








# Proposed National Health Administration and Clerical Pay Equity

This is an outline of the proposed settlement to the Administration and Clerical pay equity claim lodged by the NZPSA in 2018. The full settlement agreement will be circulated before ratification.

## Key elements of the settlement

	<p><b>New National Pay Rates</b></p> <p>DHBs and the PSA have agreed a new National Pay Scale (with bands and steps) for the administration and clerical workforce informed by the evidence gathered by the bipartite pay equity investigation and agreed through bargaining. The new pay system corrects historic sex-based undervaluation of this workforce. The new pay scale will have an effective date of 1 January 2022.</p>
	<p><b>National Role Profiles</b></p> <p>The <b>National Health Administration Workers Role Profiles</b> are a set of generalised descriptions of administration and clerical roles. Their main purpose is to standardise pay rates for like administration roles and those of like value, within and across DHBs. They are not designed to be a perfect fit for every role, but the roles of all DHB employees covered by the claim should be able to be mapped to one of the profiles. Using national role profiles is efficient and transparent.</p>
	<p><b>Lump Sum Payment</b></p> <p>A \$2,500 lump sum payment will be made to acknowledge the delay in reaching settlement since the date of the interim pay adjustment of 30 November 2020.</p> <p><b>Note:</b> The interim adjustment of up to \$2,500 on base rates was agreed from 30 November 2020 as a step towards this settlement in acknowledging the additional work and time needed to create this new national pay structure.</p>
	<p><b>Simplified Progression</b></p> <p>Progression through steps in a band is through automatic yearly progression. Once the new pay structure is implemented administration and clerical staff will continue to progress annually (on the anniversary of their appointment) through the steps within their assigned band.</p>
	<p><b>A specialist Framework for Clinical Coders</b></p> <p>The work of coders has its own training and qualification framework, so this has been reflected in the pay and progression framework for coders.</p>
	<p><b>Translation and Appeals</b></p> <p>All existing roles will be mapped to a National Role Profile with an assigned pay band with a number of pay steps. The step you will translate to will be based on time in your current role.</p> <p>An agreed appeal process is included in the proposed settlement. It will be available once people have been informed of their final mapping and step translation.</p>
	<p><b>A process to maintain pay equity in the future</b></p> <p>The legislation requires DHBs and the PSA to agree how to make sure undervaluation does not occur again in the future. This will be carried out through a joint review process aligned with future collective agreement negotiations for the Health Administration and Clerical workforce.</p>

Before ratification, all those covered by the proposed settlement will be provided with information outlining which National Role Profile they have been mapped to. DHBs and the PSA will also finalise a separate document recording how the new pay structure will operate on an ongoing basis.

## The New Pay Structure

The PSA and DHBs worked together to develop a new national pay structure that brings together national pay rates, job bands and a pay step structure for administration and clerical workforces. The new pay system provides a standard structure for more than 1500 role titles across 10000 employees in 20 DHBs where there had been a high level of pay variability across locations and between the four regional MECAs.

The new pay structure has an effective date of 1 January 2022.

### Administration and Clerical Pay Scales

Administration And Clerical Pay Equity Rates									
Band	Maximum Rate	Number of steps	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Band 7	86,700	7	73,695	75,863	78,030	80,198	82,365	84,533	86,700
Band 6	81,600	7	71,196	72,930	74,664	76,398	78,132	79,866	81,600
Band 5	75,480	6	67,932	69,442	70,951	72,461	73,970	75,480	
Band 4	72,114	6	64,903	66,345	67,787	69,229	70,672	72,114	
Band 3	68,340	5	59,627	61,805	63,984	66,161	68,340		
Band 2	63,240	4	55,177	57,865	60,552	63,240			
Band 1	57,630	3	51,291	54,461	57,630				

Note: This set of pay scales does not apply to Clinical Coders.

### Clinical Coders Pay Scale

Levels		Level Value	Tertiary Adjustment	Note
Level 0	Trainee / Apprentice	69,360		This is fully managed
Level 1	Novice	71,652	No change	
Level 2	Developing	74,019	No Change	
Level 3	Competent	76,464	6.5%	Added to base
Level 4	Proficient	78,990	8%	Added to base
Level 5	Expert	81,600	10%	Added to base
Level 6	Auditor	86,700	10%	Appointed role

Note: This pay level framework applies to Clinical Coders only.