periods and rest breaks.
- 3.1.2 Alternatively, ordinary weekly hours of work shall be 80 per fortnight and not more than eight hours per day with four days off in any 14-day period. The days off shall consist of two periods of two consecutive days each. No more than 10 consecutive days shall be worked at any one time. Each daily duty shall be continuous except for meal periods and rest breaks.
- 3.1.3 Alternatively, ordinary weekly hours of work shall be 40 per week in four consecutive 10-hour days. Employees employed under this provision shall not be paid overtime until they have worked 10 hours per day or 40 hours per week. Each daily duty shall be continuous except for meal periods and rest breaks.
- 3.2 Current employees can only have their hours of work altered by agreement. Employees agreeing to alter their hours of work to those specified under clause 3.1.1, 3.1.2 or 3.1.3 shall be required to record their agreement in writing. Where any proposed alteration affects the established roster, agreement must be gained from all affected employees.
- 3.3 Employees have the right to seek the advice of their Union or to have the Union act on their behalf before signing any such agreement.
- 3.4 In normal circumstances, rosters will be notified to those involved not less than 28 days prior to the commencement of the roster. Should shift work be introduced, the notice period for rosters will be negotiated at that time.
- 3.5 The normal working week shall commence on Monday at the normal starting time of the employer.
- 3.6 For the purpose of calculating pay, the working week shall end at midnight Sunday/Monday. When a major part of the shift falls on a particular day, the whole shift shall be regarded as being worked on that day.

4.0 MEAL PERIODS AND REST BREAKS

- 4.1 Except when required for urgent or emergency work and except as provided in clause 4.2, no employee shall be required to work for more than five hours continuously without being allowed a meal break of not less than half an hour. Only one meal break of not less than half an hour will be taken during a 10-hour shift.
- 4.2 An employee unable to be relieved from work for a meal break shall be allowed to have a meal on duty and this period shall be regarded as working time paid at the appropriate rate (the rate payable at that time).

- 4.3 Except where provided for in clause 4.2, an employee unable to take a meal after five hours' duty shall be paid at overtime rates from the expiry of five hours until the time when a meal can be taken.
- 4.4 During the meal break or rest breaks prescribed above, free tea, coffee, milk and sugar shall be supplied by the employer. Where it is impractical to supply tea, coffee, milk and sugar free of charge, an allowance of \$1.26 per week in lieu shall be paid. This allowance shall continue during all periods of leave except leave without pay.
- 4.5 Rest breaks of 10 minutes each for morning tea, afternoon tea or supper, where these occur during duty, shall be allowed as time worked.

5.0 SALARIES AND WAGES

The following salaries are expressed in full time 40 hour per week rates. Where an employee's normal hours of work are less than 40 per week, the appropriate salary for those hours shall be calculated as a proportion of the 40 hour rate.

5.1 Biomedical Technicians

5.1.1 Biomedical Technician Salary Scale

Step	Pay Equity Rate	2 May 2024	2 May 2025
Recognition Step 10	\$109,000	\$113,000	\$116,390
Recognition Step 9	\$106,000	\$110,000	\$113,300
Additional Progression Step 8	\$103,000	\$107,000	\$110,210
Step 7	\$100,466	\$104,466	\$107,600
Step 6	\$97,741	\$101,741	\$104,794
Step 5	\$93,246	\$97,246	\$100,163
Step 4	\$87,644	\$91,644	\$94,394
Step 3	\$82,045	\$86,045	\$88,627
Step 2	\$76,442	\$80,442	\$82,856
Step 1	\$70,842	\$74,842	\$77,087

5.2 Placement of New Employees

- 5.2.1 When determining the appropriate placement of new employees on the automatic steps of these scales the employer will take into account the employee's years of experience in the occupation.
- 5.2.2 The employer may place a new employee on a higher step than determined by their previous experience in the occupation where they consider justified by the degree of difficulty in recruiting for specific skills and/or experience required for the position.

- 5.2.3 Placement of new employees will be subject to the specified minimum and maximum steps for the specific occupation and take into account the placement of current employees employed in the same role.
- 5.2.4 The minimum professional requirements are those specified by the Medical Sciences Council New Zealand. There is no provision for a higher commencing salary for individuals holding a higher qualification than the minimum professional requirement.
- 5.2.5 Trainee Technicians shall be appointed at either step 1 or step 2, depending upon qualifications and experience. Progress from step 2 to step 3 shall be conditional upon qualifying as a Technician and having completed no less than 12 months of service on salary step 2.

5.3 Progression Rules

- 5.3.1 For Steps 1 – 7 inclusive above, progression will occur by annual increment at anniversary date.

Additional Progression Step

- 5.3.2 The Additional Progression Step process is distinct from the Recognition Step process.
- 5.3.3 Progression from the Step 7 to the additional progression step is dependent on the achievement of agreed objectives, which are set prospectively when the employee reaches Step 7. These objectives should align with the qualities of an experienced practitioner, with the appropriate level of the Guidelines of Expectation of Professional Practice (GEPP) document which provides guidance on these and reflects the expected professional/technical skills and personal attributes.
- 5.3.4 The parties acknowledge that it is the individual employee's decision and responsibility to initiate the processes associated with the additional progression step. To commence the process the employee will write to the team leader/manager requesting a meeting to set objectives.
- 5.3.5 The discussion and setting of objectives for additional progression would normally occur in conjunction with the employee's annual performance review.
- 5.3.6 In the event that the manager and the employee cannot agree on the objectives the employee may consult with the relevant union. If there is still no agreement the manager will set the objectives. This objective setting process is to be completed in three months of the employee requesting the meeting.
- 5.3.7 The assessment against these objectives shall commence 12 months after the objectives have been set. Any movement arising from this assessment shall be effective from 12 months after the date the employee wrote to their team leader/manager under clause 4 above, provided that:
 - i. Progression shall not occur earlier than the anniversary date of the employee's movement to the top automatic step.

- ii. Progression will not be denied where the employer has failed to engage in the objective setting process and/ or the assessment of whether or not the objectives have been achieved.
- iii. Progression to the additional progression step is not available to employees who are below Step 7.

Recognition Progression Steps

- 5.3.8 The two recognition progression steps (steps 9 and 10) provide those practitioners in a non-designated role with a pathway for career progression and salary review appropriate to their individual, profession and service requirements.
- 5.3.9 The parties note that there is a wide variety of merit progression processes currently in place. The Merit Processes contained in various collective agreements covered by this settlement will generally be subsumed by Recognition Progression Steps.
- 5.3.10 The process for access to and progression through the Recognition Steps is set out in Appendix 2 of this agreement.

Employees with Protected Salaries Post-Pay Equity Settlement

- 5.3.11 An employee who has had their salary rate maintained following the translation to the new clinical/degree-qualified core scale shall move onto Recognition Step 10 from 4 December 2023, where that rate is at or above their maintained salary. They shall also receive a one-off lump sum payment of \$4,000 less the difference between the maintained salary and the Recognition Step 10 rate, pro-rated for contracted FTE.
- 5.3.12 Where an employee's maintained salary remains above the rate for Recognition Step 10 at 4 December 2023, they shall receive a one-off lump sum payment of \$4,000, pro-rated to their contracted FTE.

5.4 Biomedical Technician Designated Salary Scale

- 5.4.1 These are positions that have been formally established as Designated Positions by the employer. Designated Positions are positions commonly involving both advanced clinical/technical practise /leadership and/or management responsibilities. Holders of Designated Positions usually have job titles, for example, Team Leader, Section Head, or Professional Advisor and appointment normally occurs after advertising of the position.
- 5.4.2 Following ratification of this agreement parties agree to undertake a review of the roles undertaken by employees who are in roles in the merit range of the previous CAs but who were not in identified designated positions. This review will determine whether the role the individual is undertaking is in fact properly classified as a designated position. The process is as set out in the terms of settlement of this Collective Agreement.
- 5.4.3 The employer will determine the appropriate band for a Designated Position having regard to the duties, responsibilities and scope of the position relative to other positions with the employer, including those that translated onto the Designated Scales as a result of the Allied Pay Equity settlement. The parties acknowledge that Health New Zealand intend to introduce a common job sizing methodology for Designated positions to assist in determining appropriate

allocation to a Designated band. Health New Zealand will engage with the APEX throughout this process.

Note:Translations onto the scale from 1 June 2023 are as set out in the Allied, Scientific and Technical Pay Equity Claim in Principle Agreement (September 2023) (Appendix 3 refers).

Designated Band	Step	1 June 2023	2 May 2024	2 May 2025
Designated F	3	\$138,000	\$143,000	\$147,290
	2	\$134,000	\$139,000	\$143,170
Designated E	3	\$130,000	\$135,000	\$139,050
	2	\$127,000	\$132,000	\$135,960
Designated D	3	\$124,000	\$129,000	\$132,870
	2	\$121,500	\$126,500	\$130,295
Designated C	3	\$119,000	\$124,000	\$127,720
	2	\$116,500	\$121,500	\$125,145
Designated B	3	\$114,000	\$119,000	\$122,570
	2	\$111,500	\$116,500	\$119,995
Designated A	3	\$109,000	\$114,000	\$117,420
	2	\$106,000	\$111,000	\$114,330

Progression Rules:

5.4.4 The employer will place staff appointed to Designated Positions into a specific grade based on:

- i. The relevant career framework and
- ii. Taking into account relativity with the grading of existing designated positions within the service, District and across the employer.

The parties have committed to undertake work to develop a common job-sizing methodology to underpin the operation of Designated Positions Scale.

5.4.5 Progression through the steps included within each grade will be on an annual basis, on the employee's anniversary date, subject to satisfactory performance which will be assumed to be the case unless the employee is advised otherwise. Progression does not occur beyond the top step of each grade.

5.4.6 Movement between designated salary scale grades shall only be on the basis of appointment to a higher graded position.

5.5 Biomedical Technician Assistant

	1 June 2023	2 May 2024	2 May 2025
Step 5	\$72,737	\$76,737	\$79,039

Step 4	\$69,273	\$73,273	\$75,471
Step 3	\$65,975	\$69,975	\$72,074
Step 2	\$62,833	\$66,833	\$68,838
Step 1	\$59,842	\$63,842	\$65,842

5.5.1 For Steps 1 – 5 inclusive above, progression will occur by annual increment at anniversary date.

5.6 Part-Time Employee Rates

A part-time employee shall be paid a rate of salary representing the proportion of the salary payable in respect of full-time employment in the appointment occupied by the employee that the number of hours during the week bears to 40.

5.7 Salary Increments While On Study Leave

Employees on full-time study leave with or without pay shall continue to receive annual increments.

5.8 Miscellaneous Conditions Relating To Salaries

5.8.1 Except by mutual agreement, salaries, including overtime, shall be paid at no longer than fortnightly intervals and by direct credit into the employee's bank account.

5.8.2 The employer shall use its best endeavours to direct credit payment of wages into the employee's bank account one clear banking day prior to a public holiday.

6.0 OVERTIME, PENAL RATES AND DUTY ALLOWANCES

6.1 Definitions

6.1.1 For calculation purposes, the normal hourly rate shall be one two thousand and eighty-sixth (2,086) part, correct to three decimal places of a dollar, of the yearly rate of salary payable.

6.1.2 Overtime is time worked in excess of the daily duty, as defined in clause 3, and all time, other than time for which a duty allowance is payable, worked on a Saturday, Sunday or public holiday, when such work has been properly authorised.

6.2 Overtime

6.2.1 Overtime is time worked in excess of:

- (i) Eight hours per day or the rostered duty, whichever is greater
- (ii) 80 hours per two-week period

provided that such work has been authorised in advance. This clause shall not apply to employees working alternative hours of work and the overtime provisions in clause 6.2.6 shall apply.

- 6.2.2 Overtime worked on any day (other than a public holiday) from midnight Sunday/Monday to midnight on the following Friday shall be paid at one and one half times the normal hourly rate of pay (T1.5) for the first three hours and double the normal hourly rate of pay (T2) thereafter.
- 6.2.3 Overtime worked from 2200 until the completion of a rostered night duty Sunday to Friday, or from midnight Friday to midnight Sunday/Monday, or on a public holiday, shall be calculated at double the ordinary rate of pay (T2).
- 6.2.4 In lieu of payment for overtime, the employer and employee may jointly agree for the employee to take equivalent (i.e. one hour overtime worked for one-hour ordinary time off) paid time off work at a mutually convenient time.
- 6.2.5 No employee shall be required to work for more than 12 consecutive hours where their normal shift is of eight or 10-hours' duration.
- 6.2.6 The following overtime payments shall apply where employees work a 10 or 12-hour shift roster pattern:
 - (i) 10-hour shifts: T1.5 after 10 hours for the 11th hour, then T2 for all hours worked thereafter;
 - (ii) 12-hour shifts: T2 for all hours worked in excess of a rostered 12-hour shift;
 - (iii) For those full time employees working 12 hour shifts, overtime shall apply after 120 hours averaged over three weeks at the rate specified in clause 6.2.2;
 - (iv) For all other employees working alternative hours of work, overtime shall apply after 80 hours per two-week period (clause 6.2.2).

6.3 Penal Rates

- 6.3.1 Subject to clause 6.4, penal time shall be paid at the following rates in addition to normal salary:

From midnight Friday/Saturday to midnight Sunday/Monday at half the normal hourly rate of pay (T0.5); and

- 6.3.2 On public holidays at the normal hourly rate of pay (T1).
- 6.3.3 Night rate – applies to ordinary hours of duty (other than overtime) that fall between 2000hrs and until the completion of a rostered night duty from midnight Sunday/Monday to midnight Friday/Saturday and shall be paid at quarter time (T0.25) in addition to the ordinary hourly rate of pay.
- 6.3.4 Overtime and penal time shall not be paid in respect of the same hours, the higher rate will apply.

6.4 Minimum Break Between Spells of Duty

- 6.4.1 A break of at least nine continuous hours must be provided wherever possible between any two periods of duty of a full shift or more. Except that if a ten (10) hour duty has been worked then a break of twelve (12) consecutive hours must be provided wherever possible
- 6.4.2 Periods of a full shift or more include:
- (a) Periods of normal rostered work; or
 - (b) Periods of overtime that are continuous with a period of normal rostered work; or
 - (c) Full shifts of overtime/call back duty.
- 6.4.3 This requirement to provide a break wherever possible applies, whether or not any additional payment will apply under the provisions of this clause.
- 6.4.4 If a break of at least nine continuous hours cannot be provided between periods of qualifying duty, the duty is to be regarded as continuous until a break of at least nine continuous hours is taken and it shall be paid at overtime rates, with proper regard to the time at which it occurs and the amount of overtime which precedes it.
- 6.4.5 The additional payment provisions of this clause will not apply in any case where the result would be to give an employee a lesser payment than would otherwise have been received.
- 6.4.6 Time spent off duty during ordinary hours solely to obtain a nine-hour break shall be paid at ordinary time rates. Any absence after the ninth – or twelfth - continuous hour of such a break, if it occurs in ordinary time, shall be treated as a normal absence from duty.

NOTE: If a call back of less than a full shift is worked between two periods of duty of a full shift or more, a break of nine continuous hours must be provided either before or after the call back. If such a break has been provided before the call back it does not have to be provided afterwards as well. However, should employees spend time working as a result of a call back between the hours of 0000 and 0500 hours, and if the employee has reasonable concerns regarding their ability to provide safe practice, they shall be able, after notification to the employer, to have a 9-hour break after the call back is completed.

Authorised absences, either with or without pay, are as provided for in this agreement and shall be counted as actual hours worked for the purposes of calculating overtime.

7.0 ON-CALL/CALL BACK ALLOWANCES

7.1 On-Call Allowance

- 7.1.1 In the interests of healthy rostering practices, the parties agree that the allocation of on call time should be spread as evenly as practicable amongst those required to participate in an on call roster.

- 7.1.2 An employee who is instructed to be on call during normal off duty hours shall be paid an on-call allowance of \$8.00 per hour or part thereof while on call, except on public holidays when the rate shall be \$10.00 per hour.
- 7.1.3 The on-call allowance is payable for all hours the employee is rostered on call, including time covering an actual call out.
- 7.1.4 Unless by mutual agreement or in emergencies, no employee shall be required to remain on call for more than 40% of the employee's off duty time in any three-week period.
- 7.1.5 Where the employer requires the employee to participate in an on-call roster, at the discretion of the employer:
 - (a) A cell phone shall be made available by the employer to the employee for the period of on-call duty, at no expense to the employee; or
 - (b) Half the cost of a single telephone rental shall be reimbursed to the employee by the employer and a long-range locator (or similar electronic device) shall be made available to the employee for the period of on-call duty, at no expense to the employee.

7.2 Call Back Allowance

A call back occurs when the employee:

- 7.2.1 is called back to work after completing the day's work or duty, and having left the place of employment; or
- 7.2.2 is called back before the normal time of starting work and does not continue working until such normal starting time.
- 7.2.3 A call back allowance is to be paid at the appropriate overtime rate (clauses 6.2.2 and 6.2.3) for a minimum of three hours, or for actual working and travelling time, whichever is the greater. Except that call backs commencing and finishing within the minimum period covered by an earlier call back shall not be paid for. Where a call back commences before and continues beyond the end of a minimum period for a previous call back, payment shall be made as if the employee had worked continuously from the beginning of the previous call back to the end of the later call back.
- 7.2.4 Transport: Where an employee who does not reside in employer accommodation is called back to work outside the employee's normal hours of duty in respect of work which could not be foreseen or prearranged, the employer shall either:
 - a) provide the employee with transport from the employee's place of residence to the institution where the employee is employed and to the employee's place of residence from the institution; or
 - b) reimburse the employee the actual and reasonable travelling expenses incurred in travelling from the employee's place of residence to the institution or from the institution to the employee's place of residence, or both travelling to and from the institution.

7.3 Additional On Call Leave

Employees who do not work shift work, as defined in clause 11.5, and who are required to participate in on call rosters, shall be granted two hours' leave for each weekend day or part thereof where the on call period is eight or more hours, they are required to be on call during normal off duty hours, up to a maximum of three days' additional leave per annum. Such leave shall be paid at annual leave averages and is accumulative. Employees who work qualifying shifts under clause 11.5 are not entitled to leave under this clause.

8.0 HIGHER DUTIES ALLOWANCE

8.1 A higher duties allowance shall be paid to an employee who, at the request of the employer, is substantially performing the duties and carrying out the responsibilities of a position or grade higher than the employee's own.

8.2 The higher duties allowance payable shall be \$3.00 per hour for occasions when the employee is acting in the higher position for more than eight consecutive hours, and up to and including, five consecutive days.

8.3 For occasions when the employee acts in the higher position for periods exceeding five consecutive days, the allowance payable shall be the difference between the current salary of the employee acting in the higher position and the minimum salary the employee would receive if appointed to that position.

9.0 MEAL ALLOWANCE

A shift employee who works a qualifying shift of eight or 10 hours, whichever is the greater, and who is required to work more than one hour beyond the end of the shift (excluding any break for a meal), shall be paid a meal allowance of \$7.95 or, at the option of the employer, be provided with a meal.

10.0 PUBLIC HOLIDAYS

10.1 The following days shall be observed as public holidays:

10.1.1	New Year's Day	(1 January)
	The day after New Year's Day	(2 January)
	Waitangi Day	(6 February)
	ANZAC Day	(25 April)
	Christmas Day	(25 December)
	Boxing Day	(26 December)
10.1.2	Good Friday	(date variable)
	Easter Monday	(date variable)
	Sovereign's Birthday	(first Monday in June)
	Labour Day	(fourth Monday in October)
	Auckland Anniversary Day (Waikato District only)	(last Monday in January)
	Wellington Anniversary Day (Mid-Central District only)	(third Monday in January)

Matariki

(date variable)

10.2 The public holidays specified in clause 10.1.1 have special arrangements:

- If the holiday falls on a Saturday or Sunday, and that day would not otherwise be a working day for the employee, the entitlement to the holiday is transferred to the following Monday or Tuesday.
 - In the case of Waitangi Day or ANZAC Day falling on a Saturday or a Sunday, and that day would not otherwise be a working day for the employee, the holiday is transferred to the following Monday.
- If the holiday falls on a Saturday or Sunday, and that day would otherwise be a working day for the employee, the holiday remains at the traditional day and the employee is entitled to that day off on pay.

Provided that, in order to maintain essential services, the employer may require an employee to work on a public holiday.

10.3 Employees Required to Work on Public Holidays

10.3.1 A rostered employee required to work on a public holiday as part of the normal roster (i.e., not as overtime), shall be paid at time one (T1) in addition to normal salary, and is also to be granted a paid alternative holiday .

10.3.2 A rostered employee required to work on a public holiday, which would otherwise have been the employee's normal day off (i.e., required to work overtime), shall be paid at the overtime rate for the hours worked and in addition is to be granted a day's leave on pay at a later date convenient to the employer.

10.3.3 An employee required to be on call on a public holiday shall be granted a minimum of one day's paid leave at a later date convenient to the employer.

10.4 Public Holidays Falling During Leave or Time Off

10.4.1 **Leave on pay** - When a public holiday falls during a period of annual leave, sick leave on pay or special leave on pay, an employee is entitled to that holiday which is not to be debited against such leave.

10.4.2 **Leave without pay** - An employee shall not be entitled to payment for a public holiday falling during a period of leave without pay (including sick leave and military leave without pay) unless the employee has worked during the fortnight ending on the day on which the holiday is observed.

10.4.3 **Leave on reduced pay** - An employee shall, during a period on reduced pay, be paid at the same reduced rate for public holidays falling during the period of such leave.

10.4.4 Off duty day - Except where the provisions of clause 10.3.1 apply, if a public holiday falls on a rostered employee's off duty day (such off duty day not being a Saturday or a Sunday), the employee shall be granted an additional day's leave in accordance with the Holidays Act 2003.

10.4.5 When part time employees work fixed days (for example, every Monday to Wednesday), they will receive an alternative holiday if a public holiday falls on

one of those fixed days and they work it. If they are not required to work that day, then they will receive the paid public holiday and no alternative holiday is granted. If a public holiday falls on a day which is NOT one of their fixed days, they neither get paid nor receive an alternative holiday.

10.4.6 Part time employees whose days of work are not fixed and are not required to work on the public holiday, shall be entitled to payment if they worked on the day of the week that the public holiday falls more than 40% of the time over the last three months, based on relevant daily pay or average daily pay..

10.4.7 Equivalent time off in lieu of whole holidays is to be treated the same as annual leave in respect of the rules regarding accumulation (refer to clause 11.2.4).

11.0 ANNUAL LEAVE

11.1 Subject to clause 11.2 below, employees shall be granted leave of absence on full pay in respect of each leave year as follows:

- (a) Four weeks' annual leave for years 1 to 5.
- (b) Five weeks' annual leave for year 6 onwards. For clarity, annual leave will accrue at this rate from the commencement of year 6.

Part time employees shall be entitled to annual leave on a pro-rata basis and paid for based on an employee's usual working week at the rate prescribed by the Holidays Act.

11.2 Conditions

If the employer and an employee cannot agree when the employee will take annual leave, the employer may, with 14 days' notice, require the employee to take annual leave. Approval of annual leave will not be unreasonably held. The responsibility to arrange cover for employees' leave lies with the employer. It is not the responsibility of individual employees to find cover for their own leave.

11.2.1 The term "leave year" means the year ending with the anniversary date of the employee's appointment.

11.2.2 For the purpose of this clause, service is as defined in clause 2.0.

11.2.3 The employer may permit an employee to take annual leave in one or more periods.

11.2.4 The employer may permit all or part of the annual leave accruing in respect of a leave year to be postponed to the following year, but the annual leave entitlement at any one time shall not exceed the total of annual leave accruing in respect of two leave years.

11.2.5 When an employee ceases duty, salary shall be paid for accrued annual leave and the last day of service shall be the last day of such work.

11.2.6 Every part-time employee will be entitled to annual leave as prescribed. Salary during leave will be paid for the employee's usual working week, at the rate prescribed in the Holidays Act 2003.

11.3 Payment In Lieu Of Annual Leave for Casual Employees

Casual employees shall:

- (i) be paid 8% gross taxable earnings in lieu of annual leave, to be added to each fortnightly or weekly wage payment. No other parts of this clause apply to casual staff.

11.4 Leave Without Pay in Relation to Annual Leave Entitlement

An employee who is granted leave without pay and who remains in the service of the employer will, except where provision is made otherwise, have such leave counted as service for annual leave purposes.

11.5 Extra Leave for Shift Employees

11.5.1 "Shift work" is defined as the same work performed by two or more employees or two or more successive sets or groups of employees working successive periods.

11.5.2 Employees who work rotating shift patterns or those who work qualifying shifts shall be entitled, on completion of 12 months' employment on shift work, to up to an additional five days' annual leave, based on the number of qualifying shifts worked. The entitlement will be calculated on the annual leave anniversary date.

11.5.3 Qualifying shifts are defined as a shift which involves at least two hours' work performed outside the hours of 0800 to 1700, excluding overtime.

11.5.4 The following leave is granted to any employee working the required number of qualifying shifts per annum:

Table with 2 columns: Number of qualifying shifts per annum, Number of days additional leave per annum. Rows include categories like 121 or more, 96 - 120, 71 - 95, 46 - 70, 21 - 45.

12.0 SICK LEAVE

The provisions of this clause are inclusive of the leave provisions of the Holidays Act 2003.

12.1 Conditions

12.1.1 Where an employee is granted leave of absence because of sickness or injury not arising out of and in the course of employment (in this clause referred to as "sick leave"), the employee shall be entitled to payments at the rates below in clause 12.1.2.



- 12.1.2 On appointment with the employer, a full-time employee shall be entitled to 10 working days' sick leave and an additional 10 working days for each subsequent twelve-month period. The employee shall be paid at relevant daily pay or average daily pay, as prescribed in the Holidays Act 2003.
- 12.1.3 The production of a medical certificate or other evidence of illness may be required, in accordance with the Holidays Act 2003.
- 12.1.4 The employee can accumulate their entitlement up to a maximum of 260 days. Any unused portion of the first 10 days' entitlement, up to a maximum of 20 days, can be carried over from year to year and will be paid at relevant daily pay or average daily pay, in accordance with the Holidays Act 2003.
- 12.1.5 Casual employees have no entitlement to sick leave unless otherwise entitled under the Holidays Act 2003.
- 12.1.6 In the event an employee has no entitlement left, they may be granted an additional 10 days per annum. In considering the granting of leave under this clause, the employer shall recognise that discretionary sick and domestic leave is to ensure the provision of reasonable support to staff having to be absent from work where their entitlement is exhausted. Requests should be considered at the closest possible level of delegation to the employee and in the quickest time possible, taking into account the following:
- (i) The employee's length of service
 - (ii) The employee's attendance record
 - (iii) The consequences of not providing the leave
 - (iv) Any unusual and/or extenuating circumstances.

Reasons for a refusal shall, when requested by the employee, be given in writing and before refusing a request, the decision maker is expected to seek appropriate guidance.

Leave granted under this provision may be debited as an advance on the next year's entitlement, up to a maximum of five days.

- 12.1.7 At the employer's discretion, an employee may be granted further anticipated sick or domestic leave. Any anticipated leave taken in excess of an employee's entitlement at the time of cessation of employment may be deducted from the employee's final pay.
- 12.1.8 **Leave for Medical Care of a Non-urgent Nature**
For medical care of a non-urgent nature, employees will endeavour to make appointments out of working hours. When this is not possible, employees may take appointments within working hours and without loss of remuneration.

12.2 Domestic Leave

Domestic leave as described in this clause is leave used when the employee must attend a dependent of the employee. This person would, in most cases, be the employee's child, partner or other dependent family member.

12.2.1 Domestic leave does not include absences during or in connection with the birth of an employee's child. Annual leave or primary carer leave should cover such a situation.

12.2.2 At the employer's discretion, an employee may be granted leave without pay, where the employee requires additional time away from work to look after a seriously ill member of the employee's family.

12.2.3 The production of a medical certificate or other evidence of illness may be required.

12.3 Sick Leave in Relation to Annual and Long Service Leave

12.3.1 When sickness occurs during an employee's annual or long service leave, the employer shall permit the period of sickness to be debited against the employee's sick leave entitlement, except where the sickness occurs during leave following relinquishment of office, provided:

- (a) the period of sickness is more than three days;
- (b) a medical certificate is produced, showing the nature and duration of the illness.

12.3.2 In cases where the period of sickness extended beyond the approved period of annual or long service leave, approval shall also be given to debiting the portion which occurred within the annual or long service leave period against the employee's sick leave entitlement if the total continuous period of sickness exceeds three days.

12.3.3 Annual or long service leave may not be split to allow periods of illness of three days or less to be taken as sick leave.

12.4 Leave Without Pay in Relation to Sick Leave Entitlements

12.4.1 Full time or part time employees are able to take leave without pay, providing that such leave is mutually agreed between the employer and the employee and is in accordance with the employer's policy on leave without pay.

12.4.2 An employee who is granted leave without pay and who remains in the service of the employer, will have such leave included in determining sick leave entitlement.

12.5 Accident-Related Provisions

12.5.1 Where an employee is incapacitated as a result of a work accident and that employee is on earnings related compensation, then the employer agrees to supplement the employee's compensation by 20% of base salary during the period of incapacitation. The employer may agree to reimburse the employee for treatment and other expenses or for financial disadvantages incurred as a result of a work-related accident. This agreement will be on a

case-by-case basis. This payment shall be taken as a charge against sick leave up to the extent of the employee's paid sick leave entitlement.

12.5.2 For non-work-related accidents, where the employee requests, the employer shall supplement the employee's compensation by 20% of base salary and this shall be debited against the employee's sick leave up to the extent of the employee's paid sick leave entitlement.

12.5.3 Transport of injured employees – Where the accident is work-related and the injury sustained by the employee necessitates immediate removal to a hospital, or to a medical practitioner for medical attention and then to their residence or a hospital, or to their residence (medical attention away from the residence not being required), the employer is to provide or arrange for the necessary transport, pay all reasonable expenses for meals and lodging incurred by or on behalf of the employee during the period she/he is transported, and claim reimbursement from ACC.

12.6 Where an employee is suffering from a minor illness which could have a detrimental effect on the patients or other staff in the employer's care, the employer may, at its discretion, either:

12.6.1 place the employee on suitable alternative duties; or

12.6.2 direct the employee to take leave on full pay. Such leave shall not be a charge against the employee's sick and domestic leave entitlement.

13.0 BEREAVEMENT/TANGIHANGA LEAVE

13.1 The employer shall approve special bereavement leave on pay for an employee to discharge any obligation and/or to pay respects to a deceased person with whom the employee has had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent). The length of time off shall be at the discretion of the employer and will be exercised in accordance with the Holidays Act 2003. Bereavement Leave shall include miscarriage or still-birth as per s.69 (2) (c-d) of the Holidays Act 2003.

13.2 If bereavement occurs while an employee is absent on annual leave, sick leave on pay, or other special leave on pay, such leave may be interrupted and bereavement leave granted in terms of clause 13.1 as stated above. This provision will not apply if the employee is on leave without pay.

13.3 In granting time off, and for how long, the employer must administer these provisions in a culturally sensitive manner.

13.4 The employer agrees that on application, it may be appropriate to grant leave without pay in order to accommodate various special bereavement needs not recognised in clause 13.1 above.

14.0 LONG SERVICE LEAVE

14.1 An employee shall be entitled to long service leave of one week upon completion of each five-year period of recognised service, as defined in clause 2.0. Such entitlement may be accrued. However, any service period for which a period of long

service leave has already been taken or paid out shall not count towards this entitlement.

14.2 Long service leave will be paid on the same basis as annual leave as per the Holidays Act 2003 as at the time of taking the leave. This will be based on the employee's full time equivalent (FTE) status at the time of taking the leave.

14.3 For the purposes of clause 14.1, recognised service shall be from 1 October 2008, unless the employee has an ongoing or grand-parented provision.

For employees with an ongoing or grand-parented provision, the following shall apply. The employee shall accrue the entitlement in accordance with clause 14.1 above, with their service being deemed to commence, for the purpose of this calculation, on the date service was previously deemed to commence under the scheme. Any long service leave actually taken shall be deducted from that entitlement and the residue shall become the remaining entitlement. That shall be added to any further accrual, with the leave being taken in accordance with clause 14.1.

14.3 Leave without pay in excess of three months taken on any one occasion will not be included in the five-year qualifying period, with the exception of primary carer leave.

14.4 Long service leave must be taken in one continuous period and will require the consent of the employer in regard to when the leave can be taken. The employer shall pay out any long service leave to which the employee has become entitled but has not taken upon cessation of employment.

14.5 In the event of the death of an employee who was eligible for long service leave but has not taken the leave, any monies due will be paid to the deceased's estate.

15.0 PRIMARY CARER LEAVE

15.1 Statement of principle – The parties acknowledge the following provisions are to protect the rights of employees during pregnancy and on their return to employment following primary carer leave. It is to be read in conjunction with the Primary carer Leave and Employment Protection Act 1987 (referred to as the Act in this clause 15), provided that where this clause 15 is more favourable to the employee, the provisions of this clause 15 shall prevail.

15.2 Entitlement and eligibility – Provided that the employee assumes or intends to assume the primary care of the child born to or adopted by them or their partner, the entitlement to primary carer leave is:

- (a) in respect of every child born to them or their partner;
- (b) in respect of every child up to and including five years of age, adopted or permanently placed with them or their partner;
- (c) where two or more children are born at the same time, adopted or placed with them within a one-month period, for the purposes of these provisions the employee's entitlement shall be the same as if only one child had been born, adopted or permanently placed with them.
- (d) Whāngai arrangements are included in situations where the employee becomes a primary carer for one or more children.

15.3 Length of Primary carer Leave

- (a) Primary carer leave of up to 12 months is to be granted to employees with at least one year's service at the time of commencing leave.
- (b) Primary carer leave of up to six months is to be granted to employees with less than one year's service at the time of commencing leave.

Provided that the length of service for the purpose of this clause means the aggregate period of service, whether continuous or intermittent, in the employment of the employer.

- (c) The maximum period of primary carer leave may be taken by either the employee exclusively or it may be shared between the employee and their partner either concurrently or consecutively. This applies whether or not one or both partners are employed by the employer.

Except as provided for in clause 15.15, Primary carer Leave is unpaid.

- 15.4 In cases of adoption or permanent placement of children less than six years of age, primary carer leave shall be granted in terms of clauses 15.2 and 15.3 above, providing the intention to adopt is notified to the employer immediately following advice from Oranga Tamariki (or any iteration) to the adoptive applicants that they are considered suitable adoptive parents. Subsequent evidence of an approved adoption placement or whāngai arrangement shall be provided to the employer's satisfaction.
- 15.5 Employees intending to take primary carer leave are required to give at least one month's notice in writing and the application is to be accompanied by a certificate signed by a registered medical practitioner or midwife certifying the expected date of delivery. The provision may be waived in the case of adoption, whāngai arrangements or permanent placement.
- 15.6 The commencement of leave shall be in accordance with the provisions of the Parental Leave and Employment Protection Act 1987.
- 15.7 An employee absent on primary carer leave is required to give at least one month's notice to the employer of their intention to return to duty. When returning to work the employee must report to duty not later than the expiry date of such leave.

NOTE: It is important that employees are advised when they commence primary carer leave that, if they fail to notify the employer of their intention to return to work or resign, they shall be considered to have abandoned their employment.

- 15.8 Primary carer leave is not to be granted as sick leave on pay.

15.9 Job Protection

- 15.9.1 Subject to clause 15.10 below, an employee returning from primary carer leave is entitled to resume work in the same position or a similar position to the one they occupied at the time of commencing primary carer leave. A similar position means a position:
 - (a) At the equivalent salary, grading;
 - (b) At the equivalent weekly hours of duty;

- (c) In the same location or other location within reasonable commuting distance; and
- (d) Involving responsibilities broadly comparable to those experienced in the previous position.

15.9.2 Where applicable, employees shall continue to be awarded increments when their incremental date falls during absence on primary carer leave.

15.9.3 Primary carer leave shall be recognised towards service-based entitlements, i.e. annual leave and sick leave. However, primary carer leave will not contribute to Retiring Gratuities allowance calculations.

15.10 Ability to Hold Position Open

15.10.1 Where possible, the employer must hold the employee's position open or fill it temporarily until the employee's return from primary carer leave. However, in the event that the employee's position is a "key position" (as contemplated in the Act), the employer may fill the position on a permanent basis.

15.10.2 Where the employer is not able to hold a position open, or to fill it temporarily until an employee returns from primary carer leave, or fills it permanently on the basis of it being a key position, and, at the time the employee returns to work, a similar position (as defined in clause 15.9.1(a) above) is not available, the employer may approve one of the following options:

- (a) An extension of primary carer leave for up to a further 12 months until the employee's previous position or a similar position becomes available; or
- (b) An offer to the employee of a similar position in another location (if one is available) with normal transfer expenses applying; if the offer is refused, the employee continues on extended primary carer leave as in clause 15.10.2(a) above for up to 12 months; or
- (c) The appointment of the employee to a different position in the same location, but if this is not acceptable to the employee, the employee shall continue on extended primary carer leave in terms of clause 15.10.2(a) above for up to 12 months;

Provided that, if a different position is accepted and within the period of extended primary carer leave in terms of clause 15.10.2(a), the employee's previous position or a similar position becomes available, then the employee shall be entitled to be appointed to that position; or

- (d) Where extended primary carer leave in terms of clause 15.10.2(a) above expires, and no similar position is available for the employee, the employee shall be declared surplus under clause 24 of this Agreement.

15.11 If the employee declines the offer of appointment to the same or similar position in terms of clause 15.9.1 above, primary carer leave shall cease.

15.12 Where, for reasons pertaining to pregnancy, an employee on medical advice and with the consent of the employer, elects to work reduced hours at any time prior to

confinement, then the guaranteed proportion of full time employment after primary carer leave shall be the same as that immediately prior to such enforced reduction in hours.

15.13 Primary carer leave absence filled by temporary appointee – if a position held open for an employee on primary carer leave is filled on a temporary basis, the employer must inform the temporary appointee that their employment will terminate on the return of the employee from primary carer leave.

15.14 Employees on primary carer leave may, from time to time and by agreement, work occasional duties during the period of primary carer leave, and this shall not affect the rights and obligation of either the employee or the employer under this clause.

15.15 Paid Parental Leave

15.15.1 Where an employee takes parental leave under this clause 15.0, meets the eligibility criteria in clause 15.2 (i.e., they assume or intend to assume the primary care of the child), and is in receipt of the statutory paid parental leave payment in accordance with the provisions of the Act, the employer shall pay the employee the difference between the weekly statutory payment and the equivalent weekly value of the employee's base salary (pro rata if less than full time) for a period of fourteen (14) weeks.

15.15.2 The payment shall be made at the commencement of the parental leave and shall be calculated at the base rate (pro rata if applicable) payable to the employee for the six weeks immediately prior to commencement of parental leave.

15.15.3 The payment shall be made only in respect of the period for which the employee is on parental leave and in receipt of the statutory payment if this is less than 14 weeks.

15.15.4 Where clause 15.3(c) applies and both partners are employed by the employer, the paid parental leave top up will be made to only one employee, being the employee who has primary care of the child.

15.16 Reappointment After Absence Due to Childcare

15.16.1 Employees who resign to care for a dependent pre-school child or children may apply to their former employer for preferential appointment to a position which is substantially the same in character and at the same or lower grading as the position previously held.

15.16.2 Primary carer leave is a distinct and separate entity from absence due to childcare.

15.16.3 The total period of childcare absence allowed is four years plus any increases in lieu of primary carer leave. Longer absence renders a person ineligible for preferential appointment.

15.16.4 Persons seeking reappointment under childcare provisions must apply to the former employer at least three months before the date on which they wish to resume duties.

15.16.5 This application for reappointment must be accompanied by:

- (i) The birth certificate of the pre-school child or children; and
- (ii) A statutory declaration to the effect that the absence has been due to the care of a dependent pre-school child or children, that the four-year maximum has not been exceeded, and that paid employment has not been entered into for more than 15 hours per week. Where paid employment has exceeded 15 hours per week, the reappointment is at the CEO's discretion.

15.16.6 The employer shall make every effort to find a suitable vacancy for eligible applicants as soon as their eligibility for preferential re-entry is established. Appointment to a position may be made at any time after the original notification of intention to return to work, provided the appointee agrees.

15.16.7 Where:

- (i) The applicant meets the criteria for eligibility; and
- (ii) There exists at the time of notification or becomes available within the period up to two weeks before the intended date of resumption of duties, a position which is substantially the same in character and at the same or lower grading as the position previously held; and
- (iii) The applicant has the necessary skills to competently fill the vacancy;

Then: the applicant under these provisions shall be appointed in preference to any other applicant for the position.

15.16.8 Absence for childcare reasons will interrupt service but will not break it.

15.16.9 The period of absence will not count as service for the purpose of sick leave, annual leave, retiring leave or gratuities, long service leave or any other leave entitlement.

15.16.10 Applicants for preferential re-entry rights do not have a right of review against their non-appointment.

16.0 JURY SERVICE AND WITNESS LEAVE

16.1 Employees called on for jury service, or who are summoned or called as a witness for the Crown, the employer or in the course of their employment, are required to serve. Where the need is urgent, the employer may apply for postponement because of particular work needs, but this may be done only in exceptional circumstances.

16.2 An employee called on for jury service or as a witness may elect to take annual leave, leave without pay or leave on pay. Where annual leave or leave without pay is granted or where the service is performed during an employee's off duty hours, the employee may retain the juror's fees (and expenses paid).

16.3 Where an employee is required to be a witness in a matter arising out of his/her employment, s/he shall be granted paid leave at the salary rate consistent with their



normal rostered duties. The employee is to pay any fee received to the employer but may retain expenses.

16.4 Where leave on pay is granted, a certificate is to be given to the employee by the employer to the effect that the employee has been granted leave on pay and requesting the Court to complete details of juror's fees and expenses paid. The employee is to pay the fees received to the employer but may retain expenses.

16.5 Where leave on pay is granted, it is only in respect of time spent on jury service, including reasonable travelling time. Any time during normal working hours when the Court does not require the employee, the employee is to report to work where this is reasonable and practical.

17.0 UNION REPRESENTATIVES' EDUCATION LEAVE AND UNION LEAVE

Employers shall grant union members leave on pay to undertake trade union education or training, in accordance with the Employment Relations Act 2000. The provisions of this Act, or any amendment or Act passed in substitution for this Act, shall apply.

The employer shall grant paid leave (at ordinary rates) to employees required to attend formal meetings of the APEX national executive.

18.0 Family Violence Leave

The employer is committed to supporting staff who experience family violence, and staff seeking to address their issues with violence as and when occurrence of the violence is raised with the employer. In accordance with the Employment Relations Act 2000, the Holidays Act 2003 and the Human Rights Act 1993, employees affected by family violence are entitled to:

- Take up to 10 days paid family violence leave after six months' of current continuous employment;
- Request flexible working arrangements; and
- Be free from discrimination in the workplace on the basis that they have experienced family violence

To further support the employee, the employer will provide access to counselling via the EAP programme.

In addition, any staff member experiencing family violence should talk to their manager or Human Resources Department regarding the support available under the Family Violence (or equivalent) policy.

19.0 UNIFORMS, PROTECTIVE CLOTHING AND EQUIPMENT

19.1 Where the employer requires an employee to wear a uniform, it shall be provided free of charge, but shall remain the property of the employer.

- 19.2 Suitable protective clothing, including foot/eye/hearing protection, shall be provided at the employer's expense where the duty involves a risk of excessive soiling or damage to uniforms or personal clothing, or a risk of injury to the employee.
- 19.3 The foot protection provided for in clause 19.2 includes the employer's instruction that the employee wear specific shoes for infection control purposes. Where the employer and employee agree, the employee may purchase appropriate protective clothing/footwear and the employer will reimburse actual and reasonable costs.
- 19.3 An employee may, at the employer's discretion, be compensated for damage to personal clothing worn on duty or reimbursed dry cleaning charges for excessive soiling to personal clothing worn on duty, provided the damage or soiling did not occur as a result of the employee's negligence or failure to wear the protective clothing provided. Each case shall be determined on its merits by the employer.
- 19.4 Where the employer and employee agree for the purpose of health and safety, the employee may purchase appropriate clothing/footwear/prescription eyewear and the employer will reimburse actual reasonable costs.

20.0 REFUND OF ANNUAL PRACTISING CERTIFICATE

- 20.1 Where an employee is required by law to hold an Annual Practising Certificate (APC) in order to practise that profession or trade with the employer, the cost of the certificate shall be refunded to the employee on production of the practising certificate, provided that:
- (a) It must be a statutory requirement that a current certificate be held for the performance of duties.
 - (b) The employee must be engaged in duties for which the holding of a certificate is a requirement.
 - (c) Any payment will be offset to the extent that the employee has received a reimbursement from another employer.
 - (d) The employer will only pay one APC unless there are operational requirements for an employee to maintain multiple APCs.
- 20.2 Where the employer requires employees to hold a competency certificate issued by a professional association, the employer will reimburse the associated fees incurred.

21.0 EDUCATION AND TRAINING

- 21.1 Where the employer requires an employee to undertake a course of study, leave and actual and reasonable expenses shall be refunded in accordance with the employer's policies.
- 21.2 The employer shall provide all actual and reasonable costs for qualifications, training courses and seminars as required by the employer. Compensation for any time spent over the employee's ordinary hours will be agreed in advance.

- 21.3 Subject to agreement by the employer that the course is appropriate for the professional development needs of the technician and the service, biomedical technicians who wish to complete the TAFE Plus Statement in Medical Equipment Servicing and Technical Support, or a similar qualification as developed by a New Zealand tertiary education institution, shall have their full course fees paid for by the employer.
- 21.3.1 The payment of these fees shall be bonded for 24 months from the commencement of the course. Employees who resign before the completion of 24 months shall repay the employer a pro-rated amount (e.g. repay 50% of the cost of the course if they resign 12 months after starting the course).
- 21.3.2 If an employee fails the course, they employer will not be required to reimburse the same course again.
- 21.3.3 Employees completing the agreed qualification as detailed in this clause shall be provided with up to two hours per week study time to complete coursework and assessments. Study leave approval is subject to service requirements.

22.0 EMPLOYEE PARTICIPATION

- 22.1 The parties to this Agreement accept that change in the health sector is necessary in order to ensure the efficient and effective delivery of health services.
- 22.2 Regular consultation between the employer, employee and the Union is desirable on matters of mutual concern and interest.
- 22.3 The parties recognise that they have a mutual interest in ensuring that health services are provided efficiently and effectively, and that each has a contribution to make in this regard.

The involvement of employees should contribute to:

- (a) Improved decision-making.
- (b) Greater co-operation between the parties to this Agreement.
- (c) A more harmonious, effective, efficient, safe and productive workplace.

Therefore, the employer agrees to the following provisions for consultation, recognition of staff participation and access to facilities.

- 22.3.1 Paid time off shall be allowed for recognised staff representatives to attend meetings with management and consult with employees, to discuss those issues addressed in this clause and clause 25.0, specifically staff surplus and options for resolving staff surplus.
- 22.3.2 Prior approval for such meetings shall be obtained from management. Such approval shall not be unreasonably withheld.
- 22.3.3 The amount of time off and facilities provided shall be sufficient to enable full consideration of the issues.
- 22.3.4 Mechanisms established for the purpose of 'Management of Change' will allow input and recommendations to be made to the employer, who will

consider these recommendations and will make best endeavours to take the views of their employees into account before making final decisions.

- 22.3.5 The employer agrees that the employees and the Union representative will be advised of any review which may result in significant changes to either the structure, staffing, or work practices affecting employees, and allow for the opportunity for employees and their representatives to be involved in the review so as to allow substantive input.

When the implementation of decisions arising from any such reviews will result in staff surpluses, the procedures under staff surplus shall be adopted.

- 22.3 For the purposes of clauses 23.0, 24.0 and 25.0, the recognised representative shall be the Union advocate unless otherwise agreed.

23.0 RESTRUCTURING

- 23.1 In the event that all or part of the work undertaken by the employee will be affected by the employer entering into an arrangement whereby a new employer will undertake the work currently undertaken by the employee, the employer will meet with the employee, provide information about the proposed arrangement and an opportunity for the employee to comment on the proposal, and will consider and respond to their comments. The employee has the right to seek the advice of their Union or to have the Union act on their behalf.

- 23.2 The employer will negotiate with the new employer, including whether the affected employees will transfer to the new employer on the same terms and conditions, and will include in the agreement reached with the new employer a requirement that the employee be offered a position with the new employer at the same or similar terms of employment.

- 23.3 Where the employee either chooses not to transfer to the new employer, or is not offered employment by the new employer, the employer will activate the staff surplus provisions of this agreement.

24.0 STAFF SURPLUS

When as a result of the substantial restructuring of the whole, or any parts, of the employer's operations, either due to the reorganisation, review of work method or change in plant (or like cause), the employer requires a reduction in the number of employees or, employees can no longer be employed in their current position, at their current grade or work location (i.e. the terms of appointment to their present position), then the options in clause 24.5 below shall be invoked and decided on a case by case basis by the employer, having due regard to the circumstances of the affected employees.

- 24.1 Notification

The employer will advise the Union at least one month prior to the date that notice is required to be given to the employee whose position is required to be discharged, and this notice will include information as detailed in clause 24.2. Notification of a staffing surplus shall also be advised to the affected employee on a date that may be varied by agreement between the parties. During this period, the employer and the

employee will meet to discuss the option most appropriate to the circumstances. Where employees are to be relocated, at least one month's notice shall be given to the employees, provided that a lesser period of notice may be mutually agreed between the employee and the employer where the circumstances warrant it (and agreement shall not be unreasonably withheld).

24.2 The following information shall be made available to the Union:

- (a) the location/s of proposed surplus;
- (b) the total number of proposed surplus employees;
- (c) the date by which the surplus needs to be discharged;
- (d) the positions, grading, names and ages of the affected employees; and
- (e) the availability of alternative positions with the employer.

On request, the Union will be supplied with relevant additional information where available.

24.3 Options

The following are the options, in order of preference, to be applied by the employer in staff surplus situations:

- (a) reconfirmed in position
- (b) attrition
- (c) redeployment
- (d) retraining
- (e) severance.

Option (a) will preclude employees from access to the other options. The aim will be to minimise the use of severance. When severance is included, the provisions in clause 24.8 will be applied as a package.

24.4 Reconfirmed in Position

Where a position is to be transferred into a new structure in the same location and grade, and where there is one clear candidate for the position, the employee is to be confirmed in it. Where there is more than one clear candidate, the position will be advertised with appointment made as per normal appointment procedures.

24.5 Attrition

Attrition means that as people leave their jobs because they retire, resign, transfer, die or are promoted, they may not be replaced. In addition, or alternatively, there may be a partial or complete freeze on recruiting new employees or on promotions.

24.6 Redeployment

Employees may be redeployed to a new job at the same or lower salary in the same



or new location.

24.6.1 Where the new job is at a lower salary, an equalisation allowance will be paid to preserve the salary of the employee, at the rate paid in the old job at the time of redeployment. The employer can preserve the salary in the following ways:

- (a) a lump sum to make up for the loss of basic pay for the next two years (this is not abated by any subsequent salary increases); or
- (b) an on-going allowance for two years, equivalent to the difference between the present salary and the new salary (this is abated by any subsequent salary increases).

24.6.2 Where the new job is within the same local area and extra travelling costs are involved, actual additional travelling expenses by public transport shall be reimbursed for up to 12 months.

24.6.3 The redeployment may involve employees undertaking some on-the-job training.

24.6.4 Where the employee refuses to accept redeployment into a new job at the same or lower salary in the same or new location, the employee shall not be entitled to any severance payment in accordance with clause 24.8 other than notice of termination.

Unless the employee otherwise agrees, any such redeployment shall be to a position substantially similar to the employee's current position.

24.7 Retraining

24.7.1 Where a skill shortage is identified, the employer may offer a surplus employee retraining to meet that skill shortage, with financial assistance up to the maintenance of full salary plus appropriate training expenses. It may not be practical to offer retraining to some employees identified as surplus. The employer needs to make decisions on the basis of cost, the availability of appropriate training schemes and the suitability of individuals for retraining.

24.7.2 If an employee is redeployed to a position that is similar to his or her previous one, any retraining may be minimal, taking the form of "on the job" training such as induction or in-service education.

Where an employee is redeployed to a new occupation or a dissimilar position, the employer should consider such forms of retraining as in-service education, block courses or night courses at a tertiary or other institution, nursing bridging programmes, etc.

24.8 Severance

Payment will be made in accordance with the following:

24.8.1 For employees engaged prior to 30 June 1992, "service" for the purposes of this clause, 24.8 means total aggregated service with the employing

employer, one or more of the former DHBs, and with one or more of the following services:

- (a) Public Service
- (b) Post Office
- (c) New Zealand Railways
- (d) any University in New Zealand
- (e) any Health Centre in any New Zealand Polytechnic and/or College of Education

NOTE: However, this excludes any service with any of the above services or with any Board, CHE, HHS or DHB that has been taken into account for the purposes of calculating any entitlement to a redundancy / severance / early retirement or similar payment from any of the above services or from any Boards.

- 24.8.2 For employees engaged on or after 30 June 1992, "service" for the purpose of this clause means current continuous service with the employer.
- 24.8.3 8.33 per cent of basic salary (T1 rate only) for the preceding 12 months, in lieu of notice. This payment shall only be made where the requisite notice cannot be given. Notice that is of a lesser period than required by this document shall require the employer to pay an amount proportionate to the period of notice not given. This payment is regardless of length of service; and
- 24.8.4 12 per cent of basic salary (T1 rate only) for the preceding 12 months, or part thereof for employees with less than 12 months' service; and
- 24.8.5 4 per cent of basic salary (T1 rate only) for the preceding 12 months multiplied by the number of years of service minus one, up to a maximum of 19; and
- 24.8.6 Where the period of total aggregated service is less than 20 years, 0.333 per cent of basic salary (T1 rate only) for the preceding 12 months multiplied by the number of completed months in addition to completed years of service.

NOTE: The total amount paid to employees under this provision shall not exceed the basic salary (T1 rate only) the employee would have received between their cessation and the date of their being eligible for government superannuation.

- 24.8.7 If the employee has 10 or more years' service, the full retiring gratuity, as set out in a letter provided to the employee from the employer.
 - (a) Employees with not less than eight years' service but less than ten years' service, shall be paid two weeks' basic salary (T1 rate only).
 - (b) Employees with not less than five years' service but less than eight years' service, shall be paid one-week's basic salary (T1 rate only).

24.8.8 Outstanding annual leave and long service leave may be separately cashed up.

24.8.9 Where there is an offer of redeployment to reduced hours, an employee may elect to take a pro-rata compensatory payment based on the above severance calculation.

24.9 Job Search

Employees will be assisted to find alternative employment by being able to have a reasonable amount of time off work to attend job interviews without loss of pay. This is subject to the employer being notified of the time and location of the interview before the employee is released to attend it.

24.10 Counselling

Counselling for affected employees and their families will be made available as necessary.

25.0 TRANSFER PROVISIONS

Where an employee's employment is being terminated by the employer by reason of the sale or transfer of the whole or part of the employer's business, nothing in this Agreement shall require the employer to pay compensation for redundancy to the employee if:

25.1 The person acquiring the business, or the part being sold or transferred

- (a) has offered the employee employment in the business or the part being sold or transferred; and
- (b) has agreed to treat service with the employer as if it were service with that person and as if it were continuous; and
- (c) the conditions of employment offered to the employee by the person acquiring the business or the part of the business being sold or transferred are the same as, or are no less favourable than, the employee's conditions of employment, including:
 - (i) any service-related conditions; and
 - (ii) any conditions relating to redundancy; and
 - (iii) any conditions relating to superannuation under the employment being terminated; and
- (d) the offer of employment by the person acquiring the business or the part of the business being sold or transferred is an offer to employ the employee in that business or part of the business either:
 - (i) in the same capacity as that in which the employee was employed by the employer; or
 - (ii) in any capacity that the employee is willing to accept.



26.0 NOTICE

26.1 Unless otherwise agreed, the employment shall be deemed to be a monthly one, and one month's notice shall be given by either side but this shall not prevent the employer from summarily dismissing any employee for serious misconduct or other just cause.

Unless otherwise agreed, where the required notice is not given, the person terminating the service shall pay or forfeit wages to the value of the unexpired period of notice as the case may require.

26.2 Abandonment of employment

Where an employee is absent from work for a continuous period exceeding three (3) working days without the consent of the employer, without notification to the employer, and without good cause, the employee will be deemed to be absent without leave. In this circumstance, the employer will initiate a process that may lead to the termination of employment. All reasonable efforts must be made to contact and engage with the employee on the reason for their absence before final decisions are made.

27.0 DEDUCTION OF UNION FEES

The employer shall deduct union fees from the wages and salaries of members of the Union when authorised in writing by members. The employer will forward the monies with the names and the individual amounts deducted to the Union.

28.0 UNION REPRESENTATION

The authorised delegates of the Union shall, with the consent of the manager (which shall not be unreasonably withheld), be entitled to time during work hours to carry out their role as workplace representatives, including promoting and facilitating the objectives of the Partnership agreement in Appendix 1.

29.0 STOP WORK MEETINGS

29.1 Subject to clauses 29.2 to 29.5, the employer shall allow every employee covered by this Agreement to attend, on ordinary pay, at least two meetings (each of a maximum of two hours' duration) in each year (being the period beginning on the 1st day of January and ending on the day of December) with their representatives.

29.2 The Union shall give the employer at least 14 days' notice of the date and time of any meeting to which clause 29.1 applies.

29.3 The Union shall make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any meeting, including,

where appropriate, an arrangement for sufficient employees to remain available during the meeting to enable the employer's operation to continue.

- 29.4 Work shall resume as soon as practicable after the meeting, but the employer shall not be obliged to pay any employee for a period greater than two hours in respect of any meeting.
- 29.5 Only employees who actually attend a meeting shall be entitled to pay in respect of that meeting and, to that end, the Union shall supply the employer with a list of employees who attended and shall advise the employer of the time the meeting finished.

30.0 PERSONAL GRIEVANCE, DISPUTES, AND EMPLOYMENT RELATIONSHIP PROBLEMS

- 30.1 An "employment relationship problem" includes:
- (a) a personal grievance
 - (b) a dispute
 - (c) any other problem relating to or arising out of the employment relationship.
- 30.2 Where an employment relationship problem arises, the parties will in the first instance seek to resolve it between the immediately affected parties. Further to this:
- (a) The employee will be provided the opportunity to be represented by their Union or other such support person of their choosing at any time during the resolution process.
 - (b) If the matter is unresolved, either party is entitled to seek mediation from the Ministry of Business, Innovation and Employment or refer the matter to the Employment Relations Authority. (Both mediation and investigation by the Authority are services available for the resolution of employment relationship problems.)
- 30.3 A "personal grievance" means a claim that the employee:
- (a) has been unjustifiably dismissed; or
 - (b) has had their employment, or their conditions of employment, affected to their disadvantage by some unjustifiable action by the employer; or
 - (c) has been discriminated against in their employment; or
 - (d) has been sexually harassed in their employment; or
 - (e) has been racially harassed in their employment; or
 - (f) has been subjected to duress in relation to union membership; or
 - (g) has been treated adversely in their employment is, or is suspected or assumed or believed to be, a person affected by family violence; or

- (h) has been disadvantaged because the employer has failed to comply with Part 6A of the Employment Relations Act 2000; or
- (i) has been disadvantaged because their employment agreement is not in accordance with section 67C, 67D, 67G, 67H or the Employment Relations Act 2000; or
- (j) has been disadvantaged by the employer contravening section 67F or 67G(3) of the Employment Relations Act 2000; or
- (k) has been affected because the employer has;
 - (i) engaged in adverse conduct for a prohibited health and safety reason; or
 - (ii) contravened section 92 of the Health and Safety at Work act 2015; or
- (l) Has been affected by the employer retaliating, or threatening to retaliate, against the employee in breach of section 21 of the Protected Disclosures (Protection of Whistleblowers) Act 2022 (because the employee intends to make or has made a protected disclosure)

- 30.4 If the employment relationship problem is a personal grievance, the employee must raise the grievance with the employer within a period of 90 days, beginning with the date on which the action alleged to amount to a personal grievance occurred or came to the employee's notice, whichever is the latter. The exception to this is where the alleged action relates to sexual harassment, whereby the notifying period is 12 months. here is also additional time available for raising a personal grievance under the Act, in particular circumstances. (ERA Section 115).
- 30.5 Where any matter comes before the Authority for determination, the Authority must direct the matter to mediation in the first instance. Where mediation has failed or been deemed inappropriate in the circumstances, the Authority will then have the power to investigate the matter.
- 30.6 If the employment relationship problem relates to discrimination or sexual harassment, services available for the resolution of the problem include either application to the Authority for the resolution of this grievance or a complaint under the Human Rights Act 1993, but not both.

31.0 HEALTH AND SAFETY

The employer shall comply with the provisions of the Health and Safety at Work Act 2015 and associated regulations concerning safety, health and welfare matters. The parties agree that employees should be adequately protected from any safety and health hazard arising in the workplace.

- 31.1 It shall be the responsibility of the employer to ensure that the workplace meets the required standards and that effective and maintained safety equipment is provided.
- 31.2 Where safety equipment is required, it is the responsibility of employees to ensure it is appropriately utilised.

- 31.3 It is the responsibility of every employee to report any hazards, accidents or injuries as soon as practicable, using the employer's hazard management system.
- 31.4 It is the responsibility of the employer to systematically identify and address any workplace hazards, which may affect the safety of employees.
- 31.5 Where there is a concern regarding the safety of employees, employees have the right to contact APEX for advice on their rights under legislation.

32.0 INDEMNITY

The employer shall ensure that it is insured in such a manner as to provide adequate professional indemnity insurance cover for employees, including cover for the costs of independent legal representation in the event of claims or issues that affect an employee and the provision of adequate run-off cover for an employee for claims arising after an employee has ceased employment with the employer in respects of acts or omissions during employment.

33.0 TEMPORARY OR FIXED TERM AGREEMENTS

- 33.1 Temporary or fixed term employment agreements should only be used to cover specific situations of a temporary nature or fixed term, e.g. to fill a position where the incumbent is on study or primary carer leave, or where there is a task of a finite duration to be performed.
- 33.2 Temporary or fixed term employment agreements, while justified in some cases to cover situations of a finite nature, must not be used to deny staff security of employment in traditional career fields.

34.0 FLEXIBLE WORKING ARRANGEMENTS

An employee who makes a request for flexible working arrangements shall have their request considered in accordance with Part 6AA of the Employment Relations Act 2000.

35.0 TRANSFER EXPENSES

Before a transfer takes place, the terms under which such transfer is to occur shall be agreed between the employee and the employer and recorded in writing. This is for:

- (a) Transferring on promotion; or
- (b) Transferring at the convenience of the employer.

36.0 REIMBURSEMENT OF PROFESSIONAL FEES

The employer may reimburse the employee \$100 per annum towards the cost of membership of the New Zealand Institute of Healthcare Engineering. Provided that

where an employee also works for another organisation or in a private practice, the employer will only be required to pay the amount on a pro-rata basis.

37.0 SAVINGS

- 37.1 This Agreement supersedes all terms and conditions in previous agreements. However, as significant changes have been made, it is acknowledged that certain terms and conditions may have inadvertently been omitted or included.
- 37.2 This agreement shall not operate so as to deprive employees of a benefit that was omitted in error. Nor shall it operate so as to provide an employee with a benefit that was inadvertently included.

38.0 TRAVELLING EXPENSES AND INCIDENTALS

- 38.1 When travelling on employer business, the employee will be reimbursed for costs on an actual and reasonable basis on presentation of receipts, including staying privately.
- 38.2 Employees who are requested to use their motor vehicles on employer business shall be reimbursed in accordance with Inland Revenue's (IR) mileage rates as promulgated from time to time. Any change to this rate shall be effective from the first pay period following the date of promulgation by IR.
- 38.3 Insurance protection for employees travelling on work related business is provided in accordance with the employer's insurance policy. The provisions of the insurance policy are available.

39.0 VARIATIONS

This Agreement may be varied by agreement between the parties, subject to the Union's normal ratification procedures. Such agreement shall be in writing and signed by the parties.

40.0 PARTNERSHIP

Both parties are committed to working in a constructive fashion to address relevant issues that arise during the term of this Agreement. To assist with this, Appendix 1 shall be used as a framework for dialogue and addressing the issues.

41.0 TERM OF AGREEMENT

This agreement shall be deemed to have come into force on **2 May 2024** and shall continue in force until **1 May 2026**.

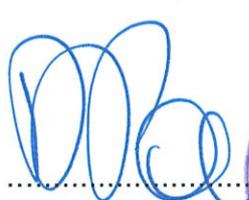


Dated this 11th day of November 2024

Signed:

AUTHORISED Representative of the
EMPLOYEE PARTY

AUTHORISED Representative of the
EMPLOYER PARTY




 Dr Deborah Powell
 National Secretary
 APEX



 Margie Apa
 Chief Executive Officer
 Health NZ

APPENDIX 1: PARTNERSHIP

The parties have recognised the value of working more cooperatively and constructively together to achieve the over-arching goal of maintaining and advancing a workforce that takes shared responsibility for providing high quality healthcare on a sustainable basis. To this end we have agreed to progress the on-going interests and issues of the parties outside of bargaining.

The objectives of the partnership are:

- To ensure the parties' dealings with each other are in accord with the principles of good faith and are characterised by constructive engagement based on honesty, openness, respect and trust;
- That the principles, processes, procedures and goals adopted enable exploration of matters in a meaningful, solution focused approach with the group being empowered to implement appropriately agreed solutions
- That efforts are made to maintain and further develop their relationship, decision making and inter party cooperation;
- To co-ordinate the trialling, and where appropriate, introduction of innovative initiatives which will improve healthcare delivery;
- To work towards enhanced job satisfaction;
- To achieve consensual decision making and outcomes.

The objectives that have been agreed include promoting the provision of a safe, healthy and supportive work environment. The parties also recognise that environmental and fiscal challenges may impinge on work practices and accept that there needs to be constant evaluation to improve productivity and cost effectiveness and to ensure the efficient, sustainable delivery of high-quality health services.

Either party can call for a meeting to consult around any of the above objectives; the composition of the respective parties shall have an appropriate senior member with equal representation of other participants with a maximum of three to each team with co-opting of others as required.



Appendix 2: Recognition Steps – Progression Process

As agreed in the Allied Pay Equity settlement as follows:

Recognition Steps – Progression Process

Principles

1. The recognition steps facilitate progression that many employees naturally seek in the course of their work. It is designed to enable employees to utilise their expertise as a formal part of their practice, while enhancing service delivery and fostering continued development and growth through the process of agreed objective setting and delivery
2. For this reason, it is anticipated that, where reasonable and agreed, an employee may be able to progress the objectives required for recognition progression during work time.

Eligibility

3. To be Eligible for Salary Progression:
 - a) An employee may initiate the recognition process immediately after moving to the qualifying step (e.g. Step 8 to progress to Step 9, Step 9 to progress to Step 10). Progression will not occur until the employee has been on the qualifying step for at least a year. An employee must be on Step 8 (APS) before they can move to Recognition Step 9 or must be on Recognition Step 9 to move to Recognition Step 10.
 - b) Demonstrates innovation, excellence, leadership, and/or specialist skills and knowledge in their contribution to service. This could include, but is not limited to:
 - i. At least two years working in an area of specialisation or advancing practice.
 - ii. Recognised by other staff as becoming expert in at least one area of clinical or cultural skills and approached as a resource and teacher (with appropriate evidence)
 - iii. Evidence of involvement in quality and improvement initiatives or audit activity.
 - iv. Evidence of involvement in research, presenting at conferences or authoring work.
 - v. Agreed postgraduate study.
 - c) Has had a satisfactory performance appraisal (or equivalent) within the last 12 months.
 - d) Is undertaking clinical work at the level expected as described in the GEPP document at the applied for salary step. Link: Draft Guidelines for Expectations of Professional Practice of Allied Health, Scientific and Technical Professionals (GEPP) 2023.
 - e) Has achieved agreed objectives linked to Guidelines for Expectation of Professional Practice at relevant level.
 - f) Is contributing to the wider organisational goals, the team, the service, the locality, or the system in general.

Frequency

4. An employee can progress to the Recognition Step at any time throughout the year (once criteria is met), i.e., they do not need to wait for their anniversary date. However, only one step movement can be made annually.

Criteria

5. The criteria for progression to each recognition step are as follows:
 - a) To access Recognition Step 1 (Step 9 of the Degree-based scale) an employee must select and complete objectives across no fewer than two domains ensuring that cultural safety and Te Tiriti principles are woven into objectives. Objectives must be chosen from the “Further Developing Knowledge & Skills” or further Stage of Development.
 - b) To access Recognition Step 2 (Step 10 of the Degree-based scale) an employee must select and complete objectives across no fewer than two domains, ensuring that cultural safety and Te Tiriti principles are woven into objectives. Objectives must be chosen from the “Becoming Expert” Stage of Development.
 - c) To access Step 4 of Grade DF on the Clinical/degree qualified designated salary scale, an employee must select and complete objectives across no fewer than two domains, ensuring that cultural safety and Te Tiriti principles are woven into objectives. Objectives must be chosen from the “Acknowledged Leader” Stage of Development. At least one objective will be selected from the “Leadership & Management” domain.

Objectives

6. It is intended that objectives are ones that show growth, development, and continuing contribution to the service. As such, objectives will generally be relevant to the service, wider organisation and/or profession evidence of role stretch/meritorious performance.
7. The parties acknowledge that it is the individual employee’s decision and responsibility to initiate the processes associated with the recognition progression step. To commence the process the employee will write to the team leader/ manager requesting a meeting to set objectives.
8. The discussion and setting of objectives for additional progression would normally occur in conjunction with the employee’s annual performance review. Objectives agreed will be specific, measurable achievable realistic and time bound (SMART). Reviews throughout the 12 months can be undertaken by mutual agreement. Setting the objectives may involve the professional lead or equivalent.
9. In the event that the manager and the employee cannot agree on the objectives the employee may consult with the relevant union. If there is still no agreement, they may need to meet with the union and their manager, professional lead or equivalent. This objective setting process is to be completed in three months of the employee requesting the meeting. Without agreed objectives no progression will occur.
10. Recognition objectives must be set and agreed prospectively by the manager and the employee in a timely manner. However, the setting of objectives may take into consideration work that has been initiated within a reasonable timeframe prior to the objectives being set as long as objectives remain current to service need/service development and of benefit to professional development.