

Time in current role definition

Time in role is the time for the employee in their current role – measured by the start date of their current role. This is **different to length of service** with the DHB.

For **most** employees, time in role will be identified by the start date in their current role (some examples are below to help identify this)

For *a few* employees, the previous time a role that is **the same as** and directly preceding their current role in another service or DHB is relevant and should be counted. The start date should be the date they started in the preceding role.

For employees who have worked with DHB on a casual (as and when) basis, their start date will be recognised from the date when the casual employment was:

- not broken by periods greater than three months; and
- averaged approximately 15 hours per week.

The start date for the current role includes:

- **Where the role had stayed the same, but the title has changed** during the employment (this might be due to restructure or due to administrative tidy up of the organisational chart)
 - *For example*
Rebecca is the PA to the division leadership team. Initially when they joined on the 22 March 2018, the role title was 'PA to Surgical Director and General Manager' and it changed to 'Personal Assistant Surgical Division Leadership Team' on 01 June 2021 as part of some small changes in the team.
The start date in the role is then 22 March 2018.
- **Where the role has stayed the same** and the title has stayed the same, **but the work area has changed**
 - *For example:*
Reka started as the ward clerk for ward 73 on 15 July 2016 and then moved to ward 74 in the same division and has been there for 13 months.
The start date in the role is then 15 July 2016.
- **Where the employee had parental leave and returned to the same role**
 - *For example:*
Ruth joined the DHB on 15 October 2017 in the role of scheduler and recently had 6 months of parental leave and has returned to the role and been back for 3 months.
The start date in the role is then 15 October 2017
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- **Where the employee had extended leave without pay and returned to the same role**
 - *For example:*
Roimata joined as team administrator in Cardiovascular on 25 March 2014 a couple of years ago they had 3 months of LWOP and has been back in the role for the last 2 years.
The start date in the role is then 25 March 2014

- **Where the employee started in the role as a secondment and then was successfully confirmed in a permanent role.**
 - *For example:*
Rachel joined as data entry clerk in the HR team on 25 March 2014 a couple of years ago they had a secondment opportunity and started as the HR team administrator 08 January 2019. In December the role was advertised, and Rachel was successful starting permanently 22 December 2020.
The start date in the role is then 08 January 2019

Additionally, the following will apply

- Placement on step should be made considering the starting rate guidance in the **National Health Administration Pay System Operational Guide** (*Section 6 Pay System Rules – Starting Rate*) which includes considering the relevant experience prior to starting the role, in the following situations:
 - Where the employee has been part of an organisational change process where they were redeployed into another role in the 12 months preceding 1 January 2022
 - Where the employee is newly employed into a role (appointed in the 12 months preceding 1 January 2022
 - Where the employee has applied for and accepted a new role in the 12 months preceding 1 January 2022 (Note: This includes employees who have applied for and accepted a role at another DHB)