

**Librarians and Interpreters Pay Equity Claim Settlement**

**FAQs**

**October 2023**



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Next Steps and General Questions

1. What is the background and current status of the Librarian and Interpreters’ Pay Equity claim?

On 18 April 2018, the PSA raised a pay equity claim for Administration and Clerical members employed by Te Whatu Ora (previously District Health Boards (“DHBs”)). The claim letter included a list of the job titles / roles associated with the claim, including Librarians and Interpreters.

The parties worked through the assessment process for the Administration and Clerical claim and determined that Librarians and Interpreters do not perform the same or substantially similar work to the other roles covered by the Administration and Clerical Pay Equity Claim.

The parties therefore agreed to remove the Librarian and Interpreter roles from the Administration and Clerical Pay Equity Claim, and proceed on the basis that there are two separate claims, one for Administration and Clerical staff and the second for Librarians and Interpreters.

The Librarian and Interpreters Claim covers the work of Librarians, Sole Charge Librarians, Library Managers, and Interpreters employed by Te Whatu Ora, and the work of employees of Te Whatu Ora whose work is the same or substantially similar to this work but which is referred to with an alternative title.

In a recent ballot, our Librarian and Interpreter staff voted in favour of the proposed Librarian and Interpreter pay equity settlement. The settlement is an agreement between PSA and Te Whatu Ora to settle the pay equity claim for this group.

Additional details regarding the settlement can be found on the [Te Whatu Ora website.](https://www.tewhatuora.govt.nz/whats-happening/what-to-expect/for-the-health-workforce/employment-relations/pay-equity/%22%20%5Cl%20%22librarians-and-interpreters)

1. Who is covered by the Librarian and Interpreter Pay Equity claim?

The Librarian and Interpreters Claim covers the work of Librarians, Sole Charge Librarians, Library Managers, and Interpreters employed by Te Whatu Ora, and the work of employees of Te Whatu Ora whose work is the same or substantially similar to this work but which is referred to with an alternative title.

It does not include employees outside Te Whatu Ora.

Payments

Lump Sum Payment in recognition of delay in reaching settlement;

Employees covered by this pay equity claim settlement who are employed by Te Whatu Ora in an affected role as at the Settlement Date, or who were employed by Te Whatu Ora in an affected role at any time during the period 1 June 2023 to the Settlement Date will receive:

* **A lump sum payment of $10,000 (gross) pro-rated by:**
	+ Service, across the 12 month period prior to Settlement Date

And

* + FTE, based on the greater of your contracted FTE as at 1 June 2023, and the actual hours worked (excluding overtime and call back, and up to the equivalent of 1 FTE) in the 12-month period prior to the Settlement Date.

In situations where an employee has been employed by more than one District during the period above, the currently employing District will be responsible for payment and funding of the lump sum.

1. When will I receive payments?

The salary rates and payments that are part of this Settlement Agreement will be implemented by Te Whatu Ora as soon as practicable, however it is acknowledged that there are resource and system constraints to implementation for Payroll and payments would need to be scheduled alongside ongoing implementations by each District.

1. What if I have had a period of parental leave/paid leave/ACC cover during this period?

Employees eligible for the lump sum will have these periods included as service for the purpose of determining service length in the 12 month period prior to the settlement date.

1. What if I am currently on a period of parental leave/unpaid leave/ACC cover?

Employees on parental leave and/or receiving ACC weekly compensation, who meet the eligibility criteria for the relevant lump sum payment, will receive the payment on written application after they return to work from the relevant period of leave (or in their final pay if they do not return to work). Such employees can receive lump-sum payments while on leave without pay (as defined above) and/or receiving ACC weekly compensation on written application. It is recommended that, before making a written application, such employees should consider the potential impact of payment of a lump-sum on any other income/compensation they are in receipt of while on extended leave.

1. What if I was seconded to a role that is not covered by the pay equity claim?

If the secondment to a role not covered by the Librarian and Interpreter pay equity claim was in place for the whole period between 1 June 2023 and the Settlement Date, then you are not eligible for the lump sum payment. If the secondment was only in place for a portion of this time period, with the remainder in a role/s covered by the pay equity claim, then you will be entitled to a pro-rated lump sum payment.

1. What if I have changed roles?

All service in roles covered by the Librarian and Interpreters pay equity claim in the period 1 June 2023 to Settlement Date will be considered, up to the equivalent of 1 FTE.

1. What if I am or have been employed by multiple districts?

All service in roles covered by the Librarian and Interpreters pay equity claim in the period 1 June 2023 to Settlement Date will be considered, up to the equivalent of 1 FTE.

For lump sum payments, the currently employing District will be responsible for payment of the lump sum.

1. What if I opted out of the Librarian and Interpreter Pay Equity claim?

The settlement only applies to employees who are covered by the Librarian and Interpreter pay equity claim. Employees who opted out from the pay equity claim are not covered by the claim.

Amended Rates

The amended rates are effective from 1 June 2023.

1. What are the new steps/rates?

Please see amended rates in Appendix A.

1. When will the amended rates be implemented?

The rates and payments that are part of this Settlement Agreement will be implemented by Te Whatu Ora as soon as practicable, however it is acknowledged that there are resource and system constraints to implementation for Payroll and payments would need to be scheduled alongside ongoing implementations by each District.

1. What is my salary anniversary date?

For most individuals, 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.

For anyone that has transferred between Districts, you will need to check whether the start date in the new District or the transferred salary increment date from your previous District has been used.

1. Step Translation in the Rates

Details of translation and progression can be found in the Agreement in Principle on the [Te Whatu Ora](https://www.tewhatuora.govt.nz/whats-happening/what-to-expect/for-the-health-workforce/employment-relations/pay-equity/#librarians-and-interpreters) website.

Incorrect Payments

1. What if I believe I have been placed on the wrong rate or received an incorrect payment?

Any errors to payments should be discussed with your local payroll team.

Former Employees

1. What if I have left the employment of Te Whatu Ora?

Those whose employment terminated between 1 June 2023 and the Settlement Date will be eligible for a portion of the lump sum recognition of delay in settlement payment (prorated by the criteria set out in Section 3).

Employees who have left the employment of Te Whatu Ora in the period between 1 June 2023 and the date of implementation of the new rates would also receive back pay of the new rates for any relevant service during that time period.

As Te Whatu Ora will not necessarily have complete or current contact details for eligible former employees, you will need to download the form from the Te Whatu Ora website and complete for each District of employment to apply for any back pay that may be owing. Lump sum payments will be made by the last District of employment.

Those who left the employment of Te Whatu Ora prior to 1 June 2023 are not eligible for any associated payments.

1. When will former employees receive payments?

Please note that whilst the relevant teams will look to process payments for eligible former employees as soon as is feasible, the volume and complexity of the work means we are unable to give a timeframe for when the payments will be made post application.

1. How do I apply?

Please complete the form on the Te Whatu Ora website and send to your relevant District below

|  |  |
| --- | --- |
| District | Email to send form |
| **Auckland**  | askHR@adhb.govt.nz  |
| **Bay of Plenty**  | employeesolutions@bopdhb.govt.nz  |
| **Canterbury**  | people@cdhb.health.nz  |
| **Cap Coast**  | payrollsupport@ccdhb.org.nz |
| **Counties Manukau**  | staffservicecentre@healthsourcenz.co.nz  |
| **Hawkes Bay**  | payroll@hbdhb.govt.nz  |
| **Hutt Valley**  | payroll@huttvalleydhb.org.nz  |
| **Lakes**  | HR.Help@lakesdhb.govt.nz  |
| **MidCentral**  | Payroll.Support@midcentraldhb.govt.nz  |
| **Nelson Marlborough**  | payroll@nmdhb.govt.nz  |
| **Northland**  | payroll@northlanddhb.org.nz  |
| **South Canterbury**  | payroll@scdhb.health.nz  |
| **Southern**  | Payrollhelp@southerndhb.govt.nz  |
| **Tairawhiti**  | Payroll.Support@tdh.org.nz  |
| **Taranaki**  | Payroll.Helpdesk@tdhb.org.nz  |
| **Waikato**  | HRCOE@waikatodhb.health.nz  |
| **Wairarapa**  | RES-HREnquiries@wairarapa.dhb.org.nz  |
| **Waitemata**  | staffservicecentre@healthsourcenz.co.nz  |

Appendix A – Amended Rate Tables



