

## Pay Equity FAQs

### Administration and Clerical

14 June 2022

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#### Next Steps and General Questions

##### 1. What are the next steps and when will they happen?

The Clerical and Administration Settlement Agreement is a landmark agreement for Pay Equity and covers over 10,000 roles. While all DHBs will be working to complete all required steps as soon as possible, the time frames below are to ensure the earliest and latest dates for completion of each phase for all DHBs are clearly communicated. Each phase incorporates multiple processes, such as the translation phase which requires a system build for the payroll systems to be able to translate mapped roles to pay bands and pay steps and enable payment.

- |   |                        |
|---|------------------------|
| • Reconvening of Mapping Groups               | 7 June – 29 July       |
| • Payment of lump sum                         | 1 July – 29 July       |
| • Payment of interim adjustment backpay       | 1 July – 29 July       |
| • Translation / Notification of Change in Pay | 11 July – 14 August    |
| • Appeals process                             | 11 July – 30 September |
| • Payment of new rates (effective 1 January)  | 17 July – 30 September |

Each DHB will provide guidelines on how they will manage each phase within the timeframes at local level.

##### 2. Is there a timeframe for individuals who have opted out to raise an individual claim?

There is no time limit provided in the legislation.

### **3. Can individuals opt back in to Pay Equity scales? Is there a timeframe on opting in?**

Anyone in a role covered by the settlement can opt in at any time. There is no time limit in the legislation on this option.

### **4. What if I am covered by the MECA but not in scope for Pay Equity?**

If you are covered by the regional Administration and Clerical MECAs but your role is outside the scope of the Administration and Clerical pay equity settlement, you will retain all your existing remuneration and terms and conditions.

### **5. What if I was originally in scope and now I'm not?**

If you were covered by the settlement but subsequently deemed to be out of the scope of the Administration and Clerical pay equity settlement, you will retain your existing remuneration and terms and conditions. If you believe you are within scope, the appeals process provides the right to appeal on that basis.

If you were a librarian or interpreter originally covered by the claim and subsequently not covered by the Administration and Clerical pay equity settlement, you are now covered by a separate Librarian and Interpreter Pay Equity claim.

## **Role Profiles and Mapping**

### **6. What are the National Role Profiles and what do they mean in terms of my Band/Step?**

The PSA and DHBs developed the National Role Profile approach to reflect the range of administration and clerical work on the basis that administration and clerical roles have many standard features. A role profile is a generalised description of a role using information created from representative roles. They are not designed to be a perfect fit for every role, but the roles for all DHB employees covered by the claim should be able to be mapped to one of the current profiles. The governance of the system allows for the creation of new profiles if needed.

Their main purpose is to standardise pay rates for like administration roles and those of like value, within and across DHBs.

The National Role Profiles are a key part of the system framework and application of the profiles will be monitored at a local and national level. The National Role Profiles are allocated to a pay band. The pay step that an individual employee translates to is determined by time in role.

For Clinical Coders, the National Role Profile for Clinical Coder means that the role is recognised in the separate National Clinical Coders level framework. The level that an individual Coder translates to is determined on the basis of qualifications and experience.

### **7. Does the letter in my Role Profile relate to the step I am on?**

The National Role Profile indicates the pay band you are in but not the pay step. The advice on your mapped role is not indicative of your step in the band. Your placement on the step will be done based on your time in role, which will be communicated to you in a formal notification on your pay changing.

For Clinical Coders, the National Role Profile indicates that the Coder is covered by the separate Clinical Coder pay level framework, but not the level the Coder is on. The pay level will be determined through a translation process based on qualifications and experience as set out in the framework.

#### **8. What if my role profile is based on a role I am no longer doing?**

Local DHB/PSA mapping groups will be re-convened in the period 7 June – 29 July to update mapping where required (for new roles, new starters, where mapping is to be confirmed, and where roles have changed since the most recent mapping). It is important that mapping is completed as a joint process, and post ratification was the earliest opportunity to carry out this process.

Please note that a delay in mapping does not impact your entitlements. The new rates are effective from 1 January 2022. If required, once you have received your official notification of step and pay change, there will be an option to appeal.

#### **9. What if my role hasn't been mapped yet?**

Local DHB/PSA mapping groups will be re-convened in the period 7 June – 29 July to update mapping where required (for new roles, new starters, where mapping is to be confirmed, and where roles have changed since the most recent mapping).

It is important that mapping is completed as a joint process, and post ratification was the earliest opportunity to carry out this process. If required, once you have received your official notification of step and pay change, there will be an option to appeal.

Please note that a delay in mapping does not impact your entitlements. The new rates are effective from 1 January 2022.

### **Lump Sum Payment**

#### **10. When will I receive the lump sum payment?**

The timeframe for paying the lump sum payments to eligible employees is 1 July – 29 July. Each DHB will provide guidelines on how they will manage each phase within the timeframes at local level.

### **Interim Adjustment Backpay Payment**

#### **11. What if I did not receive the Interim Adjustment?**

If you are eligible and you did not receive the interim adjustment due to not being mapped or being incorrectly mapped at the time of the interim adjustment being applied, you will receive the backpay of the applicable interim adjustment amount as per the Terms of Agreement 2020. The timeline for this payment to be made is 1 July – 29 July.

### **Translation To Your New Step**

#### **12. Will experience be taken into account for the translation to step?**

There are clear guidelines for the one-off translation to pay step. For the majority covered by the settlement, the basis for translation is time in role. The guidance also provides for the consideration of relevant previous experience. Translation for Clinical Coders has a different basis for translation, consistent with the separate qualifications and training based Clinical Coder pay scale and framework.

### **13. What will my salary anniversary date be?**

Your start date in your current role will be the salary anniversary date. For the majority this date is the date recorded for the purpose of time in role.

### **14. What if I believe my step or anniversary date is incorrect?**

You will be able to address any issues through the appeals process. The appeals period is 6 weeks from when you receive your official communication advising you of your step and your change of pay. All information and relevant forms relating to the appeals process will be made available closer to the time. Please see 'Appeals' section.

### **15. What if a current salary is higher than the translated step?**

One of the agreed principles for the pay equity settlement agreed between the parties is that there will be no loss of pay for any employee on translation to the new pay structure.

The pay step in the applicable pay band that an employee is translated to will be determined by the application of the time in role guidance.

Employees whose current salary is above the salary they are advised of in their confirmed change to pay letter, will remain at that existing salary level.

The employee will still be entitled to any applicable step progressions, however their salary will remain "frozen" until such time as the step progression matches or surpasses the salary which has been "frozen", at which point the employee's salary will move in line with step progression as outlined in the agreement.

## **Appeals Process**

### **16. When does the appeals process start?**

The appeals process does not commence until you have received your official notification of your step and your change of pay. The timeline for you to receive this is 10 July – 14 August.

### **17. How long do I have to appeal?**

You will have 6 weeks from the date you receive your official notification of your step and your change of pay to lodge an appeal.

### **18. What if I am on leave / leave without pay during my appeals process?**

The settlement agreement states employees can appeal upon return to work after 6 weeks if the employee is on leave or leave without pay at the time of notification.

### **19. Where can I get an appeals form from?**

The appeals process can be found in Schedule 4 of the Settlement Agreement and prior to the 10 July, explanatory information on the appeals process, including the form, will be made available.

## **20. Can my manager appeal on my behalf?**

Any appeal must be lodged by the employee. Managers played an important role in the original mapping for the claim providing confirmation of the work that employees carried out. Managers can provide support and supporting documents for any team member's appeal.

## **21. Can we appeal as a group/team?**

If a group or team are performing the same key functions then a group appeal can be lodged.

## **Previous Employee Entitlements**

### **22. What are previous employees entitled to?**

Eligible previous employees who did not receive the interim adjustment due to not being mapped at the time are entitled to backpay of the interim adjustment to the point of their last day or 31 December 21, whichever is earliest. If the leave date is post the settlement effective date of 1 January 22, the previous employee will be entitled to back pay of the new pay rates from 1 January 22 to the point of their last day.

Eligible previous employees who were still employed on 22 December 2021 are entitled to receive the lump sum (as per the Settlement agreement criteria) based on the settlement terms which account for FTE or time in role and service. Eligible previous employees who left after 1 January 2022 are entitled to the backpay of the new pay rates effective 1 January 22 up to the point of their last day.

All affected employees need to ensure they leave their contact / payment information with the DHB to enable this. Payment timelines for previous employees may differ to those communicated for current employees.

## **Future Maintenance of Pay Equity**

### **23. How will Pay Equity be maintained?**

The legislation requires the parties to agree on the process to maintain pay equity following the settlement of a pay equity claim. Clause 13 of the Settlement Agreement sets out the provisions agreed by the parties as part of the settlement.