

Clause 4

4.0 Hours of Work and Rostering

- 4.1 The ordinary hours of work shall be 40 per week and not more than eight per day between 7 am and 5.30 pm, Monday to Friday. Each daily duty shall be continuous except for meal periods and rest breaks.
- 4.2 The normal working week shall commence on Monday at the normal starting time of the employing District Health Board as determined by that District Health Board.
- 4.3 Except as provided for in clause 4.4, rosters will be notified to those involved not less than 28 days prior to the commencement of the roster; provided that less notice may be given for services where unpredictable changes in service demands make this impracticable. The affected RMOs will be consulted at the earliest possible opportunity.
- 4.4 Except for working weekends, the notice provisions for relievers is 14 days, noting the provisions of clause 16.1. The requisite notice for Short Notice Relievers is governed by Appendix 2.
- 4.5 The parties acknowledge the mutual interest and benefits of providing rosters that set working patterns for a reasonable period of time into the future. It is agreed that DHBs will post rosters covering a minimum of three months of duties, and ideally for the entire length of the respective run.
- 4.6 Services and RMO units are encouraged to engage with RMOs prior to roster publication to optimise appropriate leave allocation in line with best practice leave allocation guidelines (Appendix 3).
- 4.7 Where the allocation of clinical duties to published rosters is undertaken by a registrar, the employer will provide sufficient time during working hours for those duties to be undertaken. A Registrar who is designated as responsible for writing, managing, and publishing their roster on behalf of the service, and who does not have this role otherwise recognised or compensated, shall be paid an allowance equivalent to one hour at the appropriate additional duty (0800-2200) rate per week in recognition of the time spent undertaking these activities. It is an expectation that the Registrar in receipt of this payment is meeting the expectations of timeliness of roster publication (as per clause 4.3) and supporting the effective, efficient, and equitable rostering of RMO duties within the service.
- 4.8 The parties acknowledge the importance from a service quality and from an audit/risk perspective for Registrars to have sufficient time in their working week to complete administrative work associated with their clinical duties and service development.
- 4.9 Late Publication of Rosters
 - 4.9.1 The parties acknowledge the importance of ensuring rosters are provided with the agreed minimum notice to ensure RMOs can manage the impact of rostered out-of-hours duties on their personal/family life and commitments.
 - 4.9.2 During the term of this agreement, DHBs and STONZ will monitor and record all instances where an RMO roster was provided with less than the 28 days' notice required in clause 4.3.
 - 4.9.3 The following escalation pathway will apply:

Roster is published to RMOs with less than 28 days' notice of duties required by clause 4.3		
<p>Service or RMO Unit advises:</p> <ul style="list-style-type: none"> • Designated Executive Lead (based on RMO Unit Reporting line) and • STONZ <p>that the roster has been published with less than the required notice Advice includes any issues the service/RMO Unit considers are the reason(s) for the late notice</p>	AND / OR	<p>Members advise STONZ that they have received their roster with less than the required notice</p> <hr/> <p>STONZ raises instance with Designated Executive Lead and seeks explanation</p> <hr/> <p>Service asked to confirm occurrence and identify any issues the service/RMO Unit considers are the reason(s) for the late notice</p>
<p>If this is not the first occasion of recent late publication of this roster, then the Service/RMO Unit will report to the Executive Lead and STONZ and</p> <ul style="list-style-type: none"> • identify any systemic issues (e.g., resourcing) behind late publication of rosters • identify the steps being taken to address these issues • identify the timeframe for these actions to be completed This report will be provided to SNEF for national recording 		
Report progress in implementing these steps to the Executive Lead and STONZ		
Should the service again fail to publish roster on time, Executive Lead, STONZ and the Service/RMO Unit will meet to discuss and agree remediation action(s) required		
SNEF will be advised of this meeting and the agreed outcomes		
		STONZ reserves right to seek compliance

4.9.3 SNEF will discuss and identify any common themes around non-compliance and may develop advice and guidance for roster publication.

Overview – Application

Application is in accordance with the clause.

The notice requirements for publication of rosters for Relievers are 14 days. Where relievers are working weekends the notice period for publication of rosters will be 28 days. The Notice period for Short Notice Relievers (SNR) is 14 days (see Appendix 2 STONZ MECA).

For more information on hours of work and limits please refer to clause 17 Limits on Hours in the Manual.

Registrars Writing Rosters

The weekly allowance at clause 4.7 acknowledges the work associated with publication and day to day management of the roster in some services is undertaken by a Registrar. Management of the roster for the purposes of this clause is more than writing the roster, it also includes responsibility for such things as determining appropriate cover and changes to the roster etc. If no other compensation (could include specific time for roster management), or recognition is currently offered, then the individual Registrar will be entitled to payment of the allowance. The Rate of the Allowance is the same as the relevant Registrar or Senior Registrar additional duty rate.

Late Publication of Rosters

The parties acknowledge the importance of ensuring rosters are provided with the agreed minimum notice to ensure RMOs can manage the impact of rostered out-of-hours duties on their personal/family life and commitments. During the term of the MECA, DHBs and STONZ have agreed to monitor and record all instances where an RMO roster was provided with less than the 28 days' notice required in clause 4.3.

DHBs should have a reporting mechanism for RMO Units and services that manage their own rosters to report instances where the minimum 28 days' notice isn't provided to the designated Executive Lead for the DHB. The intent is to identify where there are systemic failures to comply with MECA requirements and to plan to address these.

NB: There are no specific penalties associated with late publication in the MECA itself or in the new process, although there may be local practices to compensate RMOs for the MECA breach in these circumstances.

The requirements of clause 4.9 are set out at [Appendix 1](#). This details the escalation pathway, the high level process flow and the reporting template to track instances of late roster publication so that this can be reported to the DHB-STONZ National Engagement Forum (SNEF) in a nationally consistent manner.

SNEF Project Outcomes – Senior Registrar Leave

Background

During STONZ and DHB bargaining in November 2020, access to leave and leave cover for Senior Registrars was identified as a priority area requiring further review. It was noted that Senior Registrars are often required to swap their on call /after-hours shifts in order to take leave as it is difficult to provide a reliever due to the level and nature of their work.

A project was established to understand how leave is accessed and covered for RMOs and to develop recommendations to support a consistent and transparent approach enabling access to, and management of leave for this group.

As an outcome from this project a guide for Registrars who take on the roster writing and leave management role was developed. This included updates to the RMO roster and relief review and improvement framework to capture some of the challenges for services without relief roles and to include best practice guidelines and relief models to mitigate some of these challenges.

Purpose of the Roster Writing and Leave Management Guide for Registrars

The guide has been developed to ensure Registrars in the roster writing and leave management role have access to the required resources and that there are appropriate processes in place to support and maximise

leave access. The guide may also be useful for induction of new RMO unit staff or other staff who take on the roster writing and leave management role within the service.

The guide and updated RMO roster and relief review and improvement framework were released nationally on 19 July 2022. This included recommendations around next steps for Districts.

Linked Clauses

- The clauses that form part of the Roster Writing and Leave Management Guide for Registrars are;
- Clause 4 Hours of work and Rostering
- Clause 7 Medical Education
- Clause 8 Conference Leave
- Clause 9 Employment relations education leave and union leave
- Clause 16 and Appendix 2 Relief Management
- Clause 17 Limits on hours
- Clause 21 Cover for leave
- Clause 25 Annual leave and Appendix 3 Best Practice Leave Allocation Guidelines
- Clause 26 Sick leave
- Clause 27 Bereavement / Tangihanga leave

The guide is available under the “*Resources for Registrars Writing Rosters and Managing Leave*” section of the National Manual.

Frequently Asked Questions (FAQs)

1. Does the 28 day roster notification period change when I am working in a relief position rather than a team position?
 - Yes the roster notification period when you are working in a relief position is different. Reliever rosters are published 14 days prior to the roster commencing, except where relievers are working weekends these will be notified 28 days prior to the weekend duty.
 - Rosters for short notice relievers as per Appendix 2 are published 14 days to the roster commencing.
2. Is there a penalty payment if the roster notification period is not met?
 - Clause 4.3 provides for a lesser notice period to be given for services where unpredictable changes in service demands make this impracticable.
 - All reasonable steps will be taken to ensure roster publication notice periods are met, however where a lesser notice period is required the affected RMOs will be consulted at the earliest possible opportunity.
 - Clause 4.9 acknowledges the importance of ensuring rosters are published on time and puts in place a process and escalation pathway for instances where the 28 days’ notice requirement for roster publication has not met.
 - There is no contractual penalty set out in the STONZ MECA where the roster notification period has not been observed.
3. Can I be asked to work split shifts as part of my roster?
 - No you can not be rostered to split shifts. The ordinary hours of work are between the hours of 7 am to 5.30 pm and not more than 8 hours per day Monday to Friday. Each daily duty shall be continuous except for meal periods and rest breaks.
4. When does the normal working week commence?
 - The normal working week commences on Monday at the normal starting time of the employing DHB. Best practice is that the normal starting time will be set out in the run description.

5. I am a Senior Registrar responsible for management of the service roster. Who do I contact to find out whether I am eligible to receive the allowance under clause 4.7 and how will this be paid?
 - The weekly allowance at clause 4.7 acknowledges the work associated with writing publishing and managing the roster. Management of the roster for the purposes of this clause is more than writing the roster, it also includes responsibility for such things as determining appropriate cover and changes to the roster etc.
 - You should contact the RMO Support Unit in the first instance who will confirm whether this responsibility is already recognised or compensated as part of your run description.
 - Where you are eligible to receive the allowance the RMO Support Unit will be able to advise the payroll process for payment and the duration that you will be in receipt of the allowance. Please note this process for claiming this allowance may differ between DHBs.

6. I am a Registrar responsible for writing the service roster. I am allowed time within my usual hours of work to do this work. Am I entitled to claim that time at the allowance under clause 4.7?
 - No. To be eligible for this allowance you must be responsible for the day to day management of the service roster including writing the roster. Additionally, there is no entitlement to payment of the allowance where this responsibility is already recognized as part of your hours of work and paid in your run category.

7. What date can I start claiming the allowance under clause 4.7 from where I am eligible to receive this payment?
 - This allowance is effective from 14 December 2021 as part of the 2021-2023 STONZ MECA and you are entitled to receive the weekly payment from this date. Where you undertook these activities prior to 14 December 2021 there is no entitlement to claim the allowance as it was not in effect prior to this date.

8. How do I check that there is sufficient time in my working week allocated to complete administrative work associated with my Registrar clinical duties?
 - The DHBs recognise that administrative requirements on Registrars form part of their expected work. You can check your run description to identify if this has been captured under the administration section and is included in your average weekly hours as part of your run category. Where you have a concern that the run category is not representative the mechanism to have this reviewed is to initiate a run review.

Scenarios

The following table sets out various arrangements that may be in place at a DHB where a Registrar is designated as responsible for writing, managing and publishing their roster on behalf of the service and when payment of the allowance under clause 4.7 will be applicable.

Scenarios	Eligible for clause 4.7 allowance	Applicable rate	Calculation of allowance
<p>Example 1</p> <p>Registrar is responsible for writing, managing and publishing their roster on behalf of the service</p> <ul style="list-style-type: none"> Includes on-going responsibilities for management of the roster throughout the run rotation Administration time for this work is part of the roster and in the run description 	<p>Not eligible for clause 4.7 allowance. This responsibility is already recognised as part of the hours of work in the Registrars run description.</p>	<p>NA</p>	<p>NA</p>
<p>Example 2</p> <p>Registrar is responsible for writing, managing and publishing their roster on behalf of the service</p> <ul style="list-style-type: none"> Includes on-going responsibilities for management of the roster The un-rostered hours in the run description include an additional 1 hour per week for this work 	<p>Not eligible for clause 4.7 allowance. This responsibility is already compensated as part of the un-rostered hours and paid in the run category.</p>	<p>NA</p>	<p>NA</p>
<p>Example 3</p> <p>Registrar is responsible for writing, managing and publishing their roster on behalf of the service</p> <ul style="list-style-type: none"> Includes on-going responsibilities for management of the roster throughout the run rotation Work is not already recognised or compensated as part of run description 	<p>Eligible for clause 4.7 allowance for the duration of the Registrar rotation which is 26 weeks.</p>	<ul style="list-style-type: none"> Registrar meets the definition of a senior registrar as set out in clause 15 Additional Duties Eligible for Senior Registrar rate of \$120 per week 	<p>\$120 per week over 26 weeks</p>

Appendix 1 – Clause 4.9 Escalation Process

Escalation Process for rosters not published within 28 days

The parties acknowledge the importance of ensuring rosters are provided with the agreed minimum notice to ensure RMOs can manage the impact of rostered out-of-hours duties on their personal/family life and commitments.

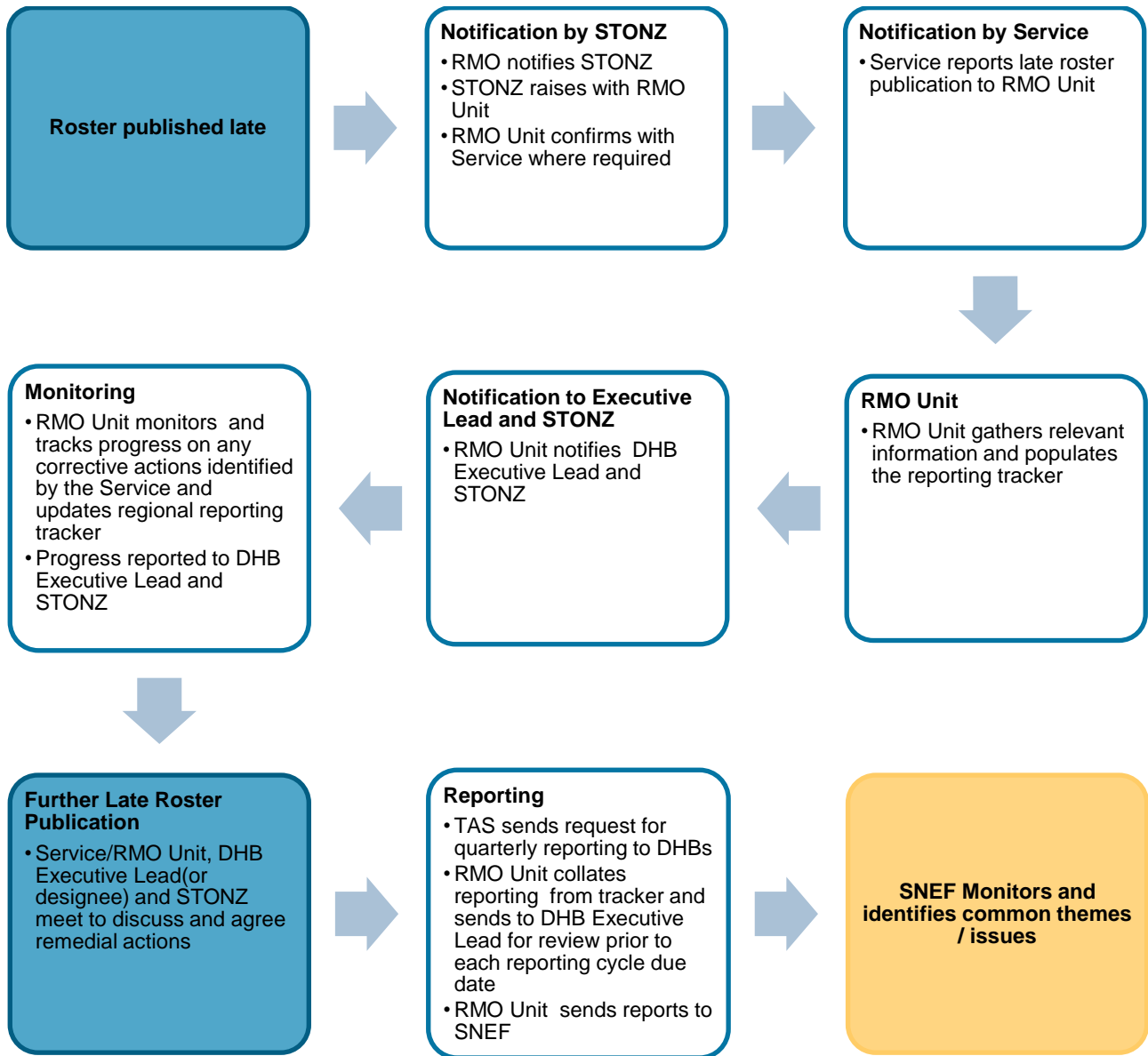
During the term of this agreement, DHBs and STONZ will monitor and record all instances where an RMO roster was provided with less than the 28 days' notice required in clause 4.3.

The following escalation pathway will apply:

Roster is published to RMOs with less than 28 days' notice of duties required by clause 4.3		
<p>Service or RMO Unit advises:</p> <ul style="list-style-type: none"> Designated Executive Lead (based on RMO Unit Reporting line) and STONZ <p>that the roster has been published with less than the required notice.</p> <p>Advice includes any issues the service/RMO Unit considers are the reason(s) for the late notice.</p>	<p>AND / OR</p>	<p>Members advise STONZ that they have received their roster with less than the required notice.</p>
		<p>STONZ raises instance with Designated Executive Lead and seeks explanation.</p>
		<p>Service asked to confirm occurrence and identify any issues the service/RMO Unit considers are the reason(s) for the late notice.</p>
<p>If this is not the first occasion of recent late publication of this roster then the Service/RMO Unit will report to the Executive Lead and STONZ and</p> <ul style="list-style-type: none"> identify any systemic issues (e.g. resourcing) behind late publication of rosters identify the steps being taken to address these issues identify the timeframe for these actions to be completed <p>This report will be provided to SNEF for national recording.</p>		
<p>Report progress in implementing these steps to the Executive Lead and STONZ.</p>		
<p>Should the service again fail to publish roster on time, Executive Lead, STONZ and the Service/RMO Unit will meet to discuss and agree remediation action(s) required.</p> <p>SNEF will be advised of this meeting and the agreed outcomes.</p>		
		<p>STONZ reserves right to seek compliance.</p>

SNEF will discuss and identify any common themes around non-compliance and may develop advice and guidance for roster publication.

Appendix 1 High Level Process Flow - Rosters not published within 28 days



Comparison STONZ and NZRDA MECAs

The following table sets out where there are differences between the STONZ MECA and NZRDA MECA. Where there is no difference between clauses no detail has been provided in the comparison table.

	STONZ MECA Clause 4.0	NZRDA MECA Clause 4.0
Relievers rosters notice period	<p>Clause 4.1, 16.1 and Appendix 2</p> <p>28 days notice for weekend duties and 14 days notice for all other duties.</p> <p>Short notice relief requires 14 days notice.</p>	<p>Clause 4.1 and Schedule 2</p> <p>Unless using Schedule 2 relievers must get 28 days' notice of roster with at least 3 months of duties. Where Schedule 2 is used, notice period is 2 weeks.</p> <p>Short notice relief requires 6 weeks notice.</p>
Best Practice Leave Allocation Guidelines	<p>Appendix 3</p> <p>Services and RMO units are encouraged to engage with RMOs prior to roster publication to optimise appropriate leave allocation in line with best practice leave allocation guidelines set out in Appendix 3.</p>	Guidelines not in NZRDA MECA
Payment for RMOs writing rosters	<p>Clause 4.7</p> <p>Where the allocation of clinical duties to published rosters is undertaken by a registrar, the employer will provide sufficient time during working hours for those duties to be undertaken. A Registrar who is designated as responsible for writing, managing, and publishing their roster on behalf of the service, and who does not have this role otherwise recognised or compensated, shall be paid an allowance equivalent to one hour at the appropriate additional duty (0800-2200) rate per week in recognition of the time spent undertaking these activities. It is an expectation that the Registrar in receipt of this payment is meeting the expectations of timeliness of roster publication (as per clause 4.3) and supporting the effective, efficient, and equitable rostering of RMO duties within the service.</p>	Not in the NZRDA MECA
Admin Time for Registrars	<p>Clause 4.8</p> <p>The parties acknowledge the importance from a service quality and from an audit/risk perspective for Registrars to have sufficient time in their working week to complete administrative work associated with their clinical duties and service development.</p>	Not specifically included in NZRDA MECA

Escalation Pathway for late publication of roster	<p>Clause 4.9</p> <p>The parties acknowledge the importance of ensuring rosters are provided with the agreed minimum notice to ensure RMOs can manage the impact of rostered out-of-hours duties on their personal/family life and commitments.</p> <p>During the term of this agreement, DHBs and STONZ will monitor and record all instances where an RMO roster was provided with less than the 28 days' notice required in clause 4.3.</p> <p>Escalation pathway is set out at clause 4.9 with instances and any corrective actions reported through to SNEF.</p> <p>SNEF will discuss and identify any common themes around non-compliance and may develop advice and guidance for roster publication.</p>	Not in NZRDA MECA
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Forms, Templates and Other Resources

The following tools form part of clause 4.0 Hours of Work and Rostering. These resources are available on the website where the National Manual is hosted under Clause 4.0 Hours of Work and Rostering.

Note: The Roster Writing and Leave Management – Guide for Registrars is available under the “Resources for Registrars Writing Rosters and Managing Leave” section of the National Manual.

Resource	Comment
Clause 4.9 Late Roster Publication Tracker	This template spreadsheet can be used by DHBs to monitor and track instances where rosters are published with less than 28 days' notice. This can then be used to provide information for the quarterly reporting to SNEF.
Roster Writing and Leave Management – Guide for Registrars	This document has been developed to ensure Registrars in the roster writing and leave management role have access to the required resources and that there are appropriate processes in place to support and maximise leave access. While this guide has been developed for Registrars who take on the roster writing and leave management role, content may also be useful for induction of new RMO unit staff or other staff who take on the roster writing and leave management role.