

WELCOME TO YOUR NEW WORKPLACE



THE SPECIALIST UNION
FOR ALLIED, SCIENTIFIC
AND TECHNICAL
PRACTITIONERS



MARCH 2024



↘ Main Entrance



P5

Drop Off
Only
←

OUTPATIENT
APPOINTMENTS
Entrance 2
←

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WELCOME TO YOUR NEW JOB

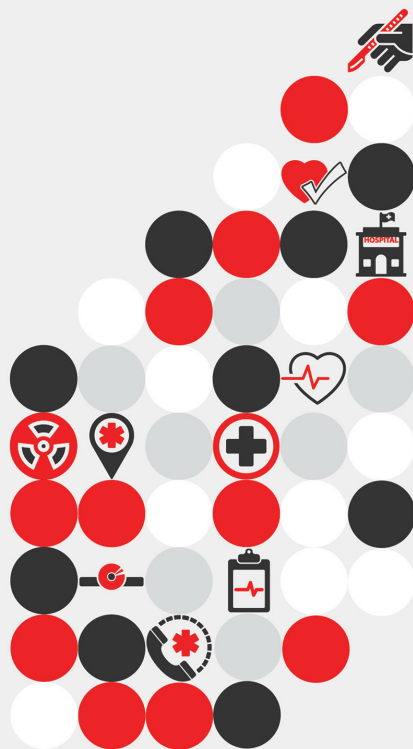
Before you started work, we negotiated the collective agreement which covers your workplace. This means that we need to talk to you about APEX, what we do and what the union does, and how it all works.

What is APEX?

APEX is the specialist union representing over 5,000 allied, scientific and technical health professionals throughout New Zealand, employed in both the public and private sectors.

APEX represents all allied, scientific and technical practitioners, including:

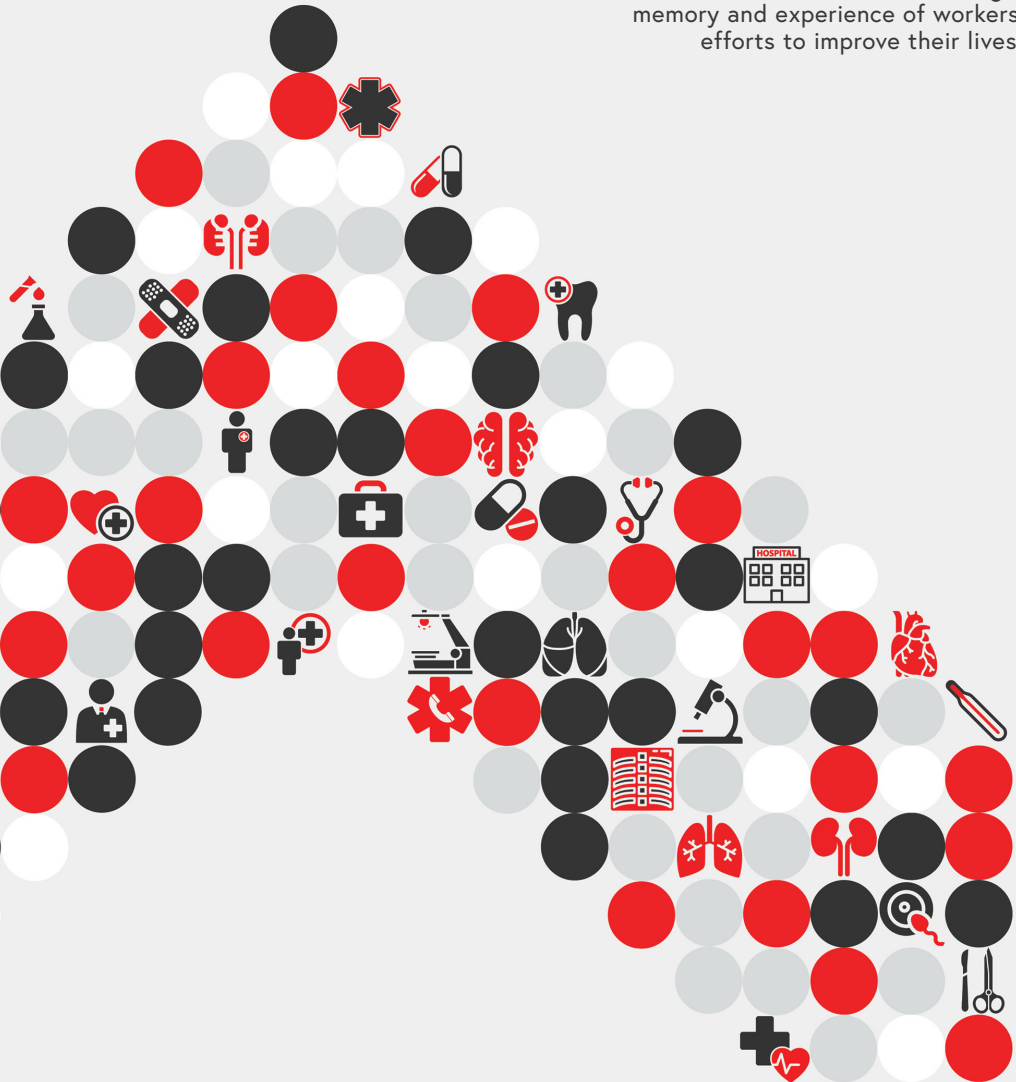
- Anaesthetic technicians
- Behaviour specialists
- Biomedical technicians and hospital tradespersons
- Clinical perfusionists
- Clinical physiologists
- Dental and oral health therapists and assistants
- Dietitians
- Medical imaging technologists (radiographers)
- Medical laboratory scientists and technicians
- Medical physicists
- Mortuary technicians
- MRI and nuclear medicine technologists
- Occupational therapists
- Pharmacists and pharmacy technicians
- Phlebotomists
- Physiotherapists
- Psychologists
- Psychotherapists
- Radiation therapists
- Social workers
- Sonographers
- Speech-language therapists
- Sterile supply technicians
- Assistant workforces



What is a union?

A union is a non-profit, democratic organisation of workers who advance the workers' interests through working together. Unions negotiate collective agreements to cover the employees in a workplace and help protect and advance the rights of the workers they represent. Unions are run by members and are independent of both the government and employers. Every union member pays a small membership fee to cover the costs of running the union. In return, only union members can access the support and advice of the union.

Unions are the collective knowledge,
memory and experience of workers'
efforts to improve their lives.





What does APEX do?

- Negotiates collective agreements
- Provides specialist employment advice and support for members
- Facilitates effective advocacy to resolve employment problems
- Progresses national engagement on big picture issues, including legislative and regulatory changes
- Enforces your terms and conditions of employment, including hours of work, rosters, salaries, and leave (annual, sick, parental, or bereavement)

What do our delegates do?

Our delegates are colleagues in your workplace who provide a direct link through to professional industrial advocates who support you, as well as provide representation and support to union members in the workplace. They are elected, volunteering to lead the union in the worksite and provide a link between members and the union office.



- Advocates for workplace health and safety, including tackling harassment and bullying, and implementing safer rostering
- Provides representation during restructuring, management of change and redundancy
- Provides and facilitates training, including union delegate and health and safety representative training
- Supports members with work-related health issues
- Addresses complaints made against members
- Supports members in their working life in whatever way we can.

Delegates meet with new employees to talk about APEX membership and are often the first person members turn to when they have questions about the collective agreement, their entitlements, and when they are in distress or need support. Delegates also arrange union meetings and help facilitate union members' collective decision making.

Our delegates are here to make sure you are protected at work and to give you a voice with management and during negotiations.

COLLECTIVE AGREEMENTS

APEX members are covered by over 60 collective agreements. A collective agreement is a type of employment contract between the union members in the workplace and the employer. Unlike an individual agreement, it gets renegotiated at least once every three years.

Most of our collective agreements are profession-specific, allowing us to focus on the issues important to you and your profession in the workplace.

What is in your collective agreement?

Make sure you are familiar with your collective agreement; you will automatically be given a copy when you join APEX. Your colleagues and delegates will all be able to help you navigate through the document and what it means for you. Although every collective agreement is different, you can expect to find clauses setting out what the terms and conditions are for:

REMUNERATION

- Minimum salary rates;
- Service based step increases;
- Guaranteed pay increases;
- Overtime, on call and penalty rates.

LEAVE AND HOLIDAYS

- Annual leave;
- Public holidays;
- Sick leave;
- Bereavement leave;
- Parental leave;
- Long service leave;
- On call and shift leave.

HOURS OF WORK

- Hours of work and rostering provisions;
- Minimum breaks between periods of duty;
- Meal and rest breaks;
- Flexible working arrangements.

PROFESSIONAL SUPPORT

- Restructuring and redundancy rights;
- Allowances and reimbursements;
- Professional development funding and leave;
- Professional supervision and support;
- Health and safety and uniform provisions;
- Disputes and personal grievances;
- Union representation and rights.

COLLECTIVE BARGAINING

HOW IT WORKS

1. CLAIMS GATHERED AND SORTED.

As the expiry of the current collective agreement approaches, union members, delegates and advocates meet to gather, discuss and sort what changes they will propose for a new collective agreement. This will always include a claimed salary increase and includes improvements to a range of other terms and conditions. At this stage, a union bargaining team is formed of delegates and advocates to represent the workforce covered by the collective agreement.

2. UNION INITIATES BARGAINING.

60 days before your current collective agreement expires, the union sends a notice of initiation. This triggers a requirement for union and employer to start meeting to negotiate a new collective agreement.

3. UNION AND EMPLOYER MEET IN NEGOTIATIONS.

Union delegates and advocates meet with the employer representatives from management and HR to negotiate a new agreement. This often takes place over one or two full days at a frequency of every two to three weeks. Union members give feedback to the bargaining team on employer proposals and may vote on offers from the employer. If bargaining breaks down, union members may take strike action in support of their claims.

STRIKE ACTION

Only union members covered by a collective agreement can decide to take strike action in pursuit of their bargaining claims.

4. REACHING AN AGREEMENT.

When both parties' bargaining teams are in agreement on the terms and conditions of the proposed collective agreement, they will sign terms of settlement and union members will have an opportunity to vote on the proposed collective agreement in a ratification ballot.

5. RATIFICATION.

If 50% of members voting on the proposed collective agreement vote in favour of it, the collective agreement is ratified, and then signed and implemented.

YOUR RIGHTS AT WORK

If you are a union member you can contact your delegate or the union's national office for help with any employment issue that comes up.

These are the types of issues APEX helps with in the workplace:

UNDERSTANDING YOUR COLLECTIVE AGREEMENT AND ENTITLEMENTS:

Every day, APEX delegates and the national office support members to understand and access their entitlements under their employment agreement or employment legislation.

COMPLIANCE ISSUES: Sometimes employers refuse to properly implement the terms of the collective agreement. Almost every week, APEX assists individuals and groups of members with issues relating to compliance with their collective agreements.

ROSTERING AND HOURS OF WORK: Representation on roster issues is crucial for our members who provide 24/7 services.

PAYROLL PROBLEMS: APEX gets involved with issues relating to payroll and late or wrong payment of wages and allowances.

HEALTH AND SAFETY: We provide representation and support to members, including through delegates and health and safety representatives on risks, such as fatigue, violence against staff, hazardous substances, stress, bullying, unsafe staffing and workplace facilities.

INVESTIGATION AND DISCIPLINARY MEETINGS: APEX represents and supports members at investigation and disciplinary meetings.

RESTRUCTURING AND REDUNDANCY: If your workplace is undergoing restructuring or redundancy, APEX supports members with consultation and management of change processes.

PERSONAL GRIEVANCES: If an employee is unjustifiably disadvantaged, dismissed or discriminated against – APEX will raise a personal grievance on behalf of the employee(s) and work to resolve the matter with the employer.

Better Together

Together, APEX members make sure they leave their workplace in a better place than they found it. The conditions you find in your collective agreement have been built up by union members over repeated rounds of collective bargaining. And ongoing lobbying and progressing issues that impact on members and your profession at a local, regional and national level, protects and advances all our interests.

Leaving our workplaces better and safer is key to everything we do. The more members APEX has, the stronger voice we have both in the workplace and during collective bargaining.

Together, we can help leave your job in a better place than how you found it.



How to join us?

See our rates and fee structure, join and pay member fees online at:

www.apex.org.nz/join





CONTACT US - WE'RE HERE TO HELP!

Phone: (09) 526 0280

Email: ask@apex.org.nz

Website: www.apex.org.nz

Address: PO Box 11 369, Ellerslie, Auckland 1542

MEMBER NAME

MEMBERSHIP NUMBER

DELEGATES ARE

COLLECTIVE AGREEMENT IS

NEGOTIATIONS BEGIN ON

HEALTH & SAFETY REP IS
