
All District Health Boards

Pay Equity FAQs Administration and Clerical

8 April 2022

What is included in the proposed settlement?

The key elements of the agreement are:

- National Pay Rates
- The mechanism for translating from existing to new pay rates
- National Role Profiles
- A process for a one-off appeal to mapping and / or translation
- A lump sum payment
- Simplified progression through the pay scales
- A specialised Clinical Coder Framework
- A process to maintain pay equity in the future.

When will the new rates be effective?

The new pay rates will be effective from 1 January 2022.

Why has it taken so long to get to this point?

There is a lot of work that goes into investigating a pay equity claim and this process was very complex as there were more than 1,500 role titles across 10,000 employees in 20 District Health Boards (DHBs) with a high level of pay variability across locations and between the four regional MECAs.

An interim adjustment of up to \$2,500 on base rates was agreed from 30 November 2020 as a step towards this settlement and acknowledging the additional work and time needed to create this new national pay structure.

In addition, a lump sum payment of \$2,500 for everyone covered has been agreed to, acknowledging the delay since the interim pay adjustment. The lump sum is:

- To be pro-rated by FTE or hours worked – whichever is the higher and service, for those employed at DHBs for less than 13 months (over the period 1 December 2020 to 1 January 2022).
- Payable to employees covered by the claim and employed by a DHB in the period 1 December 2020 to 1 January 2022, and are still employed at the date of signing the agreement in principle.

What if a worker is already paid more than the top step of the new pay band of the National Role Profile they are mapped to?

Pay bands and rates vary widely across the country and as with the interim adjustment, someone already paid the same or more than the top step of their new pay band will not receive an increase. They will however receive the lump sum payment of \$2,500 (as above). There aren't many people in that position and the vast majority will see their rates increase – in some cases quite substantially.

What if I didn't get an interim adjustment payment?

Some employees did not receive the interim adjustment because they were not mapped to a role profile at the time. We promised this would be corrected at the time of settlement and it will. As per the agreement reached by the parties in November 2020:

1. Employees covered by the claim who were not mapped and did not receive the interim adjustment of up to \$2,500 increase to base rates, will have that paid effective from 30 November 2020.
2. Employees who were mapped incorrectly at the time that the interim adjustment was applied will receive the appropriate adjustment paid effective from 30 November 2020.

What will this pay equity settlement mean for me?

For the first time, this workforce will have a national pay structure and those doing the same work will be have consistent rates across the whole country.

How will I translate to the new pay structure and rates?

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.

No-one's pay will be reduced as a result of implementing the pay equity settlement. If you have individual agreements, you can ask for information at a local level about what that might mean for you.

Why have the names on National Role Profiles and Salary bands been replaced with numbers and letters?

During the initial mapping process, we discovered that when role titles were attached to a National Role Profile people started to match their roles to a National Role Profile based on the name of their own job title rather than the work being undertaken. We know for a fact that in many instances the role title that has been assigned to someone currently does not reflect the work they do. Removing the title from the National Role Profile means we have to look at the work a person is doing to align them to a National Role Profile and the Salary band.

How has my role been mapped?

People have been mapped to a new National Role Profile that accurately reflects the work they do, rather than their existing job titles. This has been a joint NZPSA/DHB process at each DHB.

What if I think I've been mapped to the wrong National Role Profile?

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.

What is the overall increase I will receive in the pay equity settlement?

Increases will vary for each person due to the high level of variability in current pay rates across DHBs and the role profile that you are mapped to.

What male-dominated roles were used as comparators?

The details of the comparators will be included in the full proposed settlement agreement that will be circulated before ratification.

What was the criteria DHBs and NZPSA developed when identifying the comparators?

The first step was to identify potential male-dominated roles as comparators using the Australia New Zealand Standard Code of Occupations and their associated skill levels, and assess them against the criteria agreed by DHBs and NZPSA.

Maintaining pay equity and MECA bargaining

The proposed settlement reflects the information available at the time it was developed. DHBs and the NZPSA have agreed a process for reviewing the remuneration to ensure pay equity is maintained – bargaining to replace expired and expiring collective agreements this year will provide the first opportunity to use the process which is set out in the proposed settlement agreement.

Who is covered by the settlement?

The proposed settlement applies to more than 10,000 administration and clerical workers. However, there is no single definition of administration work so the best way to be clear if you are in scope is if your role can be mapped to one of the National Role Profiles. The role might be covered even if the worker is not on PSA MECA or MECA-derived IEA.

Who won't be covered by the settlement?

- Workers contracted by DHBs including organisations like TAS, Southern Alliance and Health Source
- Allied, Scientific and Technical professionals, nurses, midwives, librarians, interpreters, kaiārahi – separate pay equity claims have been raised for these groups
- Staff working for primary care through PHOs.

What is the process for finalising this settlement?

- The proposed settlement has been agreed between the DHBs and NZPSA and been through the required governance processes. It is now subject to ratification by 50% plus one in favour of employees who vote. If ratified, the NZPSA and the Chief Executives of the 20 DHBs will then sign the settlement agreement.