



**&  
DISTRICT HEALTH BOARDS**

**MEDICAL RADIATION TECHNOLOGISTS  
COLLECTIVE AGREEMENT**

**1 October 2013 to 7 October 2015**

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**AND**  
**DISTRICT HEALTH BOARD**  
**MEDICAL RADIATION TECHNOLOGISTS**  
**COLLECTIVE AGREEMENT**

**Introduction**

1. The parties are committed to the following desired future states:
  - a. Both parties want a relationship characterized by mutual respect for roles, working to shared goals and trusting each other in the process of achieving them.
  - b. Both parties want professional development that delivers mutual benefit, valued as work time, and maintains and updates the professional competencies of staff in a planned and predictable way, acknowledging the employers limited resources.
  - c. Both parties want salaries that attract, retain and reward staff for the skill and contribution brought to the workplace.
  - d. Both parties want a work environment that protects staff from unsafe levels of radiation and supports staff to maintain the relationship between visual acuity and effective performance.
  - e. Both parties want rosters that provide quality care to patients and meet the mix of requirements that enable the well-being of staff and an efficient system.
  - f. Both parties want to be able to meet current and future demand for services that entails a robust forecasting methodology and variance plan, integrated with what is happening elsewhere in the organisation, where demand and the supply of resources is matched.
  
2. The parties agree to develop and support local and national engagement and commit to:
  - a. Proactive communication that is honest, open and productive at all levels;
  - b. Respect at all levels for the roles of the parties, including the employee's rights to have and seek assistance and support;
  - c. The creation and/or utilization of local engagement opportunities so that both parties can speak freely (safely and without fear of consequences), within an environment of honesty and respect;
  - d. Issues raised are addressed and not deferred, acknowledging that the party raising the issue may not always achieve the resolution outcome they seek and will be free to pursue a solution beyond local engagement;
  - e. Local guidelines for local engagement (behaviours, safety nets, agendas) are implemented including;
    - Recognition of APEX as representing MRTs, and respect for the MRT's right to involve APEX;
    - Acknowledgement that APEX delegates are able to provide a collective MRT view;
    - That APEX delegates will need time to attend to their representative responsibilities and provision made for back filling of duties as and when required to enable this to occur;

- DHBs will facilitate APEX's role to train and support its delegates and members;
  - Acknowledge that APEX delegates from DHBs other than the local DHB in which engagement is occurring may be involved as a result of their additional skills and knowledge. The DHBs shall use best endeavours to facilitate regional and national release of delegates to assist in this regard.
  - Agreement over any agenda and minutes compilation, distribution and timetabling to be incorporated as felt necessary
3. The parties want rosters that provide quality care to patients and meet the mix of requirements that enable the well-being of staff and an efficient system, including:
- a. Patients receive timely, accessible and accurate MRT interventions delivered by people with appropriate skills;
  - b. Staff are able to achieve a healthy and safe work/life balance that reflects predictable rest and recovery away from the workplace;
  - c. Systems are built and maintained that are efficient in terms of capital investment and reduce system waste.

MRTAC is to build on the work already completed on safe rostering practices incorporating and progressing the above initiatives. MRTAC to form a central resource for utilization by radiology departments to assist implementation of our shared goals.

4. The parties want to be able to meet current and future demand for services that entails a robust forecasting methodology and variance plan, integrated with what is happening elsewhere in the organisation, where demand and the supply of resources is matched.
- a. Processes are developed and implemented to assist with the forecasting of changing demand and potential resource impacts, and improved organisation-wide awareness of priorities;
  - b. Flexibility, including effective teamwork to maximize the use of physical resources and the deployment of staff, including effective regional coordination of service delivery;
  - c. Processes to measure and reduce waste of resources.

MRTAC shall sponsor a project that:

- Acts as a resource to assist DHBs to achieve the above;
- Share knowledge, skills and information on successes (and failures to avoid repetition) in achieving the above

## PART ONE - APPLICATION OF COLLECTIVE AGREEMENT

This Agreement is made pursuant to the Employment Relations Act 2000.

### 1.0 PARTIES

- 1.1 This Collective Agreement shall apply to all employees who are employed or engaged to be employed for the purposes of diagnostic imaging, ultrasound, nuclear medicine and magnetic resonance imaging using ionising radiation, radio nuclides, magnetic resonance and ultrasound technologies for the purposes of diagnosis, evaluation, development, undertaking and/or assisting in interventional procedures, and/or associated duties, including but not restricted to the following designations:

Medical Radiation Technologists (including Grade, Staff, Professional Technical Advisors, Mammographers, Cardiology Radiographers, and MRI and Nuclear Medicine Technologists, Team Leaders / Coordinators), Darkroom Technicians, Radiology Clinical Assistants, Student Medical Radiation Technologists, and any employee substantially employed as one of the above but who may from time to time use different titles.

**Excluding:** Medical Physicists and Medical Practitioners.

- 1.2 The parties to this Collective Agreement are:
- a) Northland District Health Board (NDHB) (hereinafter referred to as “the employer”)
  - b) Waitemata District Health Board (Waitemata DHB) (hereinafter referred to as “the employer”)
  - c) Auckland District Health Board (ADHB) (hereinafter referred to as “the employer”)
  - d) Counties Manukau District Health Board (CMDHB) (hereinafter referred to as “the employer”)
  - e) Tairāwhiti District Health Board (TDHB) (hereinafter referred to as “the employer”)
  - f) Bay of Plenty District Health Board (BOPDHB) (hereinafter referred to as “the employer”)
  - g) Lakes District Health Board (LDHB) (hereinafter referred to as “the employer”)
  - h) Waikato District Health Board (WDHB) (hereinafter referred to as “the employer”)
  - i) Hawkes Bay District Health Board (HBDHB) (hereinafter referred to as “the employer”)
  - j) MidCentral District Health Board (MCDHB) (hereinafter referred to as “the employer”)
  - k) Whanganui District Health Board (WhDHB) (hereinafter referred to as “the employer”)
  - l) Wairarapa District Health Board (Wairarapa DHB) (hereinafter referred to as “the employer”)
  - m) Hutt Valley District Health Board (HVDHB) (hereinafter referred to as “the employer”)
  - n) Capital and Coast District Health Board (C&CDHB) (hereinafter referred to as “the employer”)
  - o) Nelson- Marlborough District Health Board (NMDHB) (hereinafter referred to as “the employer”)
  - p) Canterbury District Health Board (CDHB) (hereinafter referred to as “the employer”)
  - q) West Coast District Health Board (WCDHB) (hereinafter referred to as “the employer”)
  - r) South Canterbury District Health Board (SCDHB) (hereinafter referred to as “the employer”)
  - s) Southern District Health Board (Southern DHB) (hereinafter referred to as “the employer”) (formerly Southland District Health Board or Otago District Health Board before 1 May 2010)
  - t) APEX (hereinafter referred to as “the union”)

- 1.3 This Agreement shall be binding on the parties to it.
- 1.4 The parties agree that any Employee who is engaged by the employer from the date this Agreement comes into effect and the expiry of this agreement shall, in the first instance, be offered in writing the opportunity to become a party to this Agreement.

## 2.0 DEFINITIONS

In this Agreement unless the context otherwise requires:

**"Casual employee"** means an employee who has no set hours or days of work and who is normally asked to work as and when required.

**"Charge"** means an employee who is appointed by the employer to be in charge of a department or staff.

**"Clinical Assistant"** means an employee who directly assists MRTs in medical imaging procedures, and performs ancillary duties that do not require registration under the HPCA.

**"Clinical Tutor"** means a qualified MRT who is responsible for the teaching of students on behalf of a recognized training provider and is wholly or mainly employed in that work for a proportion of their work.

**"Dark Room Technician"** means an employee wholly or mainly employed in the developing of other such processing of non digital materials.

**"Day"** means a 24 hour period from the normal starting time of the DHB.

**"District Health Board" (DHB)** is an organisation established as District Health Board under Section 15 of the NZ Public Health and Disability Act 2000.

**"Emergency circumstance"** means a natural disaster or civil emergency.

**"Hourly Rate of pay"** shall be as follows corrected to three decimal places of a dollar of the yearly rate of salary payable:

Ordinary Hours Per Week	Hourly Rate Divisor
35	1820
37.5	1950
40	2086

**"Mammographer"** means an employee who has skills in mammography and works in mammography.

**"Part-time employee"** means an employee, other than a casual employee, who works on a regular basis but less than the basic hours prescribed in this Agreement.

**"Qualified medical radiation technologist"** is a medical radiation technologist who has passed an examination that is approved by the Medical Radiation Technologists Board (or equivalent) as a registerable qualification.

**“Unit or Area Charge”** means an employee supervising an independent department in each of which imaging equipment is operated for the purpose of examination or treatment (e.g. angiography, CT, mammography, Nuclear Medicine, ultrasound, MRI, plain films, PACS), or any other employee who by reason of special duties or responsibilities is for the purposes of this Agreement designated as such by the employer.

**“Service”** means all service as a medical radiation technologist, student medical radiation technologist, mammographer, sonographer, trainee sonographer, dark room technician, MRI technologist, nuclear medicine technologist, clinical assistant, in health and service teaching radiation technology and/or sonography unless specifically stated otherwise in this collective agreement. Provided that existing employees shall have all previous service under a previous employment agreement recognised.

**“Shift Work”** is the same work performed by 2 or more employees or 2 or more groups of employees working successive periods.

**“Specialist ”** means:

- (a) an employee who has qualifications in MRI or nuclear medicine and undertakes specialised skills or procedures requiring additional training or, who is involved in the teaching of qualified staff in MRI or nuclear medicine.

**"Student"** means a person who whilst employed is concurrently undergoing a course of training leading to a qualification in Medical Radiation Technology that is recognised by the Medical Radiation Technologists Board (or equivalent) as registerable.

**"Team Leader / Operations Coordinator / Grade medical radiation technologist"** means a charge medical radiation technologist.

**“Trainee MRI Technologist or Nuclear Medicine Technologist”** means a person who whilst employed is concurrently undertaking a post graduate qualification in the relevant scope of practice as recognized by the Medical Radiation Technologist Board.

**"Training school"** means an institution recognised by the Minister of Education as a training school for medical radiation technologists.

**“Week”** shall be 7 consecutive days, commencing on a Monday.

**"Whole time employee"** means an employee who works not less than the basic hours set out under "hours of work" in this Agreement.

## PART TWO - PROVISIONS RELATING TO HOURS OF WORK

### 3.0 HOURS OF WORK / ROSTERING / SAFE STAFFING

#### Preamble:

The employer is required to take all practical steps to prevent harm occurring to employees from the way work is organised. The employer is committed to safe staffing levels and appropriate skill mix. There shall be regular monitoring and any identified staffing deficiencies shall be addressed.

In designing and implementing shift rosters to meet service needs, the employer shall ensure the disruption, personal health effects and fatigue associated with shift work are minimised for the group of workers involved.

#### Ordinary Hours of Work shall be as follows:

3.1 Ordinary hours of work shall be (as per the following table):

- a. 70, 75 or 80 per fortnight or
  - b. 35, 37.5 or 40 per week,
- and not more than seven, seven and a half or 8 hours per day.

An employee shall be entitled to:

- For sub clause a. above either 2 periods of 2 consecutive days off each fortnight, or by mutual agreement 3 consecutive days off (inclusive of a weekend) and one further day off during the fortnight.
- For sub clause b. above 2 consecutive days off each week.

Provided, however, that in emergency circumstances, the employer may require an employee to work at other times and for periods other than those specified.

Except that the employer and employee may by mutual agreement work up to 10 hours per day. Such an agreement must be recorded in writing and must involve the prior consultation with APEX.

DHB	Weekly/Fortnightly Ordinary Hours	Daily Ordinary Hours
Auckland	35/40	7/8
Bay of Plenty - Tauranga	35 or 40	7 or 8
Bay of Plenty - Whakatane	75	7.5
Canterbury	70/80	7 or 8
Capital & Coast	75/80	7.5/8
Counties Manukau	80	8
Hawkes Bay	35/40	7/8
Hutt Valley #	80	8
Lakes	80	8
MidCentral	35	7
Nelson - Marlborough	35	7
Northland	37.5	7.5
South Canterbury	70/80	7 or 8
Southern	70/80	7 or 8
Tairāwhiti	40	8
Waikato	80	8



Wairarapa	70/80	7 or 8
Waitemata	70/80	7/8
Wanganui	35	7
West Coast	70/80	7 or 8

- 3.2 Except that:
- 3.2.1 (\*) the hours of work provisions applying to employees of Bay of Plenty DHB, employed prior to 23 January 1995, as detailed in the hours of work and transitional provisions of the previous collective agreement dated 17 October 2004 – 1 May 2006, shall continue to apply.
- 3.2.2 in conjunction with the rostering project and improved responsiveness to clinical demand work already underway, Tauranga will work towards implementing a standard 40 hour working week during the term of this document. Note: those employees who wish to stay on 35 or 37.5 will be grand parented as full time but lesser ordinary hours.
- 3.2.3 (#) employees at Hutt Valley DHB who elect to remain on a 70 hour fortnight shall be so identified 12 December 2010 and retain their preexisting hours of work and be treated as if full time employees.
- 3.2.4 Individual employees with agreed weekly ordinary hours in a DHB prior to the coming into force of this agreement, that are different from that listed for that DHB above, shall continue to have those weekly ordinary hour apply.
- 3.3 Rosters will be notified not less than 28 days prior to the commencement of the roster and show duties for a minimum eight week period, provided that less notice may be given in exceptional circumstances.
- 3.4 The normal working week shall commence on Monday at the normal starting time of the employer.
- 3.5 Each daily duty shall be continuous except for meal periods and rest breaks.
- 3.6 Employees may change duties one with another by mutual arrangement and with the prior approval of the employer. This approval will not be unreasonably withheld. In most circumstances the change must be with an employee of equivalent skills. When a change of duty is made due to service demands or by the employer within 24 hours of the duty being worked, the duty shall be paid at overtime rates for all hours worked.
- 3.7 Night rosters shall provide for a sleep day (that being the 24 hour period following the cessation of the night duty and not being a rostered day off) and as a minimum one further day off after any period of consecutive night duties.
- 3.8 Any of the hours of work provisions prescribed in this clause may be varied by agreement in writing between the employer, the employees directly affected and APEX.
- 3.9 Except that at Canterbury DHB the rostering arrangements in force prior to 6/12/07 shall continue to apply unless otherwise agreed between CDHB and APEX.
- 3.10 The parties agree that it is undesirable to roster employees to work more than 7 consecutive days in a row.
- 3.11 The parties accept that they may move to ordinary hours of 70, 75 or 80 per fortnight by mutual agreement between the employer directly affected and APEX. Such agreement shall be recorded in writing.

#### **4.0 MEAL PERIODS AND REST BREAKS**

- 4.1 Except when required for urgent or emergency work and except as provided in 4.3 below, no employee shall be required to work for more than five hours continuously without being allowed a meal break of not less than half an hour.
- 4.2 Rest breaks of 10 minutes each for morning tea, afternoon tea or supper, where these occur during duty, shall be allowed as time worked.
- 4.3 An employee unable to be relieved from work for a meal break shall be allowed to have a meal on duty and this period shall be regarded as working time.
- 4.4 Employers that currently provide a meal to employees at the employer's expense shall continue to do so.
- 4.5 Except where provided for in 4.3 above an employee unable to take a meal after five hours' duty shall be paid at time-half rate in addition to normal salary from the expiry of five hours until the time when a meal can be taken. Except that on Saturdays, Sundays and Public Holidays an employee shall be paid at time half (T1/2) in addition to normal salary.
- 4.6 During the meal break or rest breaks prescribed above, free tea, coffee, milo, milk and sugar shall be supplied by the employer. Where it is impractical to supply tea, coffee, milk, milo and sugar free of charge, an allowance of \$11 per week in lieu shall be paid. This allowance shall continue during all periods of leave except leave without pay.

## PART THREE - RATES OF REMUNERATION

### 5.0 SALARIES AND WAGES

The following salary scales are the minimum rates applicable.

#### 5.1 Medical Radiation Technologists (excluding MRI Technologists and Nuclear Medicine Technologists)

**Effective 1 October 2013**

40 Hrs		37.5 Hrs		35 Hrs	
Step	\$	Step	\$	Step	\$
15	95,514	15	89,543	15	83,575
14	93,586	14	87,738	14	81,887
13	90,187	13	84,552	13	78,914
12	86,787	12	81,362	12	75,939
11	83,388	11	78,176	11	72,964
10	79,989	10	74,989	10	69,989
9	76,589	9	71,801	9	67,014
8	73,190	8	68,614	8	64,040
7	69,790	7	65,428	7	61,065
6	67,356	6	63,146	6	58,937
5	62,991	5	59,054	5	55,119
4	59,591	4	55,866	4	52,141
3	56,191	3	52,680	3	49,168
2	52,792	2	49,491	2	46,192
1	49,393	1	46,305	1	43,219

#### Progression

5.1.1 Progression from Steps 1 to 6 shall be by automatic annual increment.

5.1.2 Progression beyond Step 6 shall be dependent on job content, skill shortage, responsibilities of the position, and the employee's level of performance. Progression shall recognise that clinical skill, knowledge and responsibility, as well as managerial and leadership responsibilities shall be rewarded.

5.1.3 Provided that any employee who is a:

- a) Charge Medical Radiation Technologist shall be paid a minimum of Step 13.
- b) Unit/Area Charge shall be paid a minimum of Step 10. The employee shall progress to step 11 on the achievement of mutually agreed objectives set prospectively at the performance review undertaken when the employee is on step 10. Progression shall not be denied where a performance review is not completed through no fault of the employee or where work objectives are not met due to work reassignment directed by the employer.

- c) Clinical Tutor shall be paid a minimum of step 8 for the proportion of time employed to undertake the clinical tutor duties. The employee shall progress to step 9 on the achievement of mutually agreed objectives set prospectively at the performance review undertaken when the employee is on step 8. Progression shall not be denied where a performance review is not completed through no fault of the employee or where work objectives are not met due to work reassignment directed by the employer.

5.1.4 To recognize increased skills and flexibility those employees (subject to sub clause 5.1.4.1 below) who are available and work across more than one skill set, or achieve a relevant post graduate diploma (or equivalent) in diagnostic general imaging, shall be entitled to be paid two steps above their existing salary. For the purposes of this clause a skill set shall include:

CT, Angiography, PACS administration, mammography, plain films (including CR).

5.1.4.1 Except that:

- (a) Nothing in this clause shall require an employee to be available to work in more than one skill set where agreement between the individual employee and employer to work in only one skill set exists.
- (b) Employees who only work in plain film with no post graduate diploma (or equivalent) shall not receive two steps.
- (c) Nothing in clause 5.1.4 shall apply to unit, area charge or charge MRTs.

5.2 Recognition of previous service for salary purpose shall include all service as defined in clause 2. In addition where an employee has not worked as they have undertaken a course of study approved by the employer, that period shall be regarded as continuous service.

Employees (from overseas) who are completing registration requirements shall be paid the following rates as a minimum when performing work.

Effective Date	1/10/2013
40 hours per week	\$42,666
37.5 hours per week	\$39,999
35 hours per week	\$37,333

#### 5.4 MRI and Nuclear Medicine Technologists:

Effective 01/10/2013	Step	40 hours	37.5 hours	35 hours
MRI and Nuclear Medicine Technologists	10	97,030	90,965	84,901
	9	94,068	88,188	82,310
	8	91,106	85,412	79,718
	7	89,162	83,589	78,018
	6	86,349	80,952	75,557
	5	83,970	78,721	73,473
	4	81,593	76,494	71,394
	3	79,218	74,267	69,314
	2	76,829	72,027	67,225
	1	74,396	69,748	65,096
Trainee MRI and Nuclear Medicine Technologist	3	63,157	59,210	55,263
	2	60,638	56,847	53,058
	1	58,218	54,580	50,941

- 5.4.1 Movement through Steps 1-5 of the scale shall be by automatic annual increments.
- 5.4.2 Progression beyond Step 5 shall be dependent on job content, skill shortage, responsibilities of the position, and the employee's level of performance. Progression shall recognise that clinical skill, knowledge and responsibility, as well as managerial and leadership responsibilities shall be rewarded.
- 5.4.3 The minimum step payable to a specialist, unit or area charge shall be step 6. The employee shall progress to step 7 on the achievement of mutually agreed objectives set prospectively at the performance review undertaken when the employee is on step 6. Progression shall not be denied where a performance review is not completed through no fault of the employee or where work objectives are not met due to work reassignment directed by the employer.
- 5.4.4 The minimum step payable to a charge MRI Technologist and Nuclear Medicine Technologist shall be step 8.
- 5.4.5 All service as a MRI Technologist or Nuclear Medicine Technologist, trainee MRI Technologist or Nuclear Medicine Technologist, MRT and all periods of service in the employ of a DHB, CHE, HHS, Area Health Board, a separate institution or the crown in New Zealand shall be counted when determining the commencing step on the salary scale.
- 5.4.6 Notwithstanding the rates of salary specified above after having regard to the educational qualifications, and experience of a person appointed to this scale, the employer may pay a commencing salary higher than the first step (note: Whilst undertaking training towards qualification as a MRI or Nuclear Medicine Technologist, employees will continue to be employed on the MRT scale or the trainee scale above, whichever is the higher rate).

- 5.4.7 Where a trainee nuclear medicine technologist successfully completes Part I of the programme recognised by the Medical Radiation Technologists Board, plus completes six months current practical experience, or has gained 50% of the credit units of the programme recognised by the Medical Radiation Technologists Board in Nuclear Medicine, they shall advance to Step 2 of trainee nuclear medicine technologist salary scale. The employee will progress to step 3 of the trainee scale after 12 months on step 2, subject to making satisfactory progress against the academic and clinical experience requirements of the training programme, as agreed with the nominated supervisor.
- 5.4.8 Trainee MRI technologists shall advance to Step 2 of trainee MRI technologist salary scale when either of the following occurs:
- The employee commences on the on call roster, or
  - The employee successfully completes a MRI post graduate certificate or equivalent and has completed a further six months practical experience as a trainee MRI technologist.

The employee will progress to step 3 of the trainee scale after 12 months on step 2, subject to making satisfactory progress against the academic and clinical experience requirements of the training programme, as agreed with the nominated supervisor.

## 5.6 Clinical Assistants and Dark Room Technicians

Step	Effective 1/10/2013		
	40 Hours	37.5 Hours	35 Hours
Merit 3	42,630	39,966	37,301
Merit 2	40,409	37,883	35,358
Merit 1	38,494	36,088	33,682
3	37,398	35,061	32,723
2	35,749	33,514	31,282
1	33,473	31,382	29,290

- 5.6.1 Movement through Steps 1-3 of the Clinical Assistants and Dark Room Technicians scale shall be by automatic annual increments.
- 5.6.2 Progression beyond Step 3 shall be as follows. The following examples are indicative of the type and level of skill and responsibility of each merit level. Other types of work performed at this level can also be considered.

### Merit 1

- Manages time without supervision.
- Works competently in multiple modalities (subject to the structure and work distribution of the department).
- Demonstrates competent computer skills in both PACS and RIS; and with relevant patient management systems.
- Consistently meets or exceeds performance expectations.

### Merit 2

- Consistently demonstrates initiative in workplace efficiency.
- Is adaptive and consistently demonstrates flexibility at short notice.
- Trains new clinical assistants in best practice.
- Consistently exceeds performance expectations.

### Merit 3

1. Monitoring of performance and daily supervision of other staff.
  2. Plans rosters and coordinates daily workload of staff.
  3. Supervises a workplace quality improvement program.
  4. Consistently exceeds performance expectations.
- 5.6.3 Recognition of previous service for salary purpose shall include all service as defined in clause 2. In addition where an employee has not worked as they have undertaken a course of study approved by the Employer, that period shall be regarded as continuous service.
- 5.7 Employees on full-time study leave with or without pay shall continue to receive annual increments to which they would otherwise be entitled.
- 5.8 Part-time employees - A part-time employee shall be paid a rate of salary representing the proportion of the salary payable in respect of full-time employment.

## 6.0 EMPLOYMENT OF STUDENTS

- 6.1 The parties to this Agreement agree that students employed in terms of this Agreement will be released on leave to attend the relevant classroom based training at a training school, i.e. students will be paid the rate laid out below for those hours required to be on duty in one of the employer's institutions.

The hourly rates are effective from the commencement of the first pay period following the stated date.

	Effective 1/10/2013
	\$ per hour
Year 3	15.99
Year 2	14.87
Year 1	13.83

Progression will be by annual increments, subject to satisfactory performance.

- 6.2 Other than as provided in 6.1, students will be treated as part-time employees and entitled to all other conditions of employment on a pro rata basis. Students' clinical experience shall have three facets:
- 6.2.1 Students may be rostered on pay for any 7, 7.5 or 8 hour shift between 0700 - 2230 Monday - Friday during the academic term.
- 6.2.2 Students employed in Auckland, Northland, Waitemata and Waikato DHBs will be engaged for 9 weeks paid employment during semester breaks. Shifts worked may be between 0700 - 2230.
- 6.2.3 Students may be requested to work rostered weekend shifts throughout their training period, including semester breaks. These shifts are paid in accordance with 6.1 and other relevant provisions of this MECA, and are deemed to be part of the students' training programme.

6.2.4 Rostered duties shall be determined through consultation between the student and the employer.

6.3 Minimum Adult Rate / Progression -

6.3.1 Appointees aged 20 and above shall be appointed to step 3.

6.3.2 Appointees aged less than 20 shall:

- (a) be appointed to appropriate step;
- (b) progress by annual increments to the maximum.

6.3.3 Appointees on less than step 3 shall progress to step 3 on their 20th birthday.

**7.0 OVERTIME AND PENAL TIME (Schedule 4 contains individual employer provisions in addition to the following. Except that where a condition is duplicated the schedule will apply).**

7.1 Overtime is time worked in excess of the ordinary hours of work as set out in clause 3, when such work has been properly authorised. Overtime payment is detailed in schedule 4.

7.2 Penal time is defined as time (other than overtime) worked within ordinary hours on a Saturday or Sunday. Penal time shall be paid in addition to normal salary. Penal rates are specified in schedule 4.

7.3 Overtime and penal time shall not be paid in respect of the same hours.

**7.4 Night Allowance**

7.4.1 Night rate – An employee whose normal hours of duty fall between 2000 hours and 0700 hours will be paid at time one quarter of the normal hourly rate of pay (T0.25) in addition to normal salary for all hours which so fall provided that:

- (i) The rate is to be calculated on the ordinary time hourly rate;
- (ii) The minimum payment under this provision shall not be less than payment for two hours at T 0.25 of the normal hourly rate even if the part of a shift which falls between the hours of 2000 hours and 0600 hours is less than two hours worked.

7.4.2 Night rate is not to be paid when overtime is being worked or a penal rate is payable.

7.4.3 Night Allowance - In addition an employee who is rostered to work night shifts where the substantial number of hours falls between 2200 and 0700 the following day, shall be paid a night rate allowance of \$25.00 per night for that shift.

**7.5 Minimum Break Between Spells of Duty**

7.5.1 A break of at least nine (12 in Waitemata DHB) continuous hours must be provided wherever possible between any two periods of duty of a full shift or more.

7.5.2 Periods of a full shift or more include:

- (i) Periods of normal rostered work; or
- (ii) Periods of overtime that are continuous with a period of normal rostered work; or



(iii) Full shifts of overtime/call-back duty.

- 7.5.3 This requirement to provide a break wherever possible applies whether or not any additional payment will apply under the provisions of this clause.
- 7.5.4 If a break of at least nine continuous hours cannot be provided between periods of qualifying duty, the duty is to be regarded as continuous until a break of at least nine continuous hours is taken and it shall be paid at overtime rates, with proper regard to the time at which it occurs and the amount of overtime which precedes it.
- 7.5.5 The additional payment provisions of this clause will not apply in any case where the result would be to give an employee a lesser payment than would otherwise have been received.
- 7.5.6 Time spent off duty during ordinary hours solely to obtain a nine-hour break shall be paid at ordinary time rates. Any absence after the ninth continuous hour of such a break, if it occurs in ordinary time, shall be treated as a normal absence from duty.
- 7.6 Authorised absences, either with or without pay, are as provided for in this agreement and shall be counted as actual hours worked for the purposes of calculated overtime.

## **8.0 WEEKEND WORK PENALTY CLAUSE**

- 8.1 For the purpose of this clause a weekend duty means period on call or on duty in which the majority of hours fall between 1630 hours Friday and 0800 hours Monday.
- 8.2 Where an employee is rostered to work one or more duties on three consecutive weekends, then a penalty payment of \$250 per weekend, for the third and subsequent weekends shall apply until there has been one weekend completely unworked or rostered. This Clause shall apply to On Call work in weekends.
- 8.3 This clause shall not apply to employees who are employed to work solely on weekends or where fixed ordinary hours/days of work include a weekend (non rotating).

## **9.0 ON CALL**

An employee who is instructed to be on call during normal off duty hours shall be paid an on call allowance of \$4.04 per hour except on public holidays when the rate shall be \$6.06. The on call rates are payable per roster, per employee, per day.

- 9.1 When an employee is required to be on call, a cell phone shall be made available to the employee for the period of the on call period, at no expense to the employee.
- 9.2 Employees who are on call will accrue additional leave at a rate of 1 day leave for every 230 qualifying hours on call, up to a maximum of 5 days leave (1150 qualifying hours on call) per annum.
- 9.3 Computer calls: Where the employer requires an employee to log on to the employer's computer system, having left their place of employment, they shall be paid a minimum of three hours at T2, on the same terms as set out in this clause.

- 9.4 Where an employee is called back to duty outside that employee's rostered hours of work the employee shall be reimbursed actual and reasonable expenses for transport to and from call duty.

Part-time employees (call-backs) - Where part-time employees are part of an official on call roster and are called out from their place of residence, they shall be paid on the basis of a minimum number of hours as per the table below at the rates outlined in schedule 4. The length of the call would be measured in respect of actual time worked and travelling time from the place of call to the place of duty and return to the place of call or residence. The minimum payment prescribed shall apply to each recall, except that call-outs commencing and finishing within the minimum period covered by an earlier call-out shall not attract any additional payment.

- 9.5 Nuisance calls: Where an employee is called by the employer when not rostered on call or duty but having left the place of employment, the employer shall incur a penalty of \$250, per such call made. The employee shall report the incident to their service manager who must ensure that systems are put in place to prevent a repeat of the nuisance call.

The parties agree to review this provision during the term of this collective agreement. The aim is to prevent the practice of nuisance calls from occurring.

- 9.6 An employee shall be paid for a minimum number of hours as per the following table, or for actual working and traveling time, whichever is the greater, at the appropriate rate, when the employee:

- (1) is called back to work after
  - completing the day's work, and
  - having left the place of employment, or
- (2) is called back before the normal time of starting work, and does not continue working until such normal starting time, except that:
  - where a call back commences before and continues beyond the end of a minimum period for a previous call back, payment shall be made as if the employee had worked continuously from the beginning of the previous call back to the end of the later call back.

NOTE: If a call-back of less than a full shift is worked between two periods of duty of a full shift or more, a break of nine continuous hours must be provided either before or after the call-back. If such a break has been provided before the call-back it does not have to be provided afterwards as well, except for those employees who are called back between 2200 hours and 0600 hours, for whom the break must be provided after the call back unless otherwise mutually agreed.

<b>DHB</b>	<b>Minimum number of hours paid per call</b>
Auckland	3
BOP - Tauranga	3
BOP - Whakatane	2
Canterbury	2
Capital & Coast	2
Counties Manukau	3
Hawkes Bay	3
Hutt Valley	2
Lakes	3
Mid Central	2

Nelson- Marlborough	2
Northland	2
South Canterbury	2
Southern	2
Tairāwhiti	3
Waikato	2
Wairarapa	2
Waitemata	3
West Coast	3
Whanganui	2

Call back – rates of pay are detailed in schedule 4.

## **10.0 HIGHER DUTIES ALLOWANCE**

- 10.1 Where the employer requires an employee to substantially perform the duties and carry the responsibilities of a position of a class or grade higher than the employee's own or where an employee is temporarily appointed to a higher graded position for three days or more, the employee will receive for the whole period the salary and conditions of the position to which they are temporarily appointed or performing.
- 10.2 The salary payment shall be the minimum salary the employee would receive if appointed to that position.
- 10.3 Where the employer requires an employee to co-ordinate a shift or shifts for less than three days (1 day in Waitemata and Whanganui DHBs) in the absence of an employee appointed for that purpose, they shall be paid an allowance of \$30.00 per shift in addition to the remuneration normally paid for such a shift.

## **11.0 REIMBURSEMENT OF EXPENSES ON EMPLOYER BUSINESS**

- 11.1 Employees who are instructed by the employer to use their private motor vehicle on employer business shall be paid a motor vehicle allowance as promulgated from time to time by the IRD in terms of the agreed formula.
- 11.2 When employees are instructed to leave and return to their normal place of work on the same day on employer business, they shall be reimbursed for actual and reasonable expenses.
- 11.3 In all other circumstances with the prior approval of the employer, actual and reasonable expenses incurred while on the business of the employer shall be reimbursed.
- 11.4 Employees who are required by the employer to travel and stay away from their normal place of work may claim reimbursement of their accommodation costs on an actual and reasonable basis on presentation of receipts. In addition employees shall be paid an allowance of \$62.40 per day (except where an employer provides a higher payment prior to the coming into force of this agreement, the employer shall continue to pay at that higher level and this clause shall not apply), (no receipts shall be required) to cover incidental costs including meals.

For the sake of clarification, the payment of \$62.40 per day as set out above shall also be paid for each day or part therefore where an employee has been required to travel and stay away overnight from their normal place of work. As an example, where an employee travels away on a Monday from their normal place of work, stays away from home overnight and returns to work/home on Tuesday, they shall receive \$62.40 x 2.

## **12.0 MEAL ALLOWANCE**

A shift worker who works a qualifying shift of 7, 7.5 or 8 hours (depending on which employer as per clause 3.1) or more and who is required to work more than one hour beyond the end of any shift (including an ordinary day), (excluding any break for a meal), shall be paid a meal allowance of \$11.00 or, at the option of the employer, be provided with a meal.

## **13.0 FORENSIC INVESTIGATION ALLOWANCE**

An employee who is required to perform a radiological procedure as part of a post mortem examination shall be provided the equivalent time off within 48 hours of the procedure being performed. Where this is impractical, as a consequence of workloads in the relevant department, an allowance of \$100 shall be paid per employee (to a maximum of 2 employees) required to perform the procedure.

## **14.0 RETIRING GRATUITIES refer schedule 1**

## PART FOUR - PROVISIONS RELATING TO LEAVE

### WHOLE HOLIDAYS

#### 15.0 ANNUAL LEAVE

- 15.1 Employees, other than casual employees, shall be entitled to four (4) weeks annual leave, taken and paid in accordance with the provisions of the Holidays Act 2003, except that on completion of five (5) years current continuous service the employee shall be entitled to five (5) weeks annual leave.

Unless schedule 6 provides otherwise, for the purpose of calculating current continuous service, time taken on leave without pay in excess of three months on any one occasion (except for Parental Leave) shall be excluded. Except that where the employee remains engaged on MRT work or study whilst absent, the period of three months shall extend to twelve months.

#### 15.2 Conditions -

- 15.2.1 The term "leave year" means the year ending with the anniversary date of the employee's appointment.

- 15.2.2 For the purposes of this clause, "current continuous service" is as per the attached schedule 6.

- 15.2.3 The Employer may permit an employee to take annual leave in one or more periods.

- 15.2.4 The Employer may permit all or part of the annual leave accruing in respect of a leave year to be postponed to the next following year, but the annual leave entitlement at any one time shall not exceed the total of annual leave accruing in respect of two leave years.

Provided that, where an employee is on continuous leave without pay due to illness or accident the employee will be permitted to take or accumulate leave for up to two years. After this, an employee will not qualify for any further period of leave until duty is resumed.

- 15.2.5 When an employee ceases duty, salary shall be paid for accrued annual leave and the first day of service shall be the last day of such accrued leave.

- 15.2.6 Within two weeks of receipt of a written application for planned leave from an employee, the employer shall respond in writing confirming approval for the leave or stating the reasons leave is unable to be taken.

- 15.2.7 Except where the employer approves, where an employee is absent on special leave, whether with or without pay (i.e., including leave for study awards but excluding sick, accident or military leave) for an intermittent or continuous period of more than 35 days (including Saturdays and Sundays) during a leave year, annual leave shall be reduced in accordance with the scale below.

Note: A "study award", for the purpose of this sub clause shall be deemed to be a full-time course of study at a tertiary educational institute, during which the employee is able to take advantage of the mid-term holidays available to other full-time students of that institute. It shall not include leave to attend organised classes, lectures, block courses or examinations required for the attainment of essential basic qualifications.

15.2.8

Days of Absence (including Saturdays and Sundays)	Annual Leave Entitlement to be reduced by the number of working days shown below.		
	4 Weeks	5 Weeks	6 Weeks
0-35	-	-	-
36-71	2	2.5	3
72-107	4	5	6
108-143	6	7.5	9
144-179	8	10	12
180-215	10	12.5	15
216-251	12	15	18
252-287	14	17.5	21
288-323	16	20	24
324-359	18	22.5	27
360-365	20	25	30

- 15.3 Every part-time employee will be entitled to annual leave as prescribed. Salary during leave will be paid for the employee's usual working week.
- 15.4 Anticipation of annual leave for overseas trip - An employee with over 20 years' current continuous service may anticipate one year's annual leave entitlement for the purpose of taking a trip overseas.
- 15.5 Payment in lieu of annual leave for casual employees - Casual employees should be paid 8% gross taxable earnings in lieu of annual leave, to be added to each fortnightly wage payment (no annual taxable earnings calculation is therefore necessary).
- 15.6 Leave without pay in relation to annual leave entitlement - An employee who is granted leave without pay and who remains in the service of the employer, will, except where provision is made otherwise, have such leave counted as service for annual leave purposes.
- 15.7 Extra leave for shift workers
  - 15.7.1 "Shift work" is defined as the same work performed by two or more workers or two or more successive sets or groups of workers working successive periods.

Employees who are shift workers may be granted up to one week (five working days) additional annual leave on completion of 12 months' employment on shift work (or pro rata according to proportion of the year on shift work) in accordance with the provisions outlined below:

- (A) Any shift work performed during a period which is not overtime that meets any of the following criteria qualifies for additional leave:
  - (a) the shift work performed each day:
    - (i) extends over at least 13 continuous hours, and
    - (ii) is performed by two or more workers working rostered shifts, and

- (iii) the shift involves at least two hours of work performed outside the hours of 8 a.m. to 5.00 p.m..
- (b) the shift work does not extend over at least 13 continuous hours each day but at least four hours of the shift work are performed outside the hours of 8 a.m. to 5.00 p.m..
- (c) the shift work performed:
  - (i) is rostered and rotating, and
  - (i) extends over at least 15 continuous hours each day, and
  - (iii) not less than 40% of the hours worked in the period covered by the roster cycle is outside the hours of 8 a.m. to 5.00 p.m..

The following additional leave is granted:

<b>Number of qualifying shifts per annum</b>	<b>Number of days additional leave per annum</b>
121 or more	5
96-120	4
71-95	3
46-70	2
21-45	1

**Provided** however that staff who do not qualify for a full extra week's leave in accordance with the above scale may alternatively qualify under one of the following criteria:

- (B) Shift workers who work alternating shifts may qualify for additional leave according to the number of shift changes occurring during the year provided that employees who alternate on shifts which fall wholly between the hours of 6 a.m. and 6 p.m. will not qualify for extra leave.

- (a) Where the roster requires the shift worker to change as frequently as every week or less frequently (e.g., every two weeks), the following pro rata scale will apply:

<b>Shift Changes each year</b>	<b>Number of days additional leave per annum</b>
40 changes and over	5
32-39 changes and over	4
24-31 changes and over	3
16-23 changes and over	2
8-15 changes and over	1

- (b) Where the roster requires the shift worker to change more frequently than every week (i.e.: every day or every other day, etc.), the following pro rata scale will apply:

<b>Number of weeks in leave year employed on such rosters</b>	<b>Number of days additional leave per annum</b>
40 weeks and over	5
32-39 weeks	4
24-31 weeks	3
16-23 weeks	2
8-15 weeks	1

**Provided** that, where circumstances require, clauses (B) (a) and (b) shall be applied cumulatively but not concurrently in respect of a single leave year.

- (C) Shift workers who work ordinary hours of work which regularly commence up to three hours prior to 6 a.m. or finish up to three hours later than 6 p.m. may also be considered for additional leave. The amount of leave will have regard to the following pro rata scale:

<b>Number of weeks on "early" or "late" duties each year</b>	<b>Hours outside 6 a.m. or 6 p.m.</b>	<b>Extra leave per annum</b>
40 or more weeks	Two hours up to three hours	5 days
	One hour up to two hours	4 days
30-39 weeks	Two hours up to three hours	4 days
	One hour up to two hours	3 days
20-29 weeks	Two hours up to three hours	3 days
	One hour up to two hours	2 days
15-19 weeks	Two hours up to three hours	2 days
	One hour up to two hours	1 day

- 15.7.2 An employee who is regularly required to work ordinary fixed hours of work which commence after 6 p.m. but are not part of a rostered shift system will not qualify for additional leave.

## **15.8 LONG SERVICE LEAVE**

Long service leave as follows shall be allocated to the employee, on the basis of the employee's FTE status at the time of taking the leave, and paid in accordance with the provisions of the Holidays Act 2003:

- 15.8.1 on the completion of ten (10) years of current continuous service (as defined below), two weeks of long service leave; and
- 15.8.2 on each subsequent five (5) years of current continuous service (as defined below), one weeks of long service leave.
- 15.9 For the purposes of clause 15.8, "current continuous service" means unbroken service with any DHB employer starting from 1 July 2007 subject to clause 15.10 below in respect of employees with a previous entitlement to long service leave. For the purpose of calculating current continuous service, time taken on leave without pay in excess of three months on any one occasion (except for Parental Leave) shall be excluded.
- 15.10 The provisions of clause 15.8 are intended to replace any employees' previous entitlement to long service leave provided that, where an employee had a previous entitlement under a previous employment agreement, the following shall apply:
- 15.10.1 The employee's current continuous service shall be deemed to commence on the date upon which service was deemed to commence under the previous entitlement;
- 15.10.2 The employee's long service leave shall be calculated in accordance with clause 15.8; and
- 15.10.3 Any long service leave that the employee has received under the previous entitlement shall be deducted from the allocation under clause 15.8 and any residue shall be allocated to the employee.



15.11 Long service leave must be taken in one period (except that an employee recalled from leave because of an emergency is entitled to resume leave after the emergency) and at a time mutually convenient to the employer and employee within 5 years of allocation.

## 16.0 PUBLIC HOLIDAYS

16.1 The following days shall be observed as public holidays:

New Year's Day	2 January
Waitangi Day	Good Friday
Easter Monday	ANZAC Day
Sovereign's Birthday	Labour Day
Christmas Day	Boxing Day
Anniversary Day (as observed in the locality concerned).	

16.2 The following shall apply to the observance of Christmas Day, Boxing Day, New Year's Day or 2 January, where such a day falls on either a Saturday or a Sunday:

16.2.1 Where an employee is required to work that Saturday or Sunday the holiday shall, for that employee, be observed on that Saturday or Sunday and transfer of the observance will not occur. For the purposes of this clause an employee is deemed to have been required to work if they were rostered on, or on-call and actually called in to work. They are not deemed to have been required to work if they were on-call but not called back to work.

16.2.2 Where an employee is not required to work that Saturday or Sunday, observance of the holiday shall be transferred to the following Monday and/or Tuesday in accordance with the provisions of Sections 45 (1) (b) and (d) of the Holidays Act 2003.

16.2.3 Should a public holiday fall on a weekend, and an employee is required to work on both the public holiday and the week day to which the observance is transferred, the employee will be paid at their ordinary hourly rate of pay (T1) for the time worked on the weekday/transferred holiday. In a call-back situation, the callback rates identified in clause 9 and schedule 4 shall apply. Only one alternative holiday will be granted in respect of each public holiday.

16.3 In order to maintain essential services, the employer may require an employee to work on a public holiday when the public holiday falls on a day which, but for it being a public holiday, would otherwise be a working day for the employee.

16.4 When employees are required to work on a public holiday as provided above they will be paid at double the ordinary hourly rate of pay (T2) for each hour worked and they shall be granted an alternative holiday. Such alternative holiday shall be taken and paid as specified in the Holidays Act 2003.

16.5 An employee who is required to be on call on a public, but is not called in to work, shall be granted an alternative holiday, except where the public holiday falls on a Saturday or Sunday and its observance is transferred to a Monday or Tuesday which the employee also works. Such alternative holiday shall be taken and paid as specified in the Holidays Act 2003.

16.6 Those employees who work a night shift which straddles a public holiday shall be paid at public holiday rates for those hours which occur on the public holiday and the applicable rates for the remainder of the shift. One alternative holiday shall apply in respect of each public holiday or part thereof worked.

16.7 Off duty day upon which the employee does not work:

16.7.1 Fulltime employees – For fulltime employees and where a public holiday, other than Waitangi Day and ANZAC Day when they fall on either a Saturday or Sunday, falls on the employee's rostered off duty day, the employee shall be granted an alternative holiday at a later date.

In the event of Christmas Day, Boxing Day, New Year's Day or 2 January falling on either a Saturday or Sunday and a full time employee is rostered off duty on both that day and the weekday to which the observance is transferred, the employee shall only receive one alternative holiday in respect of each public holiday.

16.7.2 Part-time employees – Where a part-time employee's days of work are fixed, the employee shall only be entitled to public holiday provisions if the day would otherwise be a working day for that employee.

Where a part-time employee's days are not fixed, the employee shall be entitled to public holiday provisions if they worked on the day of the week that the public holiday falls more than 40 % of the time over the last three months. Payment will be relevant daily pay.

16.7.3 The amendment to the Holidays Act 2003 means that there is no longer a right to transfer a public holiday by agreement. The employers are reviewing the impact of the legislative change on the employees covered by this Agreement. The review may result in changes in payment and/or alternative holidays for employees who work on public holidays. The employers will continue with their current methodology (payment and alternative holidays) until the review is completed. This clause will expire if there is a change in legislation, or on 30 September 2011, whichever date falls earlier.

16.8 Public holidays falling during leave:

16.8.1 Leave on pay

When a public holiday falls during a period of annual leave, sick leave on pay or special leave on pay, an employee is entitled to that holiday which is not debited against such leave.

16.8.2 Leave without pay

An employee shall not be entitled to payment for a public holiday falling during a period of leave without pay (including sick or military leave without pay) unless the employee has worked during the fortnight ending on the day on which the holiday is observed.

16.8.3 Leave on reduced pay

An employee, during a period on reduced pay, shall be paid at the relevant daily pay for public holidays falling during the period of such leave.

## **17.0 SICK LEAVE**

Sick Leave provisions are detailed in schedule three.

## **18.0 BEREAVEMENT / TANGIHANGA LEAVE**

- 18.1 The employer shall approve special bereavement leave on pay for an employee to discharge any obligation and/or to pay respects to a deceased person with whom the employee has had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a tangihanga (or its equivalent). The length of time off shall be at the discretion of the employer.
- 18.2 If a bereavement occurs while an employee is absent on annual leave, sick leave on pay, or other special leave on pay, such leave may be interrupted and bereavement leave granted in terms of 18.1 above. This provision will not apply if the employee is on leave without pay.
- 18.3 In granting time off and for how long, the employer must administer these provisions in a culturally sensitive manner.

## **19.0 PARENTAL LEAVE**

- 19.1 Statements of Principle
- 19.1.1 The parties acknowledge the following provisions are to protect the rights of employees during pregnancy and on their return to employment following parental leave.
- 19.1.2 This clause is to be read in conjunction with the Parental Leave and Employment Protection Act 1987 provided that where this clause 19 is more favourable to the employee, the provisions of this clause 19 shall prevail.
- 19.2 Parental leave is leave without pay (see clause 20.0 Re-appointment After Absence Due to Childcare).
- 19.3 Entitlement and eligibility - Provided that the employee assumes or intends to assume the care of the child born to or adopted by them or their partner, the entitlement to parental leave is:
- (a) In respect of every child born to them or their partner;
  - (b) In respect of every child up to and including five years of age, adopted by them or their partner;
  - (c) Where two or more children are born or adopted at the same time, for the purposes of these provisions the employee's entitlement shall be the same as if only one child had been born or adopted.
- 19.4 (a) Parental leave of up to 12 months is to be granted to employees with at least one year's service at the time of commencing leave.
- (b) Parental leave of up to six months is to be granted to employees with less than one year's service at the time of commencing leave.

Provided that the length of service for the purpose of this clause means the aggregate period of service, whether continuous or intermittent, in the employment of the employer.

- (b) The maximum period of parental leave may be taken by either the employee exclusively or it may be shared between the employee and their partner either concurrently or consecutively. This applies whether or not one or both partners are employed by the employer.

19.5 In cases of adoption of children of less than five years of age, parental leave shall be granted in terms of 19.3 and 19.4 above, providing the intention to adopt is notified to the employer immediately following advice from the CYFS to the adoptive applicants that they are considered suitable adoptive parents. Subsequent evidence of an approved adoption placement shall be provided to the employer's satisfaction.

19.6 Employees intending to take parental leave are required to give at least one month's notice in writing and the application is to be accompanied by a certificate signed by a registered medical practitioner independent practising midwife certifying the expected date of delivery. The provision may be waived in the case of adoption.

19.7 An employee absent on parental leave is required to give at least one month's notice to the employer of their intention to return to duty. When returning to work the employee must report to duty not later than the expiry date of such leave.

NOTE: It is important that employees are advised when they commence parental leave that, if they fail to notify the employer of their intention to return to work or resign, they shall be considered to have abandoned their employment.

19.8 Parental leave is not to be granted as sick leave on pay.

19.9 Job protection -

19.9.1 Subject to 19.10 below, an employee returning from parental leave is entitled to resume work in the same position or a similar position to the one they occupied at the time of commencing parental leave. A similar position means a position:

- (a) at the equivalent salary and grading;
- (b) at the equivalent weekly hours of duty;
- (c) in the same location or other location within reasonable commuting distance; and
- (d) involving responsibilities broadly comparable to those experienced in the previous position.

19.9.2 Where applicable, employees shall continue to be awarded increments when their incremental date falls during absence on parental leave.

19.10 Options -

19.10.1 The employer must, as a first preference, hold the employee's position open or fill it temporarily until the employee's return from parental leave. In the event that the employee's position is a "key position" (as defined in section 41(2) of the Parental Leave and Employment Protection Act 1987), the employer may fill the position on a permanent basis.

19.10.2 Where the employer is not able to hold a position open, or to fill it temporarily until an employee returns from parental leave, or fills it permanently on the basis of it being a key position, and, at the time the employee returns to work, a similar position (as defined in 19.9.1 above) is not available, the Employer may approve one of the following options:

- (a) An extension of parental leave for up to a further 12 months until the employee's previous position or a similar position becomes available; or
- (b) An offer to the employee of a similar position in another location (if one is available) with normal transfer expenses applying; if the offer is refused, the employee continues on extended parental leave as in 19.10.2 (a) above for up to 12 months; or
- (c) The appointment of the employee to a different position in the same location, but if this is not acceptable to the employee the employee shall continue on extended parental leave in terms of 19.10.2 (a) above for up to 12 months;

**provided that**, if a different position is accepted and within the period of extended parental leave in terms of 19.10.2(b), the employee's previous position or a similar position becomes available, then the employee shall be entitled to be appointed to that position; or

- (d) where extended parental leave in terms of 19.10.2(a) above expires, and no similar position is available for the employee, the employee shall be declared surplus under clause 31 of this Agreement.

19.11 If the employee declines the offer of appointment to the same or similar position in terms of sub clause 19.9.1 above, parental leave shall cease.

19.12 Where, for reasons pertaining to the pregnancy, an employee on medical advice and with the consent of the employer, elects to work reduced hours at any time prior to confinement, then the guaranteed proportion of full-time employment after parental leave shall be the same as that immediately prior to such enforced reduction in hours.

### 19.13 Paid Parental Leave

19.13.1 Where an employee takes parental leave under this clause 19 for a minimum period of 14 weeks, the employee shall be paid by the employer for a period of fourteen (14) weeks from the commencement of parental leave.

19.13.2 The payment shall be made at the commencement of the parental leave and shall be calculated at the base rate (pro rata if applicable) applicable to the employee for the six weeks immediately prior to commencement of parental leave and shall be less any parental leave payment received by or payable to the employee from public money under the Act.

19.13.3 The payment shall only be made to eligible employees as specified by s.71CA Parental Leave and Employment Protection Act 1987.

19.13.4 If both partners are employed by the health service and are eligible for the payment, then they are entitled to one and only one payment, and they may choose (after they have qualified) who will receive it.

- 19.13.5 Where, for reasons pertaining to the pregnancy, an employee, on medical advice and with the consent of the employer elects to work reduced hours at any time prior to confinement, then the calculation of the 14 week payment shall be based on the proportion of full-time employment immediately prior to any such enforced reduction in hours.
- 19.14 Parental leave absence filled by temporary appointee - If a position held open for an employee on parental leave is filled on a temporary basis, the employer must inform the temporary appointee that their employment will terminate on the return of the employee from parental leave.

## **20.0 REAPPOINTMENT AFTER ABSENCE DUE TO CHILDCARE**

- 20.1 Employees who resign to care for a dependent preschool child or children may apply to their employer for preferential appointment to a position which is substantially the same in character and at the same or lower grading as the position previously held.
- 20.2 Total period of childcare absence allowed is four years plus any increases in lieu of maternity leave. Longer absence renders a person ineligible for preferential appointment.
- 20.3 Parental leave is a distinct and separate entitlement from childcare absence. Some women may choose to resign rather than take maternity leave. In this case they shall be credited with one additional year or six additional months of childcare absence in lieu of each maternity leave entitlement. Should a woman resign during the course of maternity leave she shall similarly be credited with a period of absence in lieu of the remainder of her maternity entitlement.
- 20.4 An employee may resign more than once for childcare reasons and qualify each time for the preferential re-entry rights provided that the total time away from work does not in aggregate exceed four years.
- 20.5 If two persons caring for the same dependent child or children are employees of the employer, they are jointly eligible for a total of four years' childcare absence plus any additional periods of absence in lieu of parental leave.
- 20.6 Wherever possible notice of intention to return to employment should be given upon resignation for childcare reasons. However, those who, for whatever reason, fail to give such notice shall not incur any penalty or disadvantage in their application for re-entry.
- 20.7 Persons seeking reappointment under childcare provisions must apply to the former employer at least three months before the date on which they wish to resume duties.
- 20.8 This application for reappointment must be accompanied by:
- (a) the birth certificate of the preschool child or children;
  - (b) a statutory declaration to the effect that the absence has been due to the care of a dependent preschool child or children, that the four year maximum has not been exceeded, and that paid employment has not been entered into for more than 15 hours per week. Where paid employment has exceeded 15 hours per week the reappointment is at the employer's discretion.

- 20.9 On receiving an application for preferential appointment, the employer shall acknowledge receipt of the application and confirm the employee's eligibility for re-entry within 21 days of receipt of such notice. Applicants must be informed at this point that:
- (a) if they are not-appointed to a vacancy within three months after the expiry of the notice given in 20.7 above the benefits of these provisions lapse; and
  - (b) they are required to renew notice of intention to work at least one month prior to the intended date of return.
- 20.10 The employer shall acknowledge the notice given in 20.9(b) at least 14 days prior to the intended date of return informing the applicant as to whether or not a suitable vacancy exists.
- 20.11 The employer shall make every effort to find a suitable vacancy for eligible applicants as soon as their eligibility for preferential re-entry is established. Appointment to a position may be made at any time after the original notification of intention to return to work, provided the appointee agrees.
- 20.12 Where:
- (a) the applicant meets the criteria for eligibility; and
  - (b) there exists at the time of notification or becomes available within the period up to two weeks before the intended date of resumption of duties a position which is substantially the same in character and at the same or lower grading as the position previously held; and
  - (c) the applicant has the necessary skills to competently fill the vacancy; then the applicant under these provisions shall be appointed in preference to any other applicant for the position.
- 20.13 Where a suitable vacancy is not available, the employer is required to notify the applicant as soon as possible and no later than 14 days prior to the intended date of resumption of duties.
- 20.14 Applicants for preferential re-entry rights do not have a right of review against their non-appointment.
- 20.15 Absence for childcare reasons will interrupt service but not break it.
- 20.16 The period of absence will not count as service for the purpose of sick leave, annual leave, retiring leave or gratuities, long service leave or any other leave entitlement.

## **21.0 JURY SERVICE LEAVE**

- 21.1 Employees called on for jury service leave are required to serve unless there are exceptional circumstances which preclude this, in which case the employer may apply to the court for postponement.
- 21.2 An employee called on for jury service may elect to take annual leave, special leave on pay, or leave without pay. Where annual leave or leave without pay is granted or where the service is performed during an employee's off duty hours, the employee may retain the juror's fees and expenses paid.



- 21.3 Where special leave on pay is granted, a certificate is to be given to the employee by the employer to the effect that the employee has been granted special leave on pay and requesting the Court to complete details of juror's fees and expenses paid. The employee is to pay the fees received to the employer but may retain expenses.
- 21.4 Where special leave on pay is granted, it is only in respect of time spent on jury service, including reasonable travelling time. Any time during normal working hours when the employee is not required by the Court, the employee is to report back to work where this is reasonable and practical.

## **22.0 ACCIDENT LEAVE**

- 22.1 Transport of injured employees - Where the accident is work-related and the injury sustained by the employee necessitates immediate removal to a hospital, or to a medical practitioner for medical attention and then to their residence or a hospital, or to their residence (medical attention away from the residence not being required), the employer is to provide or arrange for the necessary transport, pay all reasonable expenses for meals and lodging incurred by or on behalf of the employee during the period she/he is transported, and claim reimbursement from ACC.
- 22.2 Where an employee has no sick leave and is off work due to a work related accident, the employer will give favourable consideration to providing additional leave.
- 22.3 The employer may agree to reimburse employees for treatment and other expenses or for financial disadvantage incurred as a result of a work related accident. This agreement will be on a case by case basis.



## PART FIVE - TERMS OF EMPLOYMENT

### 23.0 HEALTH AND SAFETY and UNIFORMS

23.1 The parties shall ensure a work environment that protects staff from unsafe levels of radiation and supports staff to maintain the relationship between visual acuity and effective performance and shall ensure:

- Proactive system for the elimination of visual acuity hazards;
- Adequate numbers of fitting leads that are fit for purpose and accessible;
- Leads are maintained in a clean and hygienic state.

23.2 Where the employer requires the employee to wear a uniform it shall be supplied free of charge but shall remain the property of the employer. Employees shall be supplied with uniform on the following annual basis:

If working 35-40 hours per week -	7 items
If working 25-34 hours per week -	5 items
If working 17-24 hours per week -	4 items
If working up to 16 hours per week -	3 items.

Or a uniform allowance equal to \$11 per week shall be paid.

Where the employer stipulates a uniform is not to be worn (e.g. Starship) then the uniform allowance of \$11 per week shall be paid.

### 24.0 REFUND OF ANNUAL PRACTISING CERTIFICATE & PROFESSIONAL ASSOCIATION FEES

Where an employee is required by law to hold an annual practising certificate, licence or equivalent under HPCAA in order to practise that profession or trade with the employer, the cost of the certificate, licence or equivalent shall be refunded to the employee.

The employer shall reimburse to employees the annual membership fee of the New Zealand Institute of Medical Radiation Technologists (NZIMRT) or equivalent relevant professional organization to the value of up to \$275 per annum on production of receipts.

### 25.0 CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING

25.1 The employer is committed to continuing professional development (CPD) and the ongoing professional development of its employees.

The parties want professional development that delivers mutual benefit, is valued as work time and maintains and updates the professional competencies of staff in a planned and predictable way, acknowledging the employer's limited resources.

The parties shall develop an approach to CPD that is nationally and departmentally consistent, equitable and beyond a point gathering exercise, encompassing networking off CPD activities and web based e learning.

Without limiting current application, MRTAC shall provide guidance and clarity as to what desirable CPD encompasses and assist with the implementation of the above.

25.2 For employees not included in clause 25.3 below:

25.2.1 Training

The employer shall provide all actual and reasonable costs for qualifications, training courses and seminars as required by the employer. Attendance at such training is 'work' and time so spent shall be paid. Examples of qualifications include post graduate diplomas in CT or angiography. These are examples only, and not an exhaustive list.

25.2.2 Continuing Professional Development (CPD). The ongoing technical/scientific development within radiology requires qualified staff to

- a. maintain competence, and
- b. to attend national and international conferences in order to maintain their ongoing technical/scientific competence. The employee then has the obligation of bringing back the latest information to their employer and incorporating any new knowledge into the strategic development of their department.

Attendance at the conferences is to be balanced against the operational requirements of the employer, especially as the numbers of staff are not large. Forward planning and cooperation between management and staff is fundamental to ensuring CPD requirements are met.

- c. Sufficient funding and leave must be provided to meet such CPD and training needs. All actual and reasonable costs (including registration, accommodation, travel and sundry expenses such as airport transfers, meals etc.) will be met by the employer.
- d. In terms of the balancing exercise referred to in paragraph 25.2.2 (b), the parties acknowledge that employees working in a service that is required to comply with the National Policy & Quality Standards prescribed by Breast Screen Aotearoa should be allocated CPD that will ensure the service complies with those standards.

25.3 MRI and nuclear medicine employees shall be entitled to:

- A minimum of 5 days approved education leave each year accumulative to three years. Compulsory requirements are not included in this allocation.
- Reimbursement for all travel, accommodation, fees and expenses incurred in CPD to a maximum of \$2,500 per annum as per the following provisions.
- This entitlement may be accumulated to a maximum of \$7,500 over a three year period.
- Where an employee also undertakes ordinary hours work in the private sector in the specific field of work also performed in public, the sum of \$2,500 shall be prorated down equivalent to the hours worked in that specific field in private (e.g. if working 2/10<sup>th</sup> in private general MRI and Nuclear Medicine, reimbursement shall be to a maximum of \$2,000).

25.4 The employee who is to attend a course of study or conference shall present formal feedback via a presentation or practical teaching sessions as discussed and agreed with their manager.

- 25.5 In addition, on application to the employer, the employer may grant employees study leave and some financial assistance to enable employees to complete qualifications, to attend courses, conferences and seminars and to undertake research or projects.

## **26.0 PROFESSIONAL MEDICAL INDEMNITY INSURANCE**

The employer shall ensure that it is insured in such manner as to provide adequate professional indemnity insurance cover for employees, including cover for the costs of independent legal representation in the event of claims or issues that affect an employee, and the provision of adequate run-off cover from an MRT for claims arising after an employee has ceased employment with the employer in respect of acts or omissions during employment.

In Waitemata and Hawkes Bay DHBs the costs of professional indemnity insurance shall be reimbursed by the employer to the employee on presentation of receipts up to a maximum of \$190 per annum.

## **27.0 VARIATION CLAUSE**

This agreement may be varied by agreement between all employer parties, APEX and a majority of directly affected employees. Such agreement shall be in writing and signed by all employer parties and the union party.

## **28.0 EMPLOYEE PARTICIPATION**

The parties recognise that they have a mutual interest in ensuring that health services are provided efficiently and effectively, and that each has a contribution to make in this regard.

## **29.0 MANAGEMENT OF CHANGE**

- 29.1 The parties to this agreement accept that change in the health service is necessary in order to ensure the efficient and effective delivery of health services.

Regular consultation between the employer, employees and their union is desirable on matters of mutual concern and interest. The aim of consultation is to contribute to:

- maintaining co-operation between the parties
- improved decision making
- contribute to a more harmonious, effective, efficient, safe and productive workplace.

- 29.2 (i) The employer accepts that elected delegates are the recognised channel of communication between the union and the employer in the workplace.

- (ii) Paid time off shall be allowed for recognised delegates to attend meetings with management and to consult with employees covered by this Agreement, other recognised workplace delegates and union officials. The purpose will be to consult and discuss the issues addressed in this clause, other clauses of this Agreement and employee participation, staff surplus, effectiveness studies and options for resolving staff surplus.

(iii) The amount of time off and facilities provided shall be sufficient to allow full consideration of these issues addressed by this clause.

29.3 Mechanisms established for the purpose of 'Management of Change' will allow input and recommendations to be made to the employer, who will consider these recommendations and will endeavour to take the views of their employees into account as far as possible before making final decisions.

29.4 The employer agrees that the employees and their employee union representatives will be advised of any review which may result in significant changes to either the structure, staffing, or work practices affecting employees and allow for the opportunity for employees and their representatives to be involved in the review so as to allow substantive input.

When the implementation of decisions arising from any such reviews will result in staff surpluses the procedures under staff surplus shall be adopted.

## **29.5 Employment Protection Provisions**

29.5.1 The intent of the following provisions is to meet the requirements of Part 6A, "Continuity of employment if employer's business restructured" Section 69, subpart 2, of the Employment Relations Act 2000 (as amended by Employment Relations Amendment Act (No 2) 2004, and Schedule 1B, parts 19, 20 and 21 of the same Act. The definitions as contained in Subpart 2 of the Employment Relations Amendment Act (No 2) 2004 shall apply to this clause. These provisions shall only apply so long as a statutory obligation to include them in employment agreements remain in force.

29.5.2 The employer, before undertaking any restructuring, will identify any affected employees (as defined in section 69L (2), and quantify the full cost of their employment. This is for the purpose of advising the prospective employers of the cost of the affected employees' employment by the new employer (as defined in section 69L (1)) should the new employer enter into a restructuring agreement with the employer and all affected employees choose to transfer to the new employer.

29.5.3 The employer will give written notice to all affected employees, and to APEX, of the proposed restructuring, including the work being performed which is part or the whole of the employers' business that the employer is negotiating for restructuring. The notice must be given prior to or at the same time as any request for proposal (or equivalent) is publicly notified.

29.5.4 The employer will give written notice to the new employer before any agreement as to the restructuring is entered into. The notice will include:

- a. A copy of this Agreement.
- b. The terms of paragraphs 19 and 20 of the code of good faith for public health sector, Schedule 1B to the Employment Relations Amendment Act (No 2) 2004, as required by paragraph 21 of the code.

29.5.5 Upon a restructuring agreement being entered into by the new employer with the employer, the employer shall notify the new employer with whom it has entered into the restructuring agreement ("the Contracted New Employer" or "CNE") and each affected employee of the specific following employment details (relating to that affected employee) which shall be transferred to the CNE:

- a Superannuation entitlements.
- b Long service entitlements.

- c. Leave balances except annual leave that is required to be cashed up at the date of transfer.
- d. Any conditions of employment enjoyed by the employee outside this agreement.
- e. Provision for liability cover in the event of a future claim where the event arose during the employee's employment with the employer.

29.5.6 The CNE shall provide offers of employment to the affected employees. The offer of employment must be on the same terms and conditions as applied to the employee immediately before the restructuring took effect.

29.5.7 The CNE shall give the affected employees the opportunity to meet with the CNE during the two weeks following the offer of employment being made to answer any questions the employee has and only for that purpose. The union shall be invited to attend all such meetings.

29.5.8 The employee shall be given a two week period from the date of receipt of the offer of employment to inform the CNE of whether they choose to transfer to the CNE (by accepting the offer of employment) or choose not to transfer to the CNE.

29.5.9 If any employee is unable to respond within the timeframe set out in clause 29.5.8 above, because they are away from the workplace or as a result of some other extenuating circumstance, the employee shall have until such time as is reasonable to respond. For example, should the employee be overseas on holiday, and then the time for response should be two weeks from their return from overseas.

29.5.10 Clause 30 shall apply to any employees who choose not to transfer to the CNE, except that the terms of clause 30.2.1 and the notice period in clause 30.3 shall be regarded as having been met, so that the employer shall not be required to pay compensation for redundancy to the employee as set out in clauses 30.11 and 30.12 of this agreement.

## **30.0 STAFF SURPLUS**

30.1 When as a result of the substantial restructuring of the whole, or any parts, of the employer's operations; either due to the reorganisation, review of work method, change in plant (or like cause), the employer requires a reduction in the number of employees, or, employees can no longer be employed in their current position, at their current grade or work location (i.e. the terms of appointment to their present position), then the options in sub clause 30.5 below shall be invoked and decided on a case by case basis by the employer having due regard to the circumstances of the affected employee.

30.2 Where an employee's employment is being terminated by the employer by reason of the sale or transfer of the whole or part of the employer's business, nothing in this Agreement shall require the employer to pay compensation for redundancy to the employee if:

30.2.1 The person acquiring the business or the part being sold or transferred

- (a) has offered the employee employment in the business or the part being sold or transferred; and
- (b) has agreed to treat service with the employer as if it were service with that person and as if it were continuous; and

30.2.2 The conditions of employment offered to the employee by the person acquiring the business or the part of the business being sold or transferred are the same as, or are no less favourable than, the employee's conditions of employment, including:

- (a) any service related conditions; and
- (b) any conditions relating to redundancy; and
- (c) any conditions relating to superannuation - under the employment being terminated; and

30.2.3 The offer of employment by the person acquiring the business or the part of the business being sold or transferred is an offer to employ the employee in that business or part of the business either:

- (a) in the same capacity as that in which the employee was employed by the employer; or
- (b) in any capacity that the employee is willing to accept.

30.3 Notification - The employer will advise the employee at least six weeks prior to the date that notice is required to be given to the employee whose position is required to be discharged. Notification of a staffing surplus shall be advised to the affected employee. This date may be varied by agreement between the parties. During this period, the employer and the employee will meet to discuss the option most appropriate to the circumstances. Where employees are to be relocated, at least six week's notice shall be given to employees, provided that in any situation, a lesser period of notice may be mutually agreed between the employee and the employer where the circumstance warrant it (and agreement shall not be unreasonably withheld).

30.4 Upon written request the following information shall be made available to the employee representative if nominated:

- (a) the location/s of proposed surplus
- (b) the total number of proposed surplus employees
- (c) the date by which the surplus needs to be discharged
- (d) the positions, grading, names and ages of the affected employees
- (e) availability of alternative positions in the employer.

On request the employee representative will be supplied with relevant additional information where available.

30.5 Options - The following are the options in order of preference to be applied by the employer in staff surplus situations:

- (a) Reconfirmed in position
- (b) Attrition
- (c) Redeployment
- (d) Leave without pay
- (e) Retraining
- (f) Severance.

Option (a) will preclude employees from access to the other options. The aim will be to minimise the use of severance. When severance is included, the provisions in sub clause 31.11 will be applied as a package.

30.6 Reconfirmed in Position - Where a position is to be transferred into a new structure in the same location and grade, where there is one clear candidate for the position, the employee is to be confirmed in it. Where there is more than one clear candidate the position will be advertised with appointment made as per normal appointment procedures.

30.7 Attrition - Attrition means that as people leave their jobs because they retire, resign, transfer, die or are promoted then they may not be replaced. In addition or alternatively, there may be a partial or complete freeze on recruiting new employees or on promotions.



30.8 Redeployment - Employees may be redeployed to a new job at the same or lower salary in the same or new location.

30.8.1 Where the new job is at a lower salary, an equalisation allowance will be paid to preserve the salary of the employee at the rate paid in the old job at the time of redeployment. The salary can be preserved in the following ways by the employer:

- (a) a lump sum to make up for the loss of basic pay for the next two years (this is not abated by any subsequent salary increases); or
- (b) an on-going allowance for two years equivalent to the difference between the present salary and the new salary (this is abated by any subsequent salary increases).

30.8.2 Where the new job is within the same local area and extra travelling costs are involved, actual additional travelling expenses by public transport shall be reimbursed for 12 months.

30.8.3 The redeployment may involve employees undertaking some on-the-job training.

30.9 Leave Without Pay - Special leave without pay may be granted within a defined period without automatic right of re-engagement. This provision does not include parental or sick leave.

30.10 Retraining:

30.10.1 Where a skill shortage is identified, the Employer may offer a surplus employee retraining to meet that skill shortage with financial assistance up to the maintenance of full salary plus appropriate training expenses. It may not be practical to offer retraining to some employees identified as surplus. The Employer needs to make decisions on the basis of cost, the availability of appropriate training schemes and the suitability of individuals for retraining.

30.10.2 If an employee is redeployed to a position which is similar to his or her previous one, any retraining may be minimal, taking the form of "on the job" training such as induction or in-service education. Where an employee is deployed to a new occupation or a dissimilar position the Employer should consider such forms of retraining as in-service education, block courses or night courses at a technical institute, nursing bridging programmes, etc.

30.11 Severance - Payment will be made in accordance with the following:

30.11.1 "Service" for the purposes of this sub clause means total aggregated service with the employing DHB, HHS, CHE, an Area Health Board or Hospital Board and with one or more of the following services:

- (a) Public Service
- (b) Post Office
- (c) New Zealand Railways
- (d) any University in New Zealand
- (e) any Health Centre in any New Zealand Polytechnic and/or College of Education but excludes any service with any of the above Services or with any DHB which has been taken into account for the purposes of calculating any entitlement to a redundancy/severance or similar payment from any of the above services or from any DHB.

- 30.11.2 8.33 per cent of basic salary (TI rate only) for the preceding 12 months, in lieu of notice. This payment shall only be made where the requisite notice cannot be given. Notice that is of a lesser period than required by this document shall require the employer to pay an amount proportionate to the ungiven period of notice. This payment is regardless of length of service; and
- 30.11.3 12 per cent of basic salary (TI rate only) for the preceding 12 months, or part thereof for employees with less than 12 months' service; and
- 30.11.4 4 per cent of basic salary (TI rate only) for the preceding 12 months multiplied by the number of years of service minus one, up to a maximum of 19; and
- 30.11.5 Where the period of total aggregated service is less than 20 years, 0.333 per cent of basic salary (TI rate only) for the preceding 12 months multiplied by the number of completed months in addition to completed years of service.
- NB: The total amount paid to employees under this provision shall not exceed the basic salary (TI rate only) the employee would have received between their cessation and the date of their compulsory retirement.
- 30.11.6 If the employee has ten or more years' service, the full retiring gratuity as set out in the scale contained in schedule 1 shall be paid.
- 30.11.7 Employees with not less than eight years' service but less than ten years' service, shall be paid two weeks' basic salary (TI rate only).
- 30.11.8 Employees with not less than five years' service but less than eight years' service, shall be paid one week's basic salary (TI rate only).
- 30.11.9 Outstanding annual leave and long service leave may be separately cashed up.
- 30.11.10 Job Search - The Employer should assist surplus staff to find alternative employment by allowing them a reasonable amount of time off work to attend job interviews without loss of pay. This is subject to the Employer being notified of the time and location of the interview before the employee is released to attend it.
- 30.11.11 Counselling - Counselling for affected employees and family will be made available as necessary.

### **31.0 PAYMENT OF WAGES**

- 31.1 All wages shall be paid two weekly (14 day), no later than Thursday.
- 31.2 Each employee shall be supplied with a statement showing details of earnings, allowances and deductions for each pay period.
- 31.3 Wages shall be paid by cheque or direct lodgement at a financial institution to the credit of an account nominated, in writing, by the employee. Such authority may be withdrawn or altered by the employee at any time by application, in writing, specifying the alterations or cancellations required.



31.4 All wages shall be paid on termination in the event of the dismissal of an employee. When an employee leaves of their own accord they shall be paid on the final day of their employment, all monies owing them.

## **PART SIX - OTHER PROVISIONS**

### **32.0 STOPWORK MEETINGS**

- 32.1 Subject to subsections 32.2 to 32.5, the employer shall allow every employee covered by this agreement to attend, on ordinary pay, at least two meetings (each of a maximum of two hours' duration) in each year (being the period beginning on the 1st day of January and ending on the following 31st day of December) with their representatives.
- 32.2 The representative shall give the employer at least 14 days' notice of the date and time of any meeting to which subsection 33.1 is to apply.
- 32.3 The representative shall make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any meeting, including, where appropriate, an arrangement for sufficient employee's members to remain available during the meeting to enable the employer's operation to continue.
- 32.4 Work shall resume as soon as practicable after the meeting, but the employer shall not be obliged to pay any employee for a period greater than two hours in respect of any meeting.
- 32.5 Only employees who actually attend a meeting shall be entitled to pay in respect of that meeting and to that end the representative shall where requested supply the employer with a list of employees who attended and shall advise the employer of the time the meeting finished.

### **33.0 DEDUCTION OF APEX FEES**

The employer shall deduct employee APEX fees from the wages/salaries of employees when authorised in writing by members. The employer will provide APEX, on a quarterly basis, with a list of employees covered by this agreement specifying, also, occupations and workplaces. In each instance where APEX requests the employer to increase the fees deducted, APEX shall provide written confirmation of its legal entitlement to request such an increase.

### **34.0 EMPLOYEE REPRESENTATIVE RIGHT OF ENTRY**

The authorised union representative shall be entitled to enter at all reasonable times upon the premises for the purposes related to:

- the employment of its members,
- and / or the union's business.

### **35.0 EMPLOYMENT RELATIONS EDUCATION LEAVE**

The employer shall grant leave on pay annually for members of APEX to attend courses authorised by APEX to facilitate the employees' education and training as employee representatives in the workplace.

The number of days education leave per annum granted shall be as follows:

- 1- 5 members = 3 days;
- 6-50 members = 5 days;
- 51-280 members = 1 day for every 8 FTE or part thereof;
- Over 281 members = 35 days plus 5 days for every 100 FTE or part thereof that exceeds 280.

### **36.0 PERSONAL GRIEVANCE, DISPUTES & EMPLOYMENT RELATIONSHIP PROBLEMS**

36.1 An “employment relationship problem” includes:

- i) A personal grievance
- ii) A dispute
- iii) Any other problem relating to or arising out of the employment relationship.

36.2 Where an Employment Relationship Problem arises the parties will in the first instance seek to resolve it between the immediately affected parties. Further to this:

- a) The Employee will be provided the opportunity to be represented by their union or other such support person of their choosing at any time during the resolution process.
- b) If the matter is unresolved either party is entitled to seek mediation from the Labour Department or refer the matter to the Employment Relations Authority. (Both mediation and investigation by the Authority are services available for the resolution of employment relationship problems.)

36.3 A “personal grievance” means a claim that you:

- i) have been unjustifiably dismissed; or
- ii) have had your employment, or your conditions of employment, affected to your disadvantage by some unjustifiable action by The employer; or
- iii) have been discriminated against in your employment; or
- iv) have been sexually harassed in your employment; or
- v) have been racially harassed in your employment; or
- vi) have been subjected to duress in relation to union membership.

36.4 If the employment relationship problem is a personal grievance, you must raise the grievance with the employer within a period of 90 days, beginning with the date on which the action alleged to amount to a personal grievance, occurred or came to your notice, whichever is the latter.

36.5 Where any matter comes before the Authority for determination, the Authority must direct the matter to mediation in the first instance. Where mediation has failed or been deemed inappropriate in the circumstances, the Authority will then have the power to investigate the matter.

36.6 If the employment relationship problem relates to discrimination or sexual harassment, services available for the resolution of the problem include either application to the Authority for the resolution of this grievance or a complaint under the Human Rights Act 1993, but not both.

### **37.0 SAVINGS CLAUSE**

Nothing in this Agreement shall operate so as to reduce the conditions of employment applying to any employee at the date of this Agreement coming into force unless specifically identified and agreed between the parties.

### **38.0 NOTICE PERIOD**

Where the employer or employee wishes to terminate employment, a period of notice of four weeks is required. This period of notice may be varied by mutual agreement.

### **39.0 SUPERANNUATION**

The provisions of the KiwiSaver Act 2006, shall apply.

### **40.0 TERM OF AGREEMENT**

This Agreement shall have a term from 1 October 2013 until the 7th day of October 2015.

Dated this      th day of December 2013.

<p><i>Dr Deborah Powell</i>  <i>Authorised Representative of APEX</i></p>	
<p><i>Dr Nick Chamberlain</i>  <i>Chief Executive Officer</i>  <i>Northland District Health Board</i></p>	<p><i>Dr Dale Bramley</i>  <i>Chief Executive Officer</i>  <i>Waitemata District Health Board</i></p>
<p><i>Ailsa Clare</i>  <i>Chief Executive Officer</i>  <i>Auckland District Health Board</i></p>	<p><i>Geraint Martin</i>  <i>Chief Executive Officer</i>  <i>Counties-Manukau District Health Board</i></p>
<p><i>Craig Climo</i>  <i>Chief Executive Officer</i>  <i>Waikato District Health Board</i></p>	<p><i>Phil Cammish</i>  <i>Chief Executive Officer</i>  <i>Bay of Plenty District Health Board</i></p>
<p><i>Ron Dunham</i>  <i>Chief Executive Officer</i>  <i>Lakes District Health Board</i></p>	<p><i>Carole Heatley</i>  <i>Chief Executive Officer</i>  <i>Southern District Health Board</i></p>
<p><i>Jim Green</i>  <i>Chief Executive Officer</i>  <i>Tairāwhiti District Health Board</i></p>	<p><i>Dr Kevin Snee</i>  <i>Chief Executive Officer</i>  <i>Hawkes Bay District Health Board</i></p>
<p><i>Julie Patterson</i>  <i>Chief Executive Officer</i>  <i>Whanganui District Health Board</i></p>	<p><i>Murray Georgel</i>  <i>Chief Executive Officer</i>  <i>MidCentral District Health Board</i></p>

<i>Debbie Chin Acting Chief Executive Officer Capital &amp; Coast District Health Board</i>	<i>Graham Dyer Chief Executive Officer Wairarapa District Health Board</i>
<i>Graham Dyer Chief Executive Officer Hutt Valley District Health Board</i>	<i>Chris Fleming Chief Executive Officer Nelson/Marlborough District Health Board</i>
<i>David Meates Chief Executive Officer West Coast and Canterbury District Health Board</i>	<i>Nigel Trainor Chief Executive Officer South Canterbury District Health Board</i>

## SCHEDULE 1: RETIRING GRATUITIES

To remain as per conditions of employment immediately prior to commencement of this MECA. (The parties agree that this schedule is intended to record DHB retiring gratuity provisions in place prior to the commencement of this MECA). Retiring Gratuity Provisions do not apply to MidCentral, Canterbury, Wairarapa and Hawkes Bay DHBs.

### **GENERALLY APPLICABLE CLAUSES**

3.1 The scale for calculating gratuities referred to below is as follows (unless stated otherwise):

<b>Scale of Maximum Gratuities</b>	
Period of Total Service	Maximum Gratuity
Not less than 10 years and less than 11 years	31 days' pay
Not less than 11 years and less than 12 years	35 days' pay
Not less than 12 years and less than 13 years	39 days' pay
Not less than 13 years and less than 14 years	43 days' pay
Not less than 14 years and less than 15 years	47 days' pay
Not less than 15 years and less than 16 years	51 days' pay
Not less than 16 years and less than 17 years	55 days' pay
Not less than 17 years and less than 18 years	59 days' pay
Not less than 18 years and less than 19 years	63 days' pay
Not less than 19 years and less than 20 years	67 days' pay
Not less than 20 years and less than 21 years	71 days' pay
Not less than 21 years and less than 22 years	75 days' pay
Not less than 22 years and less than 23 years	79 days' pay
Not less than 23 years and less than 24 years	83 days' pay
Not less than 24 years and less than 25 years	87 days' pay
Not less than 25 years and less than 26 years	92 days' pay
Not less than 26 years and less than 27 years	98 days' pay
Not less than 27 years and less than 28 years	104 days' pay
Not less than 28 years and less than 29 years	110 days' pay
Not less than 29 years and less than 30 years	116 days' pay
Not less than 30 years and less than 31 years	123 days' pay
Not less than 31 years and less than 32 years	129 days' pay
Not less than 32 years and less than 33 years	135 days' pay
Not less than 33 years and less than 34 years	141 days' pay
Not less than 34 years and less than 35 years	147 days' pay
Not less than 35 years and less than 36 years	153 days' pay
Not less than 36 years and less than 37 years	159 days' pay
Not less than 37 years and less than 38 years	165 days' pay
Not less than 38 years and less than 39 years	171 days' pay
Not less than 39 years and less than 40 years	177 days' pay
Not less than 40 years	183 days' pay

Note: These are consecutive rather than working days.

3.2 For the purposes of establishing eligibility for a gratuity, total DHB service may be an aggregated, whether this be part-time or whole-time, or a combination of both at different periods. Part-time service is not to be converted to its whole-time equivalent for the purpose of establishing eligibility.

- 3.3 Where part-time service is involved the gratuity should be calculated to reflect this. The number of hours per week employed during the years of service is calculated as a percentage of the number of hours represented by a full week and this percentage is applied to the rate of pay established for gratuity purposes.
- 3.4 Gratuities “shall” (“may” in Counties Manukau, Tairāwhiti, Otago and South Canterbury DHBs) be paid to the partner or if no surviving partner, the dependent child(ren) or the estate of employees who died before retirement or who died after retirement but before receiving a gratuity. Partner is defined as a person with whom a marriage Agreement has been made or who is in a de facto relationship.
- 3.5 The calculation of a gratuity entitlement shall be in accordance with the scale detailed below, provided that the amount of any gratuity previously received in respect of service taken into account in the calculation shall be deducted.
- 3.6 For the purposes of calculating the amount of gratuity which an employer “may” (“shall” in Southland) pay, the rate of pay on retirement shall be the basic rates of salary or wages plus adult allowance, dependants allowance and training allowance.
- 3.7 An employee who is granted leave without pay and who remains in the service of the employer, will, on retirement, have such leave aggregated with other service for gratuity purposes.

**NORTHLAND** **RETIRING GRATUITIES**

- 1.1 Employees retiring who have no less than 10 years’ service with the employer may be paid a Retirement Gratuity within the scale above.
- 1.2 The provisions of this clause will also apply where early retirement is taken by an employee as an alternative to redundancy.

**SOUTH CANTERBURY** **RETIRING GRATUITIES**

- 1.1 The employer may pay a retiring gratuity to staff retiring from the Company who have had no less than 10 years' current continuous.
- 1.2 Service entitlements as at 1 January 2004 that recognise service with other employers shall continue to be recognised while the employee remains in current continuous service with that employer.

- 1.3 The gratuity is based on the following scale:

<b>Current Continuous Service</b>	<b>Maximum Gratuity</b>
Not less than 10 years	31 days
Not less than 11 years and up to 26 years	Additional 4 days for each full year of service in excess of 10 years.
Not less than 26 years and up to 40 years	Additional 6 days for each full year of service in excess of 25 years to a maximum of 40 years.

Note: These are consecutive rather than working days.



## **WAITEMATA**

## **RETIRING GRATUITIES**

- 4.1 The Employer shall pay a retiring gratuity to staff retiring from the DHB who have had no less than 10 years' service with the employing DHB, with that DHB and one or more other DHBs or their predecessors and with one or more of the following services: the Public Service, or any university in New Zealand.
- 4.2 Notwithstanding the above, employees of the DHB employed prior to 24 April 1991 shall continue to have all periods of service recognised prior to that date credited for the purpose of calculating retirement gratuities.
- 4.3 For employees employed after 1 July 1992, only service with Hospital Boards, Area Health Boards, CHEs, HHSs and DHBs shall apply.
- 4.4 Where any employee with more than 10 years' service resigns from the DHB the Employer shall consider the payment of a half gratuity, in exceptional circumstances. Such exceptional circumstances would not usually include resignation to take up other employment.

## **CAPITAL AND COAST**

## **RETIREMENT GRATUITIES**

- 2.1 The employer shall pay a retiring gratuity to employees retiring who have had not less than ten years' service recognised as at 10 August 1994.
- 2.2 For the purposes of establishing eligibility for a gratuity, total service may be aggregated whether this be part-time or whole-time or a combination of both at different periods. Part-time service is not to be converted to its whole-time equivalent for the purpose of establishing eligibility. Where part-time service is involved the gratuity should be calculated to reflect this.
- 2.3 Gratuities shall be paid to the estate of employees who die before retirement or who die after retirement but before receiving a gratuity.
- 2.4 For the purposes of calculating the amount of gratuity which the employer shall pay, the rate of pay on retirement shall be the ordinary rate of pay only.

From 10 August 1994 no further service shall accrue regarding the payment of retiring gratuities.

Employees who currently qualify for a gratuity payment will be advised of their entitlement in writing, with and a copy of the advice being placed on their personal file.

## **AUCKLAND**

## **RETIRING GRATUITIES**

Note: This clause shall apply only to employees employed prior to 3.3.97.

- 5.1 The Employer may pay a retiring gratuity to staff retiring from the ADHB who have had no less than 10 years' service with the employing Company, with that board and one or more other boards and with one or more of the following services: the Public Service, or any university in New Zealand.



- 9.2 The employer shall pay a retiring gratuity to staff retiring from the employer who have had no less than 10 years' service with the NZ Health Service.
- 9.3 Notwithstanding the above, employees of the employer employed prior to 1 June 1995 shall continue to have all periods of service recognised prior to that date credited for the purpose of calculating retirement gratuities.

#### **COUNTIES MANUKAU DHB RETIRING GRATUITIES**

- 10.1 The provisions below will only apply to employees employed prior to 1 June 1995.
- 10.2 The employer may pay a retiring gratuity to staff retiring from CMDHB who have had no less than 10 years' service with the employing company, with that board and one or more other boards and with one or more of the following services: the Public Service, or any university in New Zealand.
- 10.3 Notwithstanding the above, employees of CMDHB employed prior to 24 April 1991 shall continue to have all periods of service recognised prior to that date credited for the purpose of calculating retirement gratuities.
- 10.4 For employees employed after 1 July 1992, only service with Hospital Boards and Area Health Boards or CHE's shall apply.

#### **HUTT VALLEY DHB RETIRING GRATUITIES**

Staff who have completed ten (10) or more years' current continuous service with the Wellington Hospital Board, the Wellington Area Health Board and Hutt Valley District Health Board Corporation and who, as at the date of the previous applicable collective employment Agreement (HVDHB Corporation Ltd. Medical Radiation Technologists CEC, 21 August 1995 – 21 August 1997) coming into effect, had a retiring gratuity payment due to them as at the commencement date of the previous applicable collective employment Agreement, will have their number of days of retiring gratuity entitlement identified and will be advised the value.

The entitlement, which at the commencement of the previous applicable collective employment Agreement (HVDHB Corporation Ltd. Medical radiation Technologists CEC, 21 August 1995 – 21 August 1997) was assessed and frozen, will be paid if the employee can prove to the satisfaction of the Board that it is their intention to retire permanently from paid employment. The payment is also subject to the satisfactory performance of the employee.”

Staff with less than ten (10) years' service will not be entitled to any gratuity on cessation of service.

#### **TAIRAWHITI DHB RETIRING GRATUITIES**

The employer may pay a retiring gratuity to an employee employed by the employer prior to 1 October 1993 and who is retiring from the employment of the employer where that employee has had not less than 10 year's service with the employer.

For the purposes of establishing a gratuity, total service may be aggregated, whether this be part-time or whole time, or a combination of both at different periods. Part-time service is not to be converted to its whole-time equivalent for the purpose of establishing eligibility.

The definition of service for the purpose of gratuities for an employee engaged prior to 1<sup>st</sup> October 1993 shall include all periods of employment with the following services or organizations: Health service (Hospital Boards, Area Health Boards and Health Service Personnel Commission).

- i) Service with one or more of the above organisations, which is continuous with current employment in the health service may be credited provided the total period of service is continuous, i.e. broken by an interval of no more than one month.
- ii) Periods of service which are:
  - a. With the health service and of at least 6 months duration; or
  - b. With one or more other organizations listed above, and of at least two years duration; may be credited, provided the service ended within five years of the date of current appointment to the health service.
- iii) Service which has been recognized in a previous period of employment must be reconsidered in the new period of employment and meeting the provisions outlined in i) and ii) above.
- iv) Extended leave without pay at the end of a period of service which ends in a resignation or in termination of services is excluded from previous service for crediting, i.e. the effective date for deciding service is the last day actually on pay. Provided further that the employee is recruited directly into the health service or other approved organization within one month of ceasing previous employment and subsequent service is continuous, i.e. broken by an interval of no more than one month in each case.

For employees employed after 1<sup>st</sup> October 1993 the employer may pay a retiring gratuity to staff retiring from Tairāwhiti District Health who have had no less than 10 years of current continuous service with Tairāwhiti District Health.

Employees employed after 1<sup>st</sup> September 1998 shall not be eligible for a gratuity.

For the purposes of calculating the amount of gratuity the rate of pay on retirement shall be the basic rate of salary.

## **OTAGO DHB RETIRING GRATUITIES**

This provision shall only apply to employees who were employed by Otago District Health Board on 1 April 2004.

The employer may pay a retiring gratuity to staff retiring who have had no less than 10 years' service with the employer, and any Area Health Board and with one or more of the following services: the Public Service, or any university in New Zealand.

Notwithstanding the above, employees of an area health board employed prior to 24 April 1991 shall continue to have all periods of service recognised prior to that date credited for the purpose of calculating retirement gratuities.

Notwithstanding the above, for employees who commenced employment with the Otago Area Health Board after 9 November 1992 service shall be deemed to comprise all periods of employment with the Otago Area Health Board and HealthCare Otago.

For the purposes of the scale for calculation of gratuities, a "day" is the equivalent to the number of hours worked a fortnight divided by 10. The parties acknowledge that, in terms of Section 30A of the Human Rights Act 1993, HealthCare Otago took into consideration the employee's age in determining the eligibility of entitlement for a retiring gratuity. The parties further acknowledge that clause 12 (Retiring Gratuities) was a term of the HealthCare Otago MRT CEC in force on 01 February 1999.



## SCHEDULE 2: CURRENT DHB BY DHB PROVISIONS

### WAIRARAPA DHB

**Child Care Support (This clause shall not apply to employees employed after 12 January 2012).**

- (a) Where an employee who is entitled to parental leave of up to 12 months returns to duty, before or at the expiration of extended leave, that employee qualifies for a childcare support payment.
- (b) Application for the childcare support payment must be made within two weeks of return from parental leave.
- (c) Where an application for the childcare support payment has been lodged and processed, a payment of \$200 per fortnight shall be paid in addition to the normal fortnightly payment.
- (d) The payment shall continue to be paid fortnightly until such time as the total amount paid reaches the equivalent of 30 working days pay of the individual's base salary (pro rata for part time staff).
- (e) If both partners are employed by the employer and are eligible for the payment then they are entitled to only one payment. The employees will indicate who will receive this payment.

#### **Maximum Consecutive Days**

An employee shall not be required to be on duty for more than 7 consecutive days unless otherwise mutually agreed and will be entitled to 2 periods of 24 hours off duty each week unless otherwise mutually agreed.

### WEST COAST DHB

#### **1 Roster Frequency Allowance – Grey Base Hospital**

The Employer shall pay an employee on a roster an annual availability allowance calculated on the following basis:

<b>Frequency of Roster</b>	<b>Payment</b>
One in Two	\$2,229
One in three	\$3,901

Note: the above annual availability allowance payment shall be paid pro rata as a weekly allowance when applicable. Any payment to a Part-time employee shall be paid as a pro rata payment.

#### **2.0 Meal/Telephone Provisions**

##### **Westport Only**

A shift worker works a qualifying shift (reference clause 7 below) of seven hours or more and who is required to work more than one hour beyond the end of the shift (excluding any break for a meal) shall be provided with a meal.

##### **Greymouth/Westport**

**Westport** - Telephone Allowance: - The Employer shall pay an annual allowance of \$446 per annum in recognition of line rental costs for employees participating on the on call roster



**Greymouth – Telephone /Meal Allowance –** The employer shall pay an annual allowance of \$891 per annum in recognition of telephone line rental costs for those employees participating in the on-call roster and for employees to purchase their own meals in the case of those employees who are required to work more than one hour beyond their normal rostered shift.

### **3.0 Transport for Call Outs**

A pool vehicle is to be available to employees who are on-call. The vehicle will be available from 5pm and is to be returned by 8 am the following morning, or, when working weekend on-call, Monday morning at 8 am. The vehicle is to be used for on-call purposes only and is not intended for personal use under any circumstances. Staff who wish to use the pool vehicle are required to furnish the employer with a letter confirming that they do own their own vehicle, in compliance with fringe benefit tax legislation. This provision shall apply subject to prior approval being obtained from the Charge MRT.

### **4.0 Public Holidays**

In addition to all other provisions of this CA, the employee will be entitled to 1 day each year as a company holiday on a day not being a public holiday, a Saturday or a Sunday. When an employee becomes entitled to additional annual leave after 5 years' service, they shall not receive the additional 1 day as provided for under this clause.

### **5.0 Footwear**

5.1 Where the employer specifies that a medical radiation technologist is to wear a particular type of duty shoe, two pairs shall be supplied free of charge to every whole time medical radiation technologist or an allowance of ( \$150 from 1 July 2006) per annum shall be paid in lieu.

5.2 Where duty shoes are specified, six pairs of duty; socks, stockings or pantyhose shall be supplied free of charge or an allowance of (\$36.93 from 1 July 2006) per annum shall be paid in lieu.

5.3 In the case of a medical radiation technologist who is employed part time, a proportionate part of those allowances shall be paid as applicable.

### **6.0 Leave to attend meeting of statutory boards and committees**

6.1 the employer shall grant leave on full pay to employees attending meetings of boards or committees covered by the department of health provided that:

6.1.1 the appointment to the board or committee is by ministerial appointment

6.1.2 any remuneration received for the period that paid leave was granted shall be paid to the employer.

**7.0 Shift work :** Should the need arise for shifts (outside of the current hours of work) to be worked, the parties agree to commence negotiations for payment of such. Existing employees would work these shifts by mutual agreement.

### **8.0 Health And Safety**

8.1 The employer shall comply with the provisions of the Health And Safety in Employment Act 1992 concerning safety ,health and welfare matters.

8.2 The parties to this agreement agree that employers should be adequately protected from any safety and health hazard arising in the workplace. All reasonable precautions for the health and safety of employees shall be taken.

8.3 It shall be the responsibility of the employer to ensure that the workplace meets required standards and the adequate and sufficient safety equipment is provided.



- 8.4 It shall be the responsibility of the every employee covered by this agreement to work safely and to report any hazards, accidents or injuries immediately to his/her supervisor.
- 8.5 It is a condition of employment that safety equipment and clothing required by the employer to be worn or used by the employee must be worn or used and that safe working practices must be observed at all times.
- 8.6 As soon as practicable after commencing work the worker shall be advised of safety procedures peculiar to the hospital environment with particular attention to health hazards likely to be met in his/her day to day work.
- 8.7 The ventilation in the department in general and more specifically the automatic processor shall be tested periodically (at least annually) or more frequently if it is considered there is a problem with inadequate ventilation. If a problem is identified steps to resolve this shall be undertaken as soon as practicable.
- 8.8 The MRT health shall be monitored on regular basis (at least annually) with lung function and liver function tests.
- 9.0 Maximum Consecutive Days**  
Where practicable, ordinary days of work shall be worked on not more than 5 successive days each week except that in no circumstances are employees to work on more than 7 successive days at any one time.

## **Lakes DHB**

Staff attending scheduled and approved Radiographer Team Meetings on their rostered day off are to be paid at ordinary time.

If there is any planned significant increase in volumes, e.g. new contracts, then the FTE and number of procedures will be reviewed by the parties.

From 5.00 pm Saturday to Midnight Sunday Monday penal rates shall be paid at T1 in addition to the normal hourly rate.

### **Maximum Consecutive Days**

Where practicable, ordinary days of work shall be worked on not more than 5 successive days each week except that in no circumstances are employees to work on more than 7 successive days at any one time.

## **Tairawhiti DHB**

Employees appointed to the position of Quality Manager (excluding those in a unit or area charge position) shall receive an allowance of \$2,500 PA pro rata in relation to FTE.

### **Maximum Consecutive Days**

Where practicable, ordinary days of work shall be worked on not more than 5 successive days each week except that in no circumstances are employees to work on more than 7 successive days at any one time.

## **Hutt Valley DHB**

### **Superannuation**

The Employer shall continue to meet Employer contributions to subsidised superannuation scheme(s) for any Employee who is a contributor to a superannuation scheme subsidised by Hutt Valley DHB as 4<sup>th</sup> August 1999.

### **Duties of Employees**

Duties of Employees shall include any work which may be required of them in connection with the Employer's business and for which employees have the requisite skills, training and experience or where employees can acquire same within a reasonable period.

Employees shall accurately record starting and finishing times, meal intervals, details of work carried out and maintain other records as required.

### **Maximum Consecutive Days**

An employee shall not be required to be on duty for more than 7 consecutive days unless otherwise mutually agreed and will be entitled to 2 periods of 24 hours off duty each week unless otherwise mutually agreed.

## **Waikato DHB**

- 2.1 The revised heads of agreement dated 1/7/2002 continues to apply as part of this collective agreement.
- 2.2 An employee unable to take a meal after five hours' duty shall be paid at time-half rate in addition to normal salary from the expiry of five hours until the time when a meal can be taken. Except that on Saturdays, Sundays and Public Holidays an employee shall be paid at time three quarters (T $\frac{3}{4}$ ) in addition to normal salary.
- 2.3 No roster shall contain breaks between duties of less than 9 consecutive hours. If the actual break between worked duties is less than 9 overtime rates shall apply. Where an employee takes rostered time off to get this break they shall be paid at T1 rate for the time they are rostered to work.

## **MidCentral DHB**

- 3.1 **Educational Expenses** - Where an employee is undertaking, at the requirement of the employer, studies towards qualifications relevant to their work, the employer will reimburse all actual and reasonable expenses incurred including course fees, travel and accommodation.

## **Hawkes Bay DHB**

- 4.1 Alternatively, those employees who elect to work a rostered shift covering 0000 Monday to 0700 Friday, the midnight to 7.00 am shift, shall be paid a shift allowance of \$45.00 per shift.
- 4.2 For those employees taking part in this 0000 to 0700 roster, such payments set out in the night rate clause of the Agreement will not apply.

- 4.3 This roster will only commence when seven staff are available to work it on a no more than one in six rotation.
- 4.4 With the normal staff complement of no less than seven, annual leave will be self-covered. Unexpected/additional leave will be covered by the on call provisions.
- 4.5 Current employees who volunteer to become part of the night shift roster will register their intent by signing a change to their hours of work, that will remain in place for a five year period. On the completion of the five years the employee may elect to no longer be part of the night shift roster at any time. This clause will not include those current employees who have already signed an agreement to work the nightshift as part of their terms and conditions.
- 4.6 The current evening shift, 1630 to 2400, shall incur a shift allowance of \$20.00 for each shift once clause 4.5 is operational.

## **Nelson Marlborough DHB**

- 5.1 Employees who fully participate in the on-call roster will receive two days annual leave in addition to 15.1 above. An additional two days annual leave will be granted to staff required to participate in shift work in accordance with clause 5.7. All leave will be on a pro-rata basis for part time employees. This clause shall cease to have effect from 1 December 2008.

## **Northland DHB**

- 6.1 The Radiology Manager or designated deputy, after consultation with affected employees, will advise the employer when an extended absence (other than scheduled leave) will create an unreasonable or unsafe workload. Where the employment of locum staff is not feasible then alternative arrangements will be made and/or appropriate compensation for increased workload will be negotiated with the employees affected, provided that the increased compensation shall not exceed the amount that would have been paid if an extended absence had not occurred.
- 6.2 Northland shall make a contribution toward the phone line rental based on the number of rostered on-call shifts employees are required to do. This is to be done by way of the staff claiming via their timesheet.
- On call 1 in 5 or less frequently (e.g. 1 in 6) 20% of annual rental shall be reimbursed
  - On Call 1 in 4 25% of annual rental shall be reimbursed
  - On Call 1 in 3 or more frequently (e.g. 1 in 2) 50% of annual rental shall be reimbursed.

## **Whanganui DHB**

- 7.1 Accident leave in addition to clause 22 of the agreement, if the accident is accepted by the Employer as a work-related accident the employee will be placed on accident leave for the first week and paid at the basic rate of salary. This does not affect any sick leave entitlement. Should the period of absence on accident leave be longer than the first week, the employee may apply to have any shortfall in the basic salary paid as earnings

compensation paid by the employer and debited to sick leave entitlement. Approval is at the sole discretion of the employer.

## **Canterbury DHB**

### **Maximum Consecutive Days**

An employee shall not be required to be on duty for more than 7 consecutive days unless otherwise mutually agreed and will be entitled to 2 periods of 24 hours off duty each week unless otherwise mutually agreed.

### **Schedule One of the CDHB Clinical Support Services Collective Agreement (1 January 2002 – 31 December 2003)**

The following provisions shall continue to apply to those Employees who had previous grand parenting arrangements as referred to in Clause 3.3 (of the previous CDHB Clinical Support Services Collective Agreement) whilst they remain currently continuously employed with the Employer. They take the place of those previously held on payroll files.

#### **1. For those Employees previously covered by the Area Health Boards' Medical Radiation Technologists' in the Whole of New Zealand Award which expired on 23 June 1992:**

##### **Service**

Where the Agreement provides a benefit by way of length of service (e.g. long service leave), service shall be calculated in accordance with the appropriate definitions in the Area Health Boards' Medical Radiation Technologists' in the Whole of New Zealand Award, which expired on 23 June 1992.

#### **2. For those Employees previously covered by the Allied Health Professionals' Collective Employment Contract (10 May 1993 – 30 June 1994)**

##### **Severance Provisions (if these ever apply)**

The provisions of Clause 27.4 of the Allied Health Professionals' Collective Employment Contract, which expired on 30 June 1994, shall apply in lieu of Clause 30 of the MRT MECA.

##### **Redeployment (if these ever apply)**

As an alternative to the lump sum payment in Clause 25.3.iii of the MRT MECA, the Employee may choose to receive an ongoing equalisation allowance for two years equivalent to the difference between the previous base salary and the new base salary, which allowance is abated by any salary increase.

##### **Service**

Where the MRT MECA provides a benefit by way of length of service (e.g. long service leave), service shall be calculated in accordance with the appropriate definitions in the Allied Health Professionals' Collective Employment Contract, which expired on 30 June 1994.

### **Schedule One of the previous CDHB Clinical Support Services Collective Agreement**

The following provisions shall continue to apply to those Employees who had previous grand parenting arrangements as referred to in Clause 3.3 (of the previous CDHB Clinical

Support Services Collective Agreement) whilst they remain currently continuously employed with the Employer. They take the place of those previously held on payroll files.

**1. For those Employees previously covered by the Area Health Boards' Medical Radiation Technologists' in the Whole of New Zealand Award which expired on 23 June 1992:**

**Service**

Where the Agreement provides a benefit by way of length of service (e.g. long service leave), service shall be calculated in accordance with the appropriate definitions in the Area Health Boards' Medical Radiation Technologists' in the Whole of New Zealand Award, which expired on 23 June 1992.

**Penal**

Where the Employee is regularly required to work and continues to regularly work on a Saturday or Sunday and would have previously been paid under Clause 6(5)(a) and (b) of the Area Health Boards' Medical Radiation Technologists' in the Whole of New Zealand Award, which expired on 28 June 1992, but is now paid under Clause 8 of the MRT MECA, the difference between the old payment rate (previous contract) at penal T2 and the new payment rate (new Agreement) at ordinary time plus weekend duty allowance under the new Agreement shall be paid (grand parented) until the difference reduces and disappears over a period of time.

**2. For those Employees previously covered by the Allied Health Professionals' Collective Employment Contract:**

**Severance Provisions (if these ever apply)**

In accordance with Clause 25.8 of the MRT MECA, the provisions of Clause 27.4 of the Allied Health Professionals' Collective Employment Contract, which expired on 30 June 1994, shall apply in lieu of Clause 25.5 of the MRT MECA.

**Redeployment (if these ever apply)**

As an alternative to the lump sum payment in Clause 25.3.iii of the MRT MECA, the Employee may choose to receive an ongoing equalisation allowance for two years equivalent to the difference between the previous base salary and the new base salary, which allowance is abated by any salary increase.

**Service**

Where the MRT MECA provides a benefit by way of length of service (e.g. long service leave), service shall be calculated in accordance with the appropriate definitions in the Allied Health Professionals' Collective Employment Contract, which expired on 30 June 1994.

**Penal**

Where the Employee is regularly required to work and continues to regularly work on a Saturday or Sunday and would have previously been paid under Clause 7 of the Allied Health Professionals' Collective Contract, which expired on 30 June 1994, but is now paid under Clause 8 of the MRT MECA, the difference between the old payment rate (previous contract) at penal T2 and the new payment rate (new Agreement) at ordinary time plus weekend duty allowance under the new Agreements shall be paid (grand parented) until the difference reduces and disappears over a period of time.

## **Southern DHB**

### **Ex Otago DHB**

- (a) The parties agree to convene from time to time as required a joint working group to consider and recommend criteria to the employer for the granting of Certificates of Proficiency, such criteria to be specific to the different work specialty areas with Otago DHB that this Agreement covers.
- (b) Employees who gain a ODHB Certificate of Proficiency will be paid an annual lump sum of \$500 (net). Otago District Health Board will pay up to 65% of the cost towards training (up to a maximum of \$950) for MRT's who undertake external courses of proficiency.

Only one Certificate of Proficiency will be recognised for payment per employee in any one year (01 July to 30 June). Despite this, an employee may hold more than one Certificate.

Each ODHB Certificate of Proficiency will be current for a two year period.

- (c) For MRT's who complete the NZIMRT Certificate of Proficiency in Mammography or another mammography training programme recognised by the NZIMRT, the employer will pay up to 65% of the costs towards training (up to a maximum of \$950).

#### **Mammography**

A daily incidentals reimbursing allowance of \$50 shall be paid to each employee working in the mobile screening unit when there is no overnight stay required. This figure is non taxable and linked to wage increases. Receipts are not required.

#### **Maximum Consecutive Days**

An employee shall not be required to be on duty for more than 7 consecutive days unless otherwise mutually agreed and will be entitled to 2 periods of 24 hours off duty each week unless otherwise mutually agreed.

### **Ex Southland DHB**

#### **Qualification Allowance**

An employee will be paid a one off payment of \$400 on achievement of a Certificate Level Post Graduate Qualification, which has a benefit to the Medical Imaging Service. Only employees employed at the 22 April 2005 qualify for this payment.

#### **Maximum Consecutive Days**

An employee shall not be required to be on duty for more than 7 consecutive days unless otherwise mutually agreed and will be entitled to 2 periods of 24 hours off duty each week unless otherwise mutually agreed.

## **Counties Manukau DHB**

#### **Maximum Consecutive Days**

Ordinary hours of work shall be worked on not more than 7 consecutive days with 2 days off per each week.

## **Bay of Plenty DHB**

### **Tauranga Hospital; Maximum Consecutive Days**

For those employees who commenced work prior to 23/1/1995, the following provisions shall apply: Where practicable, ordinary days of work shall be worked on not more than 5 consecutive days each week with a maximum number of consecutive duties to be 7 (and up to 10 by agreement).

By mutual agreement, for those employees who commenced work after 23/1/1995, where the ordinary hours are 40, the following provisions apply: Where practicable ordinary days of work shall be worked on 5 consecutive days with the maximum number of consecutive duties to be 7 – extendable to 10 by mutual agreement.

### **Whakatane Hospital: Maximum Consecutive Days**

Generally no more than 5 consecutive periods of duty may be worked at a time, however to meet service needs up to 7 consecutive periods of duty may be worked. When 7 consecutive periods are worked these shall be followed by no less than 2 consecutive days off.

## **South Canterbury DHB**

### **Maximum Consecutive Days**

An employee shall not be required to be on duty for more than 7 consecutive days unless otherwise mutually agreed and will be entitled to 2 periods of 24 hours off duty each week unless otherwise mutually agreed.

## **Waitemata DHB**

- 1.1 Where an employee is incapacitated as a result of a work accident, and that employee is on earnings related compensation, then the employer agrees to supplement the employee's compensation by 20% of base pay rate during the period of incapacitation. This leave shall be taken as a charge Accident Leave.
- 1.2 Night duty rosters shall:
  - (a) ensure that no employee shall be required to work more than three consecutive nights, unless by agreement;
  - (b) provide for clear day/s off following night duties, i.e.: the rostered day off is not the sleep day.
- 1.3 A break of at least twelve (12) continuous hours will be provided wherever possible between any two periods of duty of a full shift or more.
- 1.4 The employer is committed to safe staffing levels and appropriate skill mix. There shall be regular monitoring and any identified staffing deficiencies shall be addressed.
- 1.5 In recognition of the importance of continuing professional development the employer shall refund 100% of training courses on their successful completion. Participation in any such training shall be subject to the prior approval of the appropriate manager.



## SCHEDULE THREE: CURRENT SICK LEAVE PROVISIONS

### GENERALLY APPLICABLE PROVISIONS:

- 10.1 **Discretionary Powers of Employer To Grant Leave In Excess Of The Above Prescribed Limits**
- (a) Where an employee is incapacitated by sickness or injury arising out of and in the course of employment, salary may be paid at the discretion of the Employer.
  - (b) In special cases the Employer may allow an employee to anticipate up to 5 days sick leave.
  - (c) Where an employee is suffering from an illness which could have a detrimental effect on the patients in the employer's care, the Employer may, at their discretion, either:
    - (i) Place the employee on suitable alternative duties.
    - (ii) Direct the employee to take leave on payment at base rates (TI only) for not more than eight days in any one year, in addition to the normal entitlement to sick leave.
- 10.2 **Incapacitated Dependents**
- (a) The Employer may grant an employee leave on pay as a charge against sick leave entitlement when the employee must attend a person who through illness/injury becomes dependent on the employee. This person would in most cases be the employee's child or partner but may be another member of the employee's family or household.
  - (b) The production of a medical certificate or other evidence of illness may be required.
- 10.3 **Sick Leave In Relation To Annual & Long Service Leave**
- (a) When sickness occurs during annual or Long Service Leave the Employer shall permit the period of sickness to be debited against sick leave entitlement, except where the sickness occurs during leave following resignation, provided:
    - (i) The period of sickness is more than three days.
    - (ii) A medical certificate is produced, showing the nature and duration of the illness.
  - (b) In cases where the period of sickness extended beyond the approved of annual or Long Service Leave, approval shall also be given to debiting the portion which occurred within the annual or Long Service Leave period against sick leave entitlement if the total continuous period of sickness exceeds three days.
- 10.4 **Debiting Sick Leave**
- Sick leave is to be debited to an hour for hour basis except that absences of less than 2 hours shall not be debited against sick leave.
- 10.5 **Leave Without Pay In Relation To Sick Leave Entitlements**
- An employee who is granted leave without pay and who remains in the service of a District Health Board, will have such leave included in determining sick leave entitlement.
- 10.6 **Sick Leave For Part-Time Employees**
- Any specified entitlement to sick leave shall be pro-rated for part-time employees except that a part-time employee shall receive an entitlement to no less than five (working) days paid sick leave for the first twelve months of their employment and a minimum of five additional working days for each subsequent 12 month period.

**1.7 Specified Sick Leave**

- a) All District Health Boards that provide for a specified annual entitlement of sick leave that is less than 10 days per annum shall increase their allocation to 10 days per annum.
- b) Any increase will take effect for employees for allocations of sick leave as from the date of implementation of clause 10.6 above.

**1.8 Sick Leave For Casual Employees -**

Where a casual employee is unable to attend work as arranged due to sickness then the employee shall be paid the hours they would have worked.

**SOUTHERN, SOUTH CANTERBURY AND CANTERBURY DISTRICT HEALTH BOARDS SICK LEAVE**

- 1.1 Upon commencement an employee is entitled to five days paid sick leave. After six months current continuous service an employee is entitled to an additional five days paid sick leave. After 12 months current continuous service an employee is entitled to 10 days paid sick leave per annum. Sick leave will be paid in accordance with the Holidays Act 2003, and taken in accordance with the provisions set out below. Unused sick leave may accumulate up to 90 days.

Note: Those employees, who have in excess of 90 days sick leave accumulated as at 1 January 2004, will retain their leave until such time that it falls below the 90 days.

- 1.2 An employee may use sick leave where the employee is sick or injured or the employee's spouse or dependent is sick or injured and requires the employee to care for them.
- 1.3 Notice shall be given to the Employer as soon as possible of absence due to sick/domestic leave, and where at all possible before the Employee is due to commence work. Notice of return to work shall be given to the Employer as soon as possible in order to facilitate rostering.
- 1.4 The Employer is able to require a claim for leave to be supported by a medical certificate where absence exceeds three days. Where such a request is made the Employee shall provide the medical certificate to the Employer as soon as possible. The Employer is also able to request a medical certificate on an individual basis (not as a blanket policy) in circumstances where an employee claims sick leave for an absence of five days or less in excess of the entitlement under the Holidays Act 2003.
- 1.5 Where the Employee is suffering from a minor illness (as defined in the Employer's policies and procedures) which could have a detrimental effect on patients in her/his care, the Employer may either:
  - a) Place the Employee on suitable alternative duties; or
  - b) direct the Employee to take paid sick leave for not more than eight working days in any one year, in addition to the normal entitlement to sick leave.

**HUTT VALLEY DHB SICK LEAVE**

Where the absence is due to sickness the following provisions, will apply.

- 1.2 The availability of sick leave in terms of this Clause relies on mutual trust between the Employer and Employees and their colleagues, and the belief that, if ill, staff should be allowed to recover from any incapacity without fear of immediate termination of employment or loss of pay.

However, any employee who is found to be abusing this trust by taking time off for illness when not ill will be regarded as having committed serious misconduct and may be summarily dismissed.

- 1.3 During the first six (6) months of service an Employee shall be entitled to ten (10) days' sick leave on pay.
- 1.4 After completing six (6) months' continuous service an Employee if ill is able to take such time off work on pay as is necessary to recover from the illness and return to work.
- 1.5 An Employee who is absent for reasons of ill health for a period of three (3) days or more shall, if so required, supply a medical certificate to the Manager setting out the nature of the illness and the date by which the Employee may be expected to return to work.
- 1.6 If the absence is long term in nature and work related the Employee shall be entitled to full ordinary pay for up to six (6) months. The Manager may approve a second period of six (6) months or longer on full pay.

If the absence is not work related the Manager may reduce the Employees pay to half ordinary pay after the first three (3) months.

Throughout the period of absence the Employer may make periodic checks on progress of recovery or rehabilitation. If after three (3) months' absence a medical certificate indicates that an Employee is unlikely to return to normal work within a further three (3) months', redeployment will be considered. Employment may be terminated if the Employee is unable to return to work at the six (6) month point.

- 1.7 The Employer shall have the right in exceptional circumstances to request the Employee to visit a registered medical practitioner nominated by and at the expense of the Employer.

## **2. Injury**

- 2.1 The provisions of the Accident Insurance Act 1998 or any amendment or Act passed in substitution for this Act shall apply.
- 2.2 Where the absence from work as a result of an injury (work or non-work or motor vehicle) accident the Employee must provide copies of the claim for cover and expenses, initial medical certificate and any further medical certificates.
- 2.3 Employees must report any work accident and any resulting injury to their Manager, and complete the necessary documentation as soon as possible after the event.
- 2.4 Employees requiring treatment as a result of an accident or emergency during a period of duty shall be entitled to free emergency treatment provided by the Employer through a nominated registered medical practitioner or other health care provider as approved by the Employer.
- 2.5 Where absence from work is due to injury arising from a work related injury or motor vehicle accident the Employer shall:

- a) Make up the balance of pay between full ordinary pay and the 80% of earnings-related-compensation covered by the employer's workers compensation insurer. The duration of the makeup payment will be subject to active compliance with Hutt Valley DHB's rehabilitation programme that has been mutually agreed between the parties.
  - b) Make up any difference between the amount accepted by the employer's workers compensation insurer and the fee paid by the Employee for treatment in relation to the accident where that course of treatment has been approved by Hutt Valley DHB.
- 2.6 Where absence from work is due to injury arising from a non-work related injury the Employer shall make up the balance of pay between full ordinary pay and the 80% of earnings-related-compensation covered by the employer's workers compensation insurer. The duration of the makeup payment will be subject to active compliance with Hutt Valley DHB's rehabilitation programme as mutually agreed between the parties, and will be for a maximum of 3 months.

**WEST COAST                      SICK LEAVE**

- 1.1 Where an employee is granted sick leave they shall be paid their relevant daily pay. Sick leave shall be reckoned in working days.
  - 1.2 The length of service for the purpose of this clause means the aggregate period of service whether continuous or intermittent in the employ of the NZ Health Service. The existing qualifying service of employees who were employed by the Company before 1 June 1995 will not be effected by the coming into effect of this clause while they remain employed by the employer.
  - 1.3 Sick leave shall be ten working days per annum. Sick leave shall accumulate to a maximum total of 260 working days by carrying forward from one year to another any unused sick leave of up to 251 working days.
- The transition arrangement for the new calculation shall be: the existing unused total times five and divided by 7.
- 1.4 Clause 10.4, 10.7 and 10.2 of this schedule shall apply.
  - 1.5 **Sickness at Home.**
    - 1.5.1 The employer may grant an employee leave on pay as a charge against sick leave entitlement when the employee must stay at home to attend to a member of the household who through illness becomes dependent on the employee. This person would in most cases be the employee's child or partner but may be another member of the employee's family or household.
    - 1.5.2 Approval is not to be given for absences during or in connection with the birth of an employee's child. Such a situation should be covered by annual leave or parental leave.
    - 1.5.3 The production of a medical certificate or other evidence of illness may be required where the sickness or injury giving rise to the leave is for a period of three or more consecutive calendar days, or where the employee is taking sick leave that is in excess of their minimum statutory entitlement.
  - 1.6 **Computation of part day absences** - If an employee is absent on sick leave for less than a whole day, sick leave is to be debited as follows:

- (a) Absent for whole morning, 1/2 day's sick leave.
- (b) Absent for whole afternoon - 1/2 day's sick leave.
- (c) Absent for less than two hours during the day - no deduction.
- (d) Absent for two hours and up to six hours during the day - 1/2 day's sick leave.
- (e) Absent over six hours during the day - 1 day's sick leave.

## **WAIRARAPA                      SICK LEAVE**

### **Sickness**

- (a) Where an employee is absent from work due to sickness or injury the provisions of this clause will apply, depending on whether the absence is due to sickness, or work-related injury, or non-work related injury.
- (b) In all cases of absence covered by these provisions the employee shall:
  - (i) provide the appropriate medical certificates as detailed in 1.2(e) and 1.2(g)
  - (ii) following agreement by both parties consult the Consultant in Occupational Medicine engaged by the employer or an agreed medical advisor to assess progress and treatment relating to fitness for work;
  - (iii) agree that the Consultant in Occupational Medicine will have access to the employee's chosen medical practitioner to discuss those aspects of the employee's condition relating to fitness for work; and
  - (iv) participate in an agreed rehabilitation programme which may include undertaking a different role.

### **1.2**

- (a) Where the absence is due to sickness clause 1.2(b) to 1.2(h) applies instead of the provisions for special leave in the Holidays Act 2003.
- (b) The availability of sick leave in terms of this clause relies on mutual trust between the employer and employees and their colleagues, and the belief that, if ill, staff should be allowed to recover from any incapacity without fear of immediate termination of employment or loss of pay.
- (c) During the first six months of service, an employee shall be entitled to ten days sick leave on pay.
- (d) After completing six months continuous service an employee, if ill, is able to take such time off work on pay as is necessary to recover from the illness and return to work.
- (e) An employee who is absent for reasons of illness or ill health for a period of three days or more shall, if so required, supply a medical certificate to the manager setting out the date by which the employee may be expected to return to work.
- (f) If the absence is long term in nature, the employee shall be entitled to full ordinary pay for up to six months.
- (g) Throughout the period of absence, the employer may make periodic checks on progress of recovery or rehabilitation. If after three months' absence a medical certificate indicates that an employee is unlikely to return to normal work within a further three (3) months' time, redeployment will be considered. Employment may be terminated if the employee is unable to return to work at the 6-month point.

- (h) The employer shall have the right in exceptional circumstances to request the employee to visit a registered medical practitioner for a second opinion at the expense of the employer.

## **NORTHLAND                      SICK LEAVE**

- 1.1 An employee shall, on appointment, be entitled to 10 days (75 hours) of sick leave on ordinary pay for absence from work due to sickness in their first year of service.

After 12 months service an employee shall be entitled to an additional 10 days (75 hours) of sick leave on ordinary pay per annum.

This sick leave shall accumulate by carrying forward from one year to another any unused sick leave but shall not exceed an accumulation of 130 days (975 hours) in total.

Subject to 1.3 below, any such leave shall be supported by a medical certificate for all absences in excess of 3 working days/shifts.

- 1.2 The granting of sick leave is conditional upon the employee notifying their employing department of the commencement and anticipated period of absence as soon as possible on the first day of absence.

- 1.3 Where an employee has a consistent pattern of short term sick pay absences, or where those absences are 10 working days/shifts or more in a year, then the employee's situation may be reviewed.

The Review will be conducted by the employee's manager in consultation with the employee and, where represented, the employee's representative or delegate. The focus of the review will be to assist the employee in establishing practical arrangements to recover from sickness or injury, however, the review may:

- (a) require the employee to support all future Sick Pay claims with a medical certificate, and/or
- (b) require the employee to undergo an examination by a medical practitioner nominated by the employer and at the employers expense, and/or
- (c) recommend the employee to the EAP Programme
- (d) restrict or withdraw for a specified period the Sick Pay provisions of this clause, such action being limited to the minimum Special Leave provisions of the Holidays Act 2003.

- 1.4 As at 1 October 2000, each employee shall have continuous eligible service with Northland Health and its predecessors credited for the purpose of calculating accumulated sick leave entitlement and their existing sick leave balance will be carried over.

- 1.5 Sick leave shall be calculated at the employee's ordinary rate of pay (T1) for the number of hours that the employee would have worked on that day.

- 1.6 Where, in the opinion of the Manager, an employee who is fit for normal duties but is suffering from a minor illness which could have a detrimental effect on the patients in Northland Health's care, the Manager may, at their sole discretion:
- a. place the employee on alternative duties, or



- b. if that is not possible, direct the employee to take leave on pay at base rates (T1) only for not more than 5 days in any one year in addition to the normal entitlement to sick leave. This leave is to be notified on timesheets as special leave on pay.

**CAPITAL AND COAST                      SICK LEAVE**

Absence from work due to sickness or injury is covered by the employer’s Wellness Policy. The following is a summary of the provisions in the policy. The policy must be referred to for further details.

- 2.1 When an employee is absent from work due to sickness or injury the following provisions will apply, depending on whether the absence is due to sickness, work-related injury or non work-related injury.
- 2.2 During the first six (6) calendar months of service an employee shall be entitled to a maximum of ten (10) days sick leave on pay
- 2.3 After completing six (6) months continuous service an employee, if ill, is able to take such time off work on pay as is necessary to recover from illness and return to work
- 2.4 An employee who is absent for reasons of ill health beyond three (3) consecutive working days may be required to supply a medical certificate to the manager, setting out the date by which the employee will be expected to return to work. A medical certificate and Health Workforce team review may be requested if there is any suspicion of abuse of the policy.
- 2.5 If absence is long term in nature the employee shall be entitled to full ordinary pay for up to six (6) months, subject to a full review and decision-making process.
- 2.6 The wellness policy may be subject to review and alteration by the employer, after appropriate consultation, provided that any alteration/termination may only occur after the term of this collective agreement. In the event of termination the previous Collective Employment Contract (1 January 2000 to 30 September 2001) sick leave provisions will be reinstated.
- 2.7 Partial absence due to illness or injury not covered by ACC by employees will be recorded in the following way:
 

(a) absence of less than two hours in any one working day	nil
leave	
(b) absence of between two hours and six hours in any one working day	1/2 day
(c) absence of more than six hours in any one working day	1 day
- 2.8 Domestic Leave
  - 2.8.1 Employees may be granted reasonable leave on pay as a charge against sick leave entitlement when the employee must be absent from work to attend to a member of the household who, through illness, becomes dependent on the employee.
  - 2.8.2 A medical certificate may be required in support of a claim for domestic leave.



## **WAITEMATA                      SICK LEAVE**

### 3.1 Conditions:

- (a) On appointment, an employee shall be entitled to five working days sick leave on ordinary pay (TI rate). On completion of each subsequent six months he/she shall be entitled to a further five working days, with a maximum accumulation of 260 working days.
- (b) Production of a medical certificate or other evidence of illness may be required by the Employer.
- (c) Sick leave from previous service shall be credited on appointment provided that the remaining sick leave entitlement is greater than zero.

The length of service means the aggregate period of service, whether continuous or intermittent, in the employment of this DHB and/or with the exception of service with the Government or State Government of another country, service which may be credited for annual leave subject to:

- (i) Production of a certificate of previous service.
- (ii) Debiting of sick leave already granted.

### 3.2 Clause 10.2, 10.3, 10.4, 10.5, 10.6, 10.7 and 10.8 of this schedule shall apply in Waitemata DHB.

## **AUCKLAND                      SICK LEAVE**

### 4.1 After six months' current continuous service with the ADHB, a worker shall be entitled to five working days sick leave at the normal hourly rate. On completion of each subsequent six months, he/she shall be entitled to a further five working days, with a maximum entitlement of 260 working days.

Provided that any Employee employed prior to 3.3.97 shall continue to have all periods of service recognised prior to that date credited for the purposes of sick leave while s/he remains employed by the ADHB.

#### 4.1.1 Where an Employee is incapacitated due to sickness during the first twelve months of employment with the ADHB s/he shall be allowed to anticipate the first twelve months entitlement to sick leave in terms of Clause 4.1 above.

Where an Employee leaves the service of the ADHB without qualifying for sick leave as per Clause 4.1, then an amount equal to the anticipated sick leave that has been taken may be deducted from the Employee's final pay and holiday pay.

#### 4.1.2 The production of a medical certificate or other evidence of illness may be required.

#### 4.2 Clause 10.1, 10.2, 10.4, 10.5, 10.6 and 10.7 of this schedule shall apply.

#### 4.3 Clause 10.3 of this schedule shall apply. In addition, approval is not to be given for absences during or in connection with the birth of an employee's child. Such a situation should be covered by annual leave or paternity leave.

These provisions are agreed to be inclusive of and satisfy the requirements of the Holidays Act 2003 to provide sick leave.

### 5.1 Entitlement

- (a) Where an employee is granted leave of absence on account of sickness or injury not arising out of and in the course of employment (in this clause referred to as "sick leave"), the employee shall be entitled to payment in each 12 month period of ten working days sick leave calculated at the employee's ordinary rate of pay (T1) for the normal number of hours that the employee normally works on that day.
- (b) Sick leave shall accumulate by carrying forward from one year to another any unused sick leave, but shall not exceed 320 days for employees employed before 23 June 1992 and 45 days for employees employed after 23 June 1992.
- (c) For employees employed after 23 June 1992 a medical certificate may be required in support of any claim for sick pay. Where the employer requires a medical certificate, the employer shall where possible advise the employee of the requirement on the first day of absence.
- (d) For employees employed after 23 June 1992 sick leave shall not be paid to any employee in respect of any day on which the employee is not ordinarily required to work or in respect of any statutory holiday taken in substitution thereof.

### 5.2 Computation of part-day absences - If an employee is absent on sick leave for less than a whole day, sick leave is to be debited as follows:

- (a) Absent for whole morning - 1/2 day's sick leave
- (b) Absent for whole afternoon - 1/2 day's sick leave
- (c) Absent for less than two hours during the day - no deduction
- (d) Absent for two hours and up to six hours during the day - 1/2 day's sick leave
- (e) Absent over six hours during the day - 1 day's sick leave.

### 5.3 Discretionary powers of employer to grant leave in excess of the above prescribed limits:

- (a) Employees may apply to their divisional general manager for leave in excess of the above prescribed limits. Each case should be considered on its merits and approval should not be unreasonably withheld.
- (b) Where a whole-time employee is incapacitated by sickness or injury arising out of and in the course of employment, full salary may be paid during incapacity for a period of up to 26 weeks. Any extensions beyond 26 weeks require the approval of the employer. The period for which salary is paid in accordance with the provisions of this sub clause shall not be regarded as sick leave without pay for the purposes of the foregoing provisions of this clause.
- (c) Where an employee is suffering from a minor illness which could have a detrimental effect on the patients in the employer's care, the employer may, at their discretion, either:
  - (i) place the employee on suitable alternative duties; or
  - (ii) direct the employee to take leave on full pay for not more than eight days in any one year, in addition to the normal entitlement to sick leave.
- (d) In special cases, the employer may allow an employee to anticipate sick leave becoming due on completion of a further period of service. Details of dependant

family and whether sick leave has been used for one or more periods of illness or only in intermittent periods of a day or two should be considered

- 5.4 Clause 10.3 of this schedule shall apply. In addition, approval is not to be given for absences during or in connection with the birth of an employee's child. Such a situation should be covered by annual leave or paternity leave.
- 5.5 Clause 10.4 of this schedule shall apply. In addition to this clause annual or long service leave may not be split to allow periods of illness of three days or less to be taken as sick leave.
- 5.6 Clause 10.1, 10.6 and 10.7 of this schedule shall apply

**MIDCENTRAL SICK LEAVE**

- 6.1 Conditions:
  - 6.1.1 Where an employee is granted leave of absence on account of sickness or injury not arising out of and in the course of employment (in this clause referred to as "sick leave"), the employee shall be entitled to payment at ordinary base rates (T1 rate only) according to the scale prescribed in sub clause 6.2.
  - 6.1.2 The length of service for the purposes of the said schedule of entitlement means the aggregate period of service, whether continuous or intermittent, in the employment of a Hospital and Health Service (HHS), and/or service which may be credited continuous service, subject to:
    - (i) production of a certificate of previous service;
    - (ii) the debiting of sick leave already granted.
  - 6.1.3 The total period of sick leave with payment at ordinary base rates (T1 rate only), as set out under the schedule of entitlement, may consist of one or more periods. Sick leave with payment at ordinary base rates (T1 rate only) for each period allowed shall be reckoned in consecutive days (including Saturdays or Sundays, or in the case of rostered employees their rostered days off, that may fall during a period of sick leave). Whole holidays (or substituted succeeding days) falling during a period of sick leave shall not be included in the aggregation of consecutive days sick leave except where employees are granted an additional leave entitlement in lieu of work performed on whole holidays.
- 6.2 The total period of sick leave with payment at ordinary base rates (T1 rate only) to which any employee is entitled shall be computed in respect of the employee's whole length of service.

**Schedule of entitlement -**

Length of Service	Total period of sick leave with full pay during whole length of service
Up to three months' service	7 days
Over three months' and up to six months' service	14 days, inclusive of days previously allowed
Over six months' and up to nine months' service	31 days, inclusive of days previously allowed

Over nine months' and up to five years' service	46 days, inclusive of days previously allowed
Over five years' and up to ten years' service	92 days, inclusive of days previously allowed
Over ten years' and up to 20 years' service	183 days, inclusive of days previously allowed
Over 20 years' and up to 30 years' service	275 days, inclusive of days previously allowed
Over 30 years' service	365 days, inclusive of days previously allowed

- 6.3 Computation of part-day absences - If an employee is absent on sick leave for less than a whole day, sick leave is to be debited on an hourly basis.
- 6.4 Discretionary power of the CEO to grant leave in excess of the above prescribed limits
- 6.4.1 Where a whole-time employee is incapacitated by sickness or injury arising out of and in the course of employment, full salary may be paid during incapacity for a period of up to 26 weeks. Any extensions beyond 26 weeks require the approval of the CEO. The period for which salary is paid in accordance with the provisions of this sub clause shall not be regarded as sick leave with pay for the purposes of the foregoing provisions of this clause.
- 6.4.2 Where an employee is suffering from a minor illness which could have a detrimental effect on the patients in the DHBs care, the employer may, at their discretion, either:
- (i) place the employee on suitable alternative duties; or
  - (ii) direct the employee to take leave on full pay for not more than eight days in any one year, in addition to the normal entitlement to sick leave.
- 6.4.3 In special cases, the CEO may allow an employee to anticipate sick leave becoming due on completion of a further period of service. For example, an employee with 19 years of service who has already used up the entitlement of 183 days on pay may require a further period of sick leave; the CEO may allow the employee to anticipate the whole, or part of, the further 92 days which would normally become due on completion of 20 years' service. Details of dependent family and whether sick leave has been used for one or more periods of illness or only in intermittent periods of a day or two should be considered.
- 6.5 Clause 10.3 of this schedule shall apply. In addition, approval is not to be given for absences during or in connection with the birth of an employee's child. Such a situation should be covered by annual leave or paternity leave.
- 6.6 Clause 10.4 of this schedule shall apply. In addition to this clause annual or long service leave may not be split to allow periods of illness of three days or less to be taken as sick leave.
- 6.7 Sick Leave for Part-Time Employees
- 6.7.1 Part-time employees are entitled to the full sick leave entitlement (in days).







- 8.8 Clause 10.6 and 10.1 of this schedule shall apply.
- 8.9 Computation of part day absences - If an employee is absent on sick leave for less than a whole day, sick leave is to be debited as follows:
- (a) Absent for whole morning, 1/2 day's sick leave.
  - (b) Absent for whole afternoon - 1/2 day's sick leave.
  - (c) Absent for less than two hours during the day - no deduction.
  - (d) Absent for two hours and up to six hours during the day - 1/2 day's sick leave.
  - (e) Absent over six hours during the day - 1 day's sick leave.
- 8.10 Sick leave for part-time employees -
- (a) Part-time employees are entitled to the full sick leave entitlement (in days).
  - (b) When they are absent due to sickness they are to be paid for the hours they would have worked.
  - (c) Their sick leave balance should be reduced by deducting the first working day

## **NELSON MARLBOROUGH SICK LEAVE**

- 9.1 Sick leave is paid leave (with payment at ordinary rates as prescribed in clause 9.3 below) which is available to employees when they are unfit to carry out their normal work due to illness or injury. Sick leave may not be taken at a time when other paid work outside of the employee's employment with the company is being carried out.
- 9.2 Provisions
- 9.2.1 The length of service for the purposes of entitlement to sick leave means the aggregate period of service, whether continuous or intermittent, in the employment of Nelson Marlborough District Health Board Limited and its predecessors, subject to the debiting of sick leave already taken, provided that the existing qualifying service of employees employed by the employer at the commencement of this Collective Agreement is not affected by the coming into effect of this clause.
- 9.2.2 Sick leave with payment at ordinary rates (T1 rate only) for each period allowed shall be reckoned in working days (i.e. exclusive of Saturdays and Sundays, or in the case of rostered employees their rostered days off). Public holidays (or substituted succeeding days) falling during a period of sick leave shall not be included in the calculation of sick leave taken except where employees are granted an additional leave entitlement in lieu of work performed on public holidays.
- 9.2.3 The employee shall ensure that notice is given to the employer on the first day of absence due to illness. A medical certificate may be required by the employer.
- 9.3 **Entitlement to sick leave**
- 9.3.1 For each year of service up to ten working days of sick leave with payment at ordinary rates (T1 rate only) will be allowed.
- 9.3.2 Any period of sick leave not taken during one qualifying year may be added to the next year's entitlement.

- 9.4 **Provisions for Employees Whose Sick Leave Entitlement has previously been calculated in consecutive days**
- 9.4.1 Employees who become a party to this agreement and who have previous service recognised for their sick leave entitlement, shall have any sick leave balance that was previously calculated in consecutive days converted to working days.
- 9.4.2 The conversion shall be made by multiplying the sick leave balance by 5 and dividing it by 7.
- 9.5 Clause 10.3, 10.7, 10.8 10.2 and 10.6 of this schedule shall apply
- 9.6 Clause 10.4 of this schedule shall apply. In addition to this clause annual or long service leave may not be split to allow periods of illness of three days or less to be taken as sick leave.

## **COUNTIES MANUKAU SICK LEAVE**

- 1.1 This provision is inclusive of and not in addition to the sick leave provisions provided by the Holidays Act 2003. The minima provided in law shall not be diminished by the operation of this clause
- 1.2 All employees are eligible for sick pay when absent from work through sickness, for the first week of absence due to a non-work injury covered by the provisions of the Accident Rehabilitation and Compensation Insurance Act 1992 and for absences due to work related injuries.
- 1.3 When managing sick leave, reference shall be made to the appropriate Human Resource Policies, and agreed Sick Leave Review Guidelines.
- 1.4 Sick pay will be at the employee's relevant daily rate of pay for their rostered days of work that fall within the period of absence less any Accident Rehabilitation and Compensation Insurance or any other state benefit the employee may receive as a result of their sickness or injury.
- 1.5 The employer may at their discretion agree to compensate the employee further for the difference between the average earnings (i.e. inclusive of penal earnings) and the amount they would otherwise receive in respect of Accident Rehabilitation and Compensation Insurance where the employees absence from work arises from a work related injury resulting from such incidents as attack by patients/public.
- 1.6 The granting of sick pay is conditional upon the employee notifying their employing department of the commencement and anticipated period of absence as soon as possible on the first day of absence.
- 1.7 Where an employee has a consistent pattern of short term sick leave absences, or where there is concern over the number of days taken, the employee may be required to participate in a review panel.
- 1.7.1 The review panel will be comprised of individuals as per CMDHB sick leave review guidelines. The focus of the review will be to assist the employee in establishing practical arrangements to recover from sickness or injury however the review may:



- (a) require the employee to support all future sick pay claims with a medical certificate, and/or
  - (b) require the employee to undergo an examination by a medical practitioner nominated by the employer at the employer's expense, and/or
  - (c) restrict or withdraw for a specified period the sick pay provisions of this clause, such action being limited Sick Leave provisions of the Holidays Act 2003
  - (d) recommend that the employee attend an Employee Assistance Programme
- 1.7.2 Where an employee becomes incapacitated or disabled through sickness or injury as confirmed by the unanimous opinion of medical practitioners nominated by both the employer and the employee, the employee's situation will be reviewed by the Review Panel and if unable to return to work, the employee's employment may be terminated.
- 1.8 The sick pay provisions of this clause are intended to provide protection for employees in respect of enforced absences due to sickness or injury. They replace provisions in predecessor agreements that enabled employees to accumulate an entitlement as protection against long term absences from work. The spirit of that intention will continue to be reserved by maintaining a record of individual sick leave accumulations at 1 June 1995. That entitlement less the number of days sick pay subsequently taken may on the recommendation of the Review Panel, and with CMDHB's prior approval, be used before implementation of the sub clause (e) (ii) provision above where an employee becomes incapacitated or disabled through sickness or after the first week of absence due to a non-work injury at the rate of one day's sick pay for each week of Accident Rehabilitation and Compensation Insurance compensated absence.
- 1.9 Domestic Leave
- 1.9.1 An employee required to attend to a member of their household who through illness becomes dependent upon them, may be granted sick pay.
- 1.9.2 Where an employee has a consistent pattern of short term Domestic Leave absences on sick pay in any one year, or where these absences total ten working days/shifts or more in a year, then the employees situation may be reviewed under the applicable sub-clauses of this clause. The entitlements of this sub-clause are not intended to be in addition to the Special Leave provisions of the Holidays Act 2003.
- 1.10 Sick Leave in relation to annual and long service leave –  
When sickness occurs during annual or long service leave CMDHB shall permit the period of sickness to be debited against sick pay, except where the sickness occurs during leave following relinquishment of offices, provided:
- The period of sickness is more than three days;
  - A medical certificate is produced, showing the nature and duration of the illness.
- (ii) In cases where the period of sickness extended beyond the approved period of annual or long service leave, approval shall also be given to debiting the portion which occurred within the annual or long service leave period against sick pay if the total continuous period of sickness exceeds three days.
- (iii) Annual or long service leave may not be split to allow periods of illness of three days or less to be taken as sick leave.
- 1.11 Sick leave is to be debited on an hour for hour basis except that absences of less than 2 hours shall not be debited against sick leave.

- 1.12 Casual employees – Casual employees shall be entitled to paid sick leave in accordance with the Holidays Act 2003
- 1.13 Sick leave for part-time employees
- (i) Part time employees are entitled to the full benefits of this clause.
  - (ii) When they are absent due to sickness they are to be paid for the hours they would have worked as required by the Holidays Act 2003.

#### **BAY OF PLENTY DHB SICK LEAVE**

- 1.1 Where an employee is granted leave of absence from duty on account of sickness or non-work related accident he/she shall be entitled to payment for such leave at ordinary (T1) rates.
- 1.2 Where leave of absence is granted on account of work related accidents then payment for such absence shall:
- (a) For the day of the accident and subsequent six days be at the employees ordinary (T1) rate of pay or be based on 80% of the employee's earnings in the week prior to the accident (or such other amount as the Accident Insurance Act 1998 may specify), whichever is the greater.
  - (b) For any absence from the eighth day after the accident be at the employee's ordinary T1 rate of pay or such greater amount as will be recovered/payable from the Insurer.
- 1.3 In the case of accidents, payment is conditional on the employee reporting the accident in accordance with the employers accident reporting requirements, and satisfying all of the requirements under the Accident Insurance Act 1998, and assisting the employer recover earnings related compensation payable by the Insurer.
- 1.4 Sick pay will be for an employee's ordinary rostered days of work that fall within the period of leave granted.
- 1.5 The granting of sick pay is conditional on the employee notifying their employer of their illness, and the likely duration and anticipated return to duty not less than one hour (or as varied by Unit/Service Co-ordinators) before the commencement of their rostered duty or as soon as is reasonably practical.
- 1.6 Where an employee has a consistent pattern of short-term sick leave absences or where the employee's manager is concerned about the employees' sick record, then the employee's situation may be reviewed in accordance with current guidelines.
- (a) The Review Panel shall comprise of the employer, the employee, the employee's representative and the Occupational Health Practitioner. The panel shall consult with the employee and his/her manager before making any decisions. The employee may choose not to have representation.
  - (b) Require the employee to support all future sick pay claims with a medical certificate and/or
  - (c) Require the employee to undergo an examination by a medical practitioner nominated by the employer and at the employers expense, and/or,

- (d) Restrict or withdraw for a specified period the sick pay provisions of this Clause, such action being limited by the Special Leave provisions of the Holidays Act 1991, and/or
  - (e) Recommend that the employee attend an Employee Assistance Programme and/or
  - (f) Other as appropriate.
- 1.7 Domestic Leave
- (a) Employees may be granted leave of absence on ordinary pay (as defined in (2) and (5) above) when an employee must, because of any unforeseen illness or accident, stay at home to attend a member of the employee's household who through illness, or accident has become dependent on the employee provided that:
    - The production of a medical certificate or other evidence of illness, or accident may be required.
  - (b) The same review procedures set out above will apply to Domestic Leave.
- 1.8 Casual employees have no entitlement to sick pay, except to the extent provided by the Holidays Act 2003, except that a casual employee may be granted sick leave if that employee had by prior arrangement been rostered for work on the day they are sick. "Prior arrangement" in this clause means the employee's name and the pre-arranged hours of work have been entered on the published roster prior to the employee becoming ill or incapacitated.
- 1.9 Where an employee is suffering from a minor illness, which could have a detrimental effect on patients or colleagues, Managers may, at their discretion, either:
- (i) Place the employee on suitable alternative duties; or
  - (ii) direct the employee to take leave on payment at base rates (T1 only).
- 1.10 Sick leave in relation to Annual and Long Service and Bereavement Leave
- (i) When sickness occurs during annual or long service or bereavement leave the employer shall permit the period of sickness to be debited against sick leave entitlement, except where the sickness occurs during leave following relinquishment of office, provided:
    - The period of sickness is more than three days;
    - a medical certificate is produced, showing the nature and duration of the illness.
  - (ii) In cases where the period of sickness extended beyond the approved period of annual or long service leave; approval shall also be given to debiting the portion, which occurred within the annual or long service leave period against sick leave entitlement if the total continuous period of sickness exceeds three days.
  - (iii) Annual or long service or bereavement leave may not be split to allow periods of illness of three days or less to be taken as sick leave.

## **LAKES DHB                      SICK LEAVE**

- (1) (a) The general policy is that your normal salary continues when you are absent due to genuine illness or the illness or injury of your partner, a dependent or another member of your family or household. Where the frequency or pattern of absence is regarded as problematic or excessive or where your absence is prolonged or where you do not participate in an employer rehabilitation programme, your employer may

refer the matter to the Review Panel. It is acknowledged that sick leave is a joint responsibility of staff, the employer and the Union.

The Review Panel is outlined in point 2.

- (b) Generally you will not be required to produce a medical certificate for leave due to illness but may be requested to do so. A medical certificate will be required for any absence due to work injury and for any absence of greater than 3 days for personal/non work injury.
- (c) Where your Manager has concerns about your frequency or pattern of absences on sick leave then, after discussion, you may be required to present a medical certificate for such absences in future.

Where the employer has concern's regarding illness or fitness to work, the employer may, at its expense, require an opinion from a doctor nominated by the employer, with due consideration for gender and cultural preferences.

- (d) Please ensure you assist the smooth running of the organisation by making every reasonable effort to advise your Manager well before your normal start time on any day of absence.
- (e) If you suffer a work-related injury the employer has the discretion to pay you the difference between any payments received from ACC and your normal salary.
- (f) Following the Review Panel, the employer may decide not to continue to provide paid leave to you.
- (g) APEX and the employer will work jointly on the current unspecified sick leave system, and put in initiatives to improve the system, using some targets to work towards. Progress will be reviewed with agreed terms of reference after 6 months (from the targets being set).
- (h) These provisions are agreed to be inclusive of and satisfy the requirements of the Holidays Act 2003 to provide for sick leave.
- (i) For employees, the maximum amount of sick leave that can be taken for any one period of absence shall not exceed 10 weeks paid leave with a provision for a further period of up to 16 weeks unpaid leave.

## **(2) Sick Leave Review**

- (a) The Review Panel will comprise two employer representatives (one of whom will be the Health & Safety Advisor, or, in their absence, an HR representative), one APEX staff representative and the appropriate service manager. Participation in the panel by the staff representative will be paid for at ordinary pay.
- (b) Referral of a concern to the Panel will be done via Human Resources. If a matter is referred to the Panel, Human Resources will:
  - (i) arrange the Panel meeting
  - (ii) notify the employee in writing, including invitation to bring support and provide a copy of this clause.

The review will endeavour to assist the employee in establishing practical arrangements to recover from sickness and/or identify the possible issues contributing to the sickness and make recommendations where appropriate.

The panel will:

- (i) explain the concern to the employee
- (ii) ask for explanation
- (iii) consider the explanation and any evidence available
- (iv) make a recommendation to Human Resources.

- (c) Where the review panel finds that the employee is required to have time off for a period of greater than the 10 weeks and it is unlikely that the employee will after the 26 week period be able to return to their normal duties as set out in the job description, then the employer may terminate the employment prior to the 10 weeks period. The date of commencement of the 10 week period will be from the day the employee advised their manager or designate of their sickness. Where employment is terminated prior to the 10 week period the employee will be paid at their ordinary hourly rate, 10 weeks' pay, less any sick leave paid from the date they notified their manager or designate of their sickness.

- (d) Work and non work related accidents:

The maximum period of leave will be 26 weeks at any one time and a review in accordance with clause 15.4 (c) may be instituted prior to the expiry of the 26 weeks.

All panel members acknowledge that the proceedings of the Panel are confidential.

Members of the panel have full access to any documentation of the employee's absences and sick leave history.

The employee has the right to request a review by the CEO or their nominee.

## **TAIRAWHITI DHB                      SICK LEAVE**

- 1.1 The employee shall be entitled in each period of 12 months to ten days sick leave (pro rata in relation to FTE) on account of sickness. Sick leave shall be granted in hours only.
- 1.2 The employee shall be allocated their first year's sick leave entitlement on the basis of 5 days upon commencement of employment and an additional 4 days entitlement upon completion of 6 months service.
- 1.3 Sick leave not used in the year in which it is granted may be accumulated for use in subsequent years to a maximum accumulation of 45 working days in addition to the employee's current entitlement.
- 1.4 The employee will produce a medical certificate or other evidence of illness of him or her or the member of his or her household if required to do so by the employer and within the terms of the Holidays Act 2003.
- 1.5 An employee may, with his or her employer's agreement, take any period of sickness or injury that the employee would otherwise take as an annual holiday, as sick leave.

## **SCHEDULE FOUR: OVERTIME, PENAL TIME AND CALLBACK RATES**

**Note: Where DHBs move to increase ordinary hours to 37.5 or 40 (80 hour fortnight) hours, overtime / penal payments shall be adjusted where necessary to reflect overtime / penal payment from 7.5 (37.5) or 8 (40/80) hours a day (week/fortnight).**

### **Tairawhiti DHB**

- 1 Overtime: Overtime is incurred when 8 hours have been exceeded in any one shift or 40 hours in a week.
- 2 Overtime and weekend/public holiday or night rates shall not be paid in respect of the same hours, the higher rate will apply.
- 3 In computing overtime, each day shall stand-alone.
- 4 Overtime will be paid:
  - from midnight Sunday/Monday to midday on the following Saturday at one and one-half times the normal hourly rate of pay (T1.5) for the first three hours and at double the normal hourly rate of pay (T2) thereafter.
  - from midday Saturday to midnight Sunday/Monday or on a public holiday at double the normal hourly rate of pay (T2).
- 5 Penal Rates
  - Weekend rate - applies to ordinary time (other than overtime) worked after midnight Friday/Saturday until midnight Sunday/Monday and shall be paid at time one half (T0.5) in addition to the ordinary hourly rate of pay.
  - Public Holiday rate – applies to time worked between midnight and midnight on the day of a public holiday shall be paid at time one (T1) in addition to the ordinary hourly rate of pay.
  - Night rate – applies to ordinary hours of duty (other than overtime) that fall between 8.00pm and 6.00am from midnight Sunday/Monday to midnight Friday/Saturday and shall be paid at quarter time (T0.25) in addition to the ordinary hourly rate of pay.
- 6 When staffing levels are adequate, the option of working either a weekend shift or call may be agreed with management.

### **South Canterbury, Canterbury, Wairarapa, Hutt Valley and Southern DHBs**

- 1.1 Overtime:

Overtime is time worked in excess of eight (8) hours per day or eighty hours per fortnight as authorised in advance by the Manager. Employees agree to work a reasonable amount of overtime on occasion if required by the employer to do so.

Overtime will be paid at time and one half (T1.5) of ordinary rate for the first three hours worked, thereafter double time (T2).

## 1.2 Shift Allowance:

- (i) Night rate - shall be paid at quarter time (T0.25) in addition to the ordinary hourly rate for hours worked (other than overtime) that fall between 8.00pm and 6.00am from midnight Sun/Mon to midnight Fri/Sat.
- (ii) Weekend rate – shall be paid at half time (T0.50) in addition to the ordinary hourly rate and applies to hours (other than overtime) worked after midnight Fri/Sat until midnight Sun/Mon.
- (iii) Public holiday rate – shall be paid at time one (T1.0) in addition to the ordinary hourly rate and applies to hours worked on a public holiday.
- (iii) Overtime and night, weekend or public holiday rates shall not be paid in respect to the same hours, the higher rate shall apply.

## **Bay Of Plenty DHB**

### **TAURANGA HOSPITAL**

- 1) PART A will apply to employees who commenced work prior to 23 January 1995 and shall continue in force until changed in accordance with Part C of this clause.

(a) Ordinary hours of work shall be 35 per week and not more than seven per day, computed over any two weekly period and, where practicable, shall be worked on not more than 5 consecutive days each week, with the maximum number of consecutive duties to be 7 (and up to 10 by agreement).

### 2) PART B

Part B may apply to employees who commenced work after 23 January 1995, and to those whose hours are changed in accordance with Part C of this clause.

(a) Ordinary hours of work shall be 40 per week and not more than 8 per day, computed over any two week period, and, where practicable, shall be worked on 5 consecutive days, with the maximum number of consecutive duties to be 7 extendable to 10 by mutual agreement.

### 3) PART C - Transitional Provisions

(a) Staff employed prior to 23 January 1995 shall be given 6 weeks' notice of a request to increase their hours to 40. During the 6-week notice period, discussion/consultation will be held with the employee(s), who may involve the employees' representative, as to the reasons for change and the span of hours to be worked. The increase in hours shall be by mutual agreement (such agreement shall not be unreasonably withheld).

### 4) Definitions

- (a) For the purposes of overtime and penal; time, the normal hourly rate will be:
- i) For those on Part A hours - One one thousand eight hundred and twentieth (1820) part, correct to three decimal places of a dollar, of the yearly rate payable.
  - ii) For those on Part B and Part C - one two thousand and eighty-sixth (2086) part, correct to three decimal places of a dollar, of the yearly rate payable.
- (b)
- i) Overtime for those on Part A is defined as authorised time worked in excess of the rostered 7 hour duty or 70 hours a fortnight. Part-time employees rostered to work duties of less than 7 hours shall be paid overtime after 7 hours have been worked,



- except that call-back overtime rates are as per (5) below, and excepting those employees to whom clause 3 (3) (b) applies.
- ii) Overtime for those on Part B and Part C hours is defined as authorised time worked in excess of the rostered 8 hour duty, or 80 hours a fortnight. Part-time employees rostered to work duties of less than 8 hours shall be paid overtime after 8 hours have been worked.
- (c) Penal time is time worked (other than overtime) within the following periods
    - i) Weeknight - between 2000 and 0700 hours from midnight Sunday to Midnight Friday / Saturday
    - ii) Weekend - between Midnight Friday / Saturday and midnight Sunday
    - iii) Public Holiday - between 0000 and 2400 on a public holiday
- 5) Overtime Rates
    - (a) From midnight Sunday to 1200 Saturday at one and one-half times (T1.5) the normal hourly rate of pay for the first three hours and at double the normal hourly rate of pay (T2) thereafter.
    - (b) From 1200 Saturday to midnight Sunday or on a public holiday at double the normal hourly rate of pay (T2)
  - 6) Penal Rates
    - (a) Weeknight: T1.25
    - (b) Weekend: T1.5
    - (c) Public Holiday: T2
  - 7) If an employee is absent for any day, days or part of a day on account of annual, sick or other leave, either with or without pay, the qualifying period for the payment of overtime shall be reduced by the employee's ordinary or rostered hours of duty (not exceeding 7 per day) for such absences.
  - 8) An employee who, is not entitled to overtime payment, shall be granted equivalent time off for authorised work performed on a public holiday. Equivalent time off at other times for work performed outside normal hours may be granted at the discretion of the Manager concerned.
  - 9) Overtime and penal time shall not be paid in respect of the same hours.

## **WHAKATANE HOSPITAL**

### (a) Definitions:

- i. Ordinary hourly rates of pay: The ordinary hourly rate (T1) shall be one, one thousand nine hundred and fiftieth part, correct to three decimal places of a dollar, of the yearly rate of salary payable.
- ii. Overtime: Overtime is time worked in excess of the rostered duty or 75 hours per fortnight. For the purpose of this clause, "the rostered duty" shall be not less than 7½ hours.

All overtime must be properly authorised.

Penal time: Penal time is time (other than overtime) worked within ordinary weekly hours of work on a Saturday, Sunday or public holiday.

### Overtime Rates

- i. Overtime shall be paid at the rate of one and a half (T1½) the ordinary hourly rate of pay for all hours except:



- That overtime worked between 2200 hours and 0800 hours shall be paid at twice (T2) the ordinary hourly rate. T2 rates shall be payable for the minimum two hour payment period.
  - That overtime worked on a public holiday shall be paid at twice (T2) the ordinary hourly rate.
- ii. As an alternative to payment of overtime, and as agreed between employee and employer, an employee may take time off equivalent to the extra time worked at the convenience of the employer.
  - iii. If an employee is absent for any day, days or part of a day on account of annual, sick or other leave, either with or without pay,  
The qualifying period for the payment of overtime shall be reduced by the employee's ordinary or rostered hours of duty for such absences.
- (f) Penal time shall be paid at the following rates in addition to normal salary:
- i. On Saturday, Sunday at one half the ordinary hourly rate of pay (T½).
  - ii. And on public holidays at T2
  - ii. Penal rates are not payable for work on a Board holiday.
- (g) Night rate -
- i. Except as provided in (iii) below, an employee whose ordinary hours of duty fall between 2300 hours and 0600 hours will be paid at T¼ rate in addition to normal salary for all hours, which so fall, provided that the rate is to be calculated on the ordinary time hourly rate;
  - ii. Night rate is not to be paid when overtime is being worked.
  - iii. Night rate is not to be paid for the same hours that penal rates are payable.
- (h) Overtime and penal time shall not be paid in respect of same hours.

## **Counties Manukau DHB**

### **1.1 Time in Lieu**

Equivalent time off in lieu of payment for work performed outside normal hours may be granted at the discretion of the Manager.

### **1.2 Overtime**

- (a) Overtime is defined as time worked in excess of the ordinary hours or the rostered duty, whichever is greater, or 80 hours per two week (14 day) pay period when such work has been properly authorised.
- (b) If an employee is absent for any day, days or part of a day on account of annual, sick or other leave, either with or without pay, the qualifying period for the payment of overtime shall be reduced by the employee's ordinary or rostered hours of duty (not exceeding the number of hours of the rostered shift) for such absences.

### **1.3 Overtime Rates**

Overtime shall be paid at the following rates:

- (a) For the first three hours worked on any day, between midnight Sunday Monday and midday Saturday at one and one half times the ordinary hourly rate of pay (T1-1/2) and at double the hourly rate of pay thereafter.

- (b) In respect of overtime worked from midday Saturday to midnight Sunday/Monday, or on a Public Holiday, or when nightly rate is payable, at double the ordinary hourly rate of pay (T2).
- (c) In respect of overtime worked from midnight Friday/Saturday to 0600 hours Saturday, at double the ordinary rate of pay (T2).

### **1.5 Part-time Employees**

Overtime rates will only apply where the part-time worker has worked in excess of the full-time ordinary hours per day or per two week (14 day) pay period; provided that where part-time workers are part of an official on call roster and are called out from their place of residence in emergency circumstances, then the provisions of clause 9.8 shall apply.

### **1.6 Penal Time**

Penal time is defined as time (other than overtime) worked within basic fortnightly hours on a Saturday or Sunday, or Public Holiday.

### **1.7 Penal Rates**

Penal time shall be paid at a rate of T1/2 times the ordinary hourly rate, in addition to the ordinary hourly rate for all hours which so fall. Provided that penal time worked on a Public Holiday shall be paid at a rate of T1 times the ordinary hourly rate in addition. Provided further that employees who are required to work on the day on which a transferred statutory holiday actually falls (i.e. the calendar date of that holiday rather than the date of the transferred holiday), as part of their normal hours of duty, shall be paid at T1 in addition to the ordinary hourly rate of pay for the hours worked.

### **1.8 Night Rate**

An Employee will be paid at T1/4 times the ordinary hourly rate in addition to the ordinary hourly rate of pay for all hours worked between 2000 hours and 0600 hours from midnight Sunday/Monday to midnight Friday/Saturday and from midnight Friday to 0800 Saturday and midnight Saturday to 0800 Sunday.

Night rate is not payable when overtime or penal time is being worked, except from midnight Friday to 0800 Saturday and midnight Saturday to 0800 Sunday.

## **Lakes DHB**

### **(1) Definitions:**

- (a) For the purposes of calculation of overtime, penal time. and night rate payments the normal hourly rate shall be:
  - (i) For 40 hour/week staff, one two thousand and eighty sixth (2086) part (correct to three decimal places of a dollar) of the annual rate of salary payable.
  - (ii) For 35 hour/week staff, one, one thousand eight hundred and twenty fifth (1825) part (correct to three decimal places of a dollar) of the annual rate of salary payable.

- (b) **Overtime** - Overtime is defined as time worked in excess of eight hours a day, and in excess of seven hours a day for those staff in Appendix C when such work has been properly authorised.
- (c) **Penal time** - Penal time is time (other than overtime) worked within ordinary weekly hours of work on a Saturday, Sunday or Public Holiday.
- (d) **Equivalent time off** in lieu of payment for work performed outside normal hours may be granted at the discretion of the Radiology Manager, Lakes District Health Board.

(2) Overtime rates - Overtime shall be paid at the following rates. In computing overtime, each day shall stand alone.

- (a) In respect of overtime worked on any day (other than a public holiday), from midnight Sunday/Monday to midday on the following Saturday at one and one-half times the normal hourly rate of pay (T1.5) for the first three hours and at double the normal hourly rate of pay (T2) thereafter except that employees working overtime between 10pm and 6am will be paid at the rate of T2.
- (b) In respect of overtime worked from midday Saturday to midnight Sunday/Monday or on a public holiday at double the normal hourly rate of pay (T2).

(3) Penal rates - Penal time shall be paid at the following rates.

- (a) From midnight Friday to 5.00pm Saturday at T ½. in addition to the normal hourly rate.
- (a) From 5.00pm Saturday to midnight Sunday/Monday at T1 in addition to the normal hourly rate.
- (b) On public holidays at T1 in addition to the normal hourly rate.

(4) Limits of payment for overtime and penal time.

- (a) Overtime and penal time shall not be paid in respect of the same hours.
- (b) In lieu of payment for overtime and penal time an annual allowance may be provided.

(5) Night rate:

- (a) An employee whose normal hours of duty fall between 8pm and 6am will be paid at time ¼ rate in addition to normal salary for all hours which so fall, provided that the minimum payment under this provision shall not be less than payment for two hours at time ¼ rate even if the part of a shift which falls between the hours of 8pm and 6am is less than two hours;
- (b) Night rate is not to be paid for the same hours as either overtime or penal rates.

## **West Coast DHB**

### **1.0 Overtime and Penal Time**

1.1 Equivalent time off in lieu of payment for work performed outside normal hours may be granted at the discretion of the employer

**1.2 Overtime Rates:** - Overtime shall be paid at the following rates. In computing overtime each day shall stand alone.

- 1.2.1 For employees whose normal hours of work are 70 per fortnight the first hour of overtime, exclusive of call back, on any day (i.e. the eighth hour) at the normal hourly rate of pay (T1)
- 1.2.2 For the second and third hours of overtime worked on any day (other than a *public holiday*) from midnight Sunday/Monday to midday on the following Saturday at one and one-half times the normal hourly rate of pay (T1-1/2) and at double the normal hourly rate of pay (T2) thereafter except that employees working overtime between 10pm and 6am will be paid at the rate of T2.
- 1.2.3 For employees whose normal hours of work are eighty per fortnight, in respect of overtime worked on any day (other than a *public holiday*) from midnight Sunday/Monday to midday on the following Saturday at one and one-half times the normal hourly rate of pay (T1-1/2) for the first three hours and at double the normal hourly rate of pay (T2) thereafter except that employees working overtime between 10pm and 6am will be paid at the rate of T2.
- 1.2.4 In respect of overtime worked from midday Saturday to midnight Sunday/Monday or on a *public holiday* at double the normal hourly rate of pay (T2).

**2.0 Penal Rates –** Penal Time shall be paid at the following rates in addition to normal salary:

From midnight Friday /Saturday to midday Saturday at half the normal hourly rate of pay (T-1/2) for the first three hours and at the normal hourly rate of pay (T1) thereafter.

From midday Saturday to midnight Sunday/Monday at the normal hourly rate of pay (T1)

In lieu of payment for overtime and penal time an annual allowance may be provided.

## **Northland DHB**

- 1.1 In computing overtime payment, each day shall stand-alone:
  - 1.1.1 Any weekday between the hours of 7.00pm and 10.00pm time one and one half (T1 ½).
  - 1.1.2 Any weekday between the hours of 10.00pm and 8am time two (T2).
  - 1.1.3 Between the hours of 8.00 am Saturday and 8.00am Monday time two (T2).
- 1.2 Overtime meal breaks:
  - 1.2.1 Employees continuing to work beyond 7.5 hours on any one-day or shift are entitled to paid, 30 minute meal breaks at not more than 5 hourly intervals when work continues after the break.
  - 1.2.2 Where the employer does not provide a free meal during overtime meal breaks, employees may claim by way of a timesheet entry a Meal Allowance.
- 1.3 Penal time is time other than overtime worked between the following hours which will be paid at the listed rate in addition to ordinary pay:
  - 1.3.1 From midnight Friday/Saturday to midnight Sunday/Monday, and on public holidays, at the normal hourly rate of pay (T1).
- 1.4 In lieu of payment for overtime and penal time an annual allowance may be provided.

## 1.5 SPECIAL OVERTIME AND PENAL TIME PAYMENT PROVISIONS

1.5.1 Co-workers in the same occupations staffing the department out of normal hours by a combination of employees working rostered shifts and employees on-call working overtime, are entitled to different premium payments. To ensure fairness and equity in such circumstances :

- (1) the higher of the overtime or penal time premiums applying during the called-back hours worked can be claimed by employees recalled to duty, and
- (2) the inequity extends to differences in premium pay entitlements of full-time and part-time employees recalled to duty; local variations to this agreement may be agreed between the employer, the affected employees and the representative of the affected employees with the objective of achieving like pay for like work.

1.5.2 Employees whose work patterns are governed by holiday or other closures of their places of work may, with prior employer approval, take equivalent hour-for-hour time-off-in-lieu of overtime.

- (1) Such arrangements are to be mutually agreed on an individual basis between the employer and each affected employee.
- (2) The arrangements are to be documented and include the maximum accumulation permitted for time-off-in-lieu of overtime and a period of not more than 6 months within which the time-off-in-lieu is to be taken.
- (3) Where authorised time-off-in-lieu of overtime is claimed or taken by an employee, it is to be so recorded by the employee on their timesheet for the pay period in which the time-off-in-lieu is claimed or taken.

## **Waitemata DHB**

2.1 Equivalent time off in lieu of payment for work performed outside normal hours may be granted at the discretion of the Employer.

2.2 Overtime Rates - Overtime shall be paid at the following rates:

2.2.1 for the first hour worked on any day, between midnight Sunday/Monday and midday Saturday at the normal hourly rate of pay (T1).

2.2.2 for the second and third hours worked on any day, between midnight Sunday/ Monday and midday Saturday at one and one half times the hourly rate of pay (T1.5) and at double the rate of pay thereafter (T2).

2.2.3 in respect of overtime worked from midday Saturday to midnight Sunday/Monday, or on a public holiday, or when night rate is payable, at double the hourly rate of pay (T2).

2.2.4 in respect of overtime worked from midnight Friday/Saturday to 0600 hours Saturday, at double the hourly rate of pay (T2).

2.3 If an employee is absent for any day, days or part of a day on account of annual, sick or other leave, either with or without pay, the qualifying period for the payment of overtime shall be reduced by the employee's ordinary or rostered hours of duty (not exceeding the number of hours of the rostered shift) for such absences.

2.4 Penal Rate - penal time shall be paid at a rate of T.5 times an hourly rate calculated at 1/1820 of the annual salary, in addition to the normal hourly rate of pay for all hours which so fall.

## **Auckland DHB**

- 3.1 Equivalent time off in lieu of payment for work performed outside normal hours may be granted at the discretion of the Service General Manager concerned.
- 3.2 Overtime shall be paid at the following rates for those working a 35 hour ordinary week (7 hour day):
- 3.2.1 for the first hour worked on any day, between midnight Sunday/Monday and midday Saturday at the normal hourly rate of pay (T1).
- 3.2.2 for the second and third hours worked on any day, between midnight Sunday Monday and midday Saturday at one and one half times the hourly rate of pay (T1½) and at double the rate of pay thereafter.
- 3.2.3 in respect of overtime worked from midday Saturday to midnight Sunday/Monday, or on a public holiday, or when night rate is payable, at double the hourly rate of pay(T2).
- 3.2.4 in respect of overtime worked from midnight Friday/Saturday to 0600 hours Saturday, at double the hourly rate of pay (T2).
- 3.3 3.3 Overtime shall be paid at the following rates for those working a 40 hour ordinary week (8 hour day):
- 3.3.1 for the first three hours worked on any day, between midnight Sunday Monday and midday Saturday at one and one half times the hourly rate of pay (T1½) and at double the rate of pay thereafter.
- 3.3.2 in respect of overtime worked from midday Saturday to midnight Sunday/Monday, or on a public holiday, or when night rate is payable, at double the hourly rate of pay(T2).
- 3.3.3 in respect of overtime worked from midnight Friday/Saturday to 0600 hours Saturday, at double the hourly rate of pay (T2).
- 3.4 Penal Time shall be paid at a rate of T½ times an hourly rate calculated at 1/1820 of the annual salary in addition to the normal hourly rate of pay for all hours which so fall.

## **Waikato DHB**

- 4.1 Overtime shall be paid time one and one half the normal hourly rate of pay (T1½).
- 4.2 Penal time shall be paid from midnight Friday/Saturday to midnight Sunday/Monday time half (T½) in addition to the normal salary.

## **Hawkes Bay DHB**

- 5.1 Equivalent time off in lieu of payment for work performed outside ordinary hours may be granted by agreement between the employer and employee.
- 5.2 Overtime rates - Overtime shall be paid at the following rates. In computing overtime, each day shall stand alone.
- 5.2.1 In respect of overtime worked on any day (other than a public or State Service holiday), from midnight Sunday/Monday to midday on the following Saturday at one and one-half times the normal hourly rate of pay (T1-½) for the first three hours and at double the normal hourly rate of pay (T2) thereafter except that employees working overtime between 10 pm and 6 am will be paid at the rate of T2.
- 5.2.2 In respect of overtime worked from midday Saturday to midnight Sunday/Monday or on a public or State Service holiday at double the normal hourly rate of pay (T2).
- 5.3 Penal rates - Penal time shall be paid at the following rates in addition to normal salary:

- 5.3.1 From midnight Friday/Saturday to midday Saturday at half the normal hourly rate of pay (T1-½) for the first three hours and at the normal hourly rate of pay (T2) thereafter).
- 5.3.2 From midday Saturday to midnight Sunday/Monday at the normal hourly rate of pay (T2).
- 5.3.3 On public holidays at double the normal hourly rate of pay (T2).
- 5.4 In lieu of payment for overtime and penal time an annual allowance may be provided except in so far as this allowance shall not provide for lesser payment than the employee would otherwise have been entitled to under the provisions of this Collective Agreement.

## **Whanganui DHB**

- 6.1 Overtime shall be paid at one and one-half times the normal hourly rate of pay (T1.5) except on public holidays when it shall be paid at double the normal hourly rate of pay (T2). In computing overtime, each day shall stand alone.
- 6.2 **Weekend and Holiday Penal Payments:**
  - 6.2.1 Weekend - An employee who works on Saturday or Sunday as part of that employee's ordinary hours of work shall be paid the normal hourly rate of pay (T1) and in addition receive a penal payment of 0.5 (T½) time for each hour so worked.
  - 6.2.2 An employee who works on a Public Holiday as part of that employee's ordinary hours of work shall be at double the normal hourly rate of pay (T2) for each hour so worked.
- 6.3 **Time off in lieu:** An employee who is eligible to be paid overtime shall as an alternative to such payment be entitled to choose time off equivalent to the extra time worked at the convenience of the Employer.

## **MidCentral DHB**

- 7.1 Overtime shall be paid at one and one-half times the normal hourly rate of pay (T1-½) except on public holidays when it shall be paid at double the normal hourly rate of pay (T2). In computing overtime, each day shall stand alone.
- 7.2 An employee who is eligible to be paid overtime shall as an alternative to such payment be entitled to choose time off equivalent to the extra time worked at the convenience of the Chief Executive Officer.
- 7.3 **Weekend and Holiday Penal Payments:**
  - 7.3.1 Weekend - An employee who works on Saturday or Sunday as part of that employee's ordinary hours of work shall be paid at one and one-half times the normal hourly rate of pay (T1-½) for each hour so worked.
  - 7.3.2 As a matter of clarification, the penal rates provided in this sub clause are inclusive of the employee's ordinary rate of pay.

## **Capital & Coast DHB**

- 8.1 Overtime shall be paid at the following rates:
  - 8.1.1 for the first three hours worked on any day, between midnight Sunday/Monday and midday Saturday at one and one half times the hourly rate of pay (T1-1/2) and at double the rate of pay thereafter.
  - 8.1.2 in respect of overtime worked from midday Saturday to midnight Sunday/Monday, or on a public holiday, or when night rate is payable, at double the hourly rate of pay (T2).



- 8.1.3 in respect of overtime worked from midnight Friday/Saturday to 0800 hours Saturday, at double the hourly rate of pay (T2).
- 8.2 Penal time shall be paid at a rate of T1 times the normal hourly rate in addition to the normal hourly rate of pay for all hours which so fall.

### **Nelson Marlborough DHB**

- 9.1 Overtime shall be paid at the following rates:
- 9.1.1 In respect of overtime worked on any day of the week between 0600 hours and 2000 hours, one and a half times the hourly rate of pay (T1 1/2) shall be paid.
- 9.1.2 In respect of overtime worked on any day of the week between 2000 hours and 0600 hours or for overtime worked on a public holiday, double the hourly rate of pay shall be paid.
- 9.1.3 Notwithstanding the above, authorised overtime of up to one hour performed at the end of a 7 hour duty will be paid at the ordinary hourly rate of pay only. This clause will be deleted when shifts are introduced at Nelson Hospital in accordance with the following.
- It is agreed that shifts may be worked until 10.00 pm, Monday to Friday. The shift concluding at 10.00 pm will consist of 7 hours inclusive of meal breaks.
- 9.2 Notwithstanding the above, the employer may require the employee to take time off in lieu for hours worked in excess of the rostered hours of duty, or the employee may opt to take time off in lieu, where such excess time has been properly authorised.
- 9.3 Employees working duties at weekends will be paid the following Penal time at the following rates in addition to normal salary:
- at half the normal hourly rate of pay (T1-1/2);

## **On Call Rates** (subject to the provisions of clause 9)

### **Bay of Plenty DHB**

For those employees who are called back to work after completing their normal rostered shift (7, 7.5 or 8) payment shall be at a minimum of T1.5.

TAURANGA HOSPITAL: Subject to the provisions of clause 9 (on call), Tauranga employees who are rostered on call and called back to work shall be paid for a minimum 3 hours at T1.5 except that:

- All hours that fall between 2000 and 0800 shall be paid at T2; and
- Public Holidays shall be paid at T2; and
- Weekends between Saturday Midday to Sunday/Monday Midnight shall be paid at T2.

WHAKATANE HOSPITAL: An employee shall be paid for a minimum 2 hours or for actual traveling and working time whichever is the greater, at the appropriate overtime rate. Except that from 23 December 2011, all callbacks on statutory holidays shall be paid at T2.

### **Lakes DHB**

An employee shall be paid for a minimum of three hours, or for actual working and travelling time, whichever is the greater at the appropriate overtime rate.

### **Tairarawhiti DHB**

Call backs will be paid as follows subject to clause 9:

- from midnight Sunday/Monday to midday on the following Saturday at one and one-half times the normal hourly rate of pay (T1.5) for the first three hours and at double the normal hourly rate of pay (T2) thereafter.
- from midday Saturday to midnight Sunday/Monday or on a public holiday at double the normal hourly rate of pay (T2).

### **Canterbury, South Canterbury, Wairarapa, Southern and Hutt Valley DHBs**

- 1.1 Where practicable an employee who is instructed to be on call and report on duty within 30 minutes shall be supplied with an appropriate locator.
- 1.2 Call Back - An employee shall be paid for actual working and travel time or for a minimum of two hours at T2 whichever is the greater; where the call back exceeds two hours the first two hours shall be paid at T2 and the remainder at the appropriate overtime rate.
- 1.3 Except that call backs commencing and finishing within the minimum period covered by an earlier call back shall not be paid for where a call back commences before and continues beyond the end of a minimum period for a previous call back, payment shall be made as if the employee had worked continuously from the beginning of the previous call back to the end of the later call back.
- 1.4 Where an employee is called back to duty outside that employees rostered hours of work the employer shall at their discretion either:
  - Provide the employee with transport;

- Reimburse the employee for actual and reasonable travelling expenses;
- Where the employee uses their private vehicle they shall be reimbursed at the applicable IRD rate.

Note: This is to and from duty.

## Counties Manukau DHB

In respect of work which is not continuous with a duty, an employee shall be paid for a minimum of three (3) hours, or for actual working and traveling time, whichever is the greater, when the employee:

- (a) Is called back to work after completing a duty and having left the place of work; or
- (b) Is called back before the normal time of starting work, and does not continue working until such normal starting time; except that:
  - (i) call backs commencing and finishing within the minimum period covered by an earlier call back shall not be paid for;
  - (ii) where a call back commences before and continues beyond the end of a minimum period for a previous call back, payment shall be made as if the Employee had worked continuously from the beginning of the previous call back to the end of the later call back.

Payment for call-back shall be at the appropriate overtime rates. The provisions of the Clause on Public Holidays are noted in respect of time in lieu for work on Public Holidays where an employee is called back to work (i.e. where an employee is required to work on a Public Holiday because of call-back, they shall be entitled to a day in lieu).

## Northland DHB

- 1.1 On call shall be paid at overtime rates. Further, any call-outs started prior to 8.00am will be paid at time two (T2) until that period of call-out is completed or until 9.00am, whichever is the lesser period.
- 1.2 On-call rostering limits:
  - 1.2.1 Day workers will not be rostered on-call for more than 40 percent of their off duty hours in any four week period except by mutual agreement.
  - 1.2.2 Shift workers will not be rostered on-call for more than 40 percent of their off duty hours in any two week period except by mutual agreement to meet staffing needs during an emergency.

## **Waitemata DHB**

Call back - An employee shall be paid for a minimum of three hours, or for actual working and travelling time, whichever is the greater - at T1.5 for the first three hours and at T2 thereafter; except where hours fall between midday Saturday and midnight Sunday/Monday, or a public holiday or when night rate is payable, at twice the hourly rate of pay (T2).

NOTE - If a call-back of less than a full shift is worked between two periods of duty of a full shift or more, a break of nine continuous hours must be provided either before or after the call-back. If such a break has been provided before the call-back it does not have to be provided afterwards as well, except for those employees who are called back between 2300 hours and 0500 hours, for whom the break must be provided after the call back unless otherwise mutually agreed.

## **Auckland DHB**

An Employee shall be paid for a minimum of three hours, or for actual working and traveling time, whichever is the greater - at T1½ for the first three hours and at T2 thereafter; except where hours fall between midday Saturday and midnight Sunday/Monday, or a public holiday or when night rate is payable, at twice the hourly rate of pay, T2.

## **Waikato DHB**

**Mandatory Call-Backs:** This provision only applies to employees who are instructed by the employer to be on-call during normal off duty hours.

Call-back – A full time employee or a part time employee who is instructed to be on-call shall be paid for a minimum of two hours, or for actual working and travelling time, whichever is the greater, at the rate of double the normal hourly rate of pay (T2) for the first two hours and one and one-half the normal hourly rate of pay (T1½) for any hours worked in excess of two.

### **Voluntary Call-Backs**

This provision only applies to employees who voluntarily respond to emergency/acute call-back situations as determined by the employer (e.g. Manager, Team Leaders, shift co-ordinators etc.).

Call-back – A full time employee or a part time employee shall be paid for a minimum of two hours at the rate of double the normal hourly rate of pay (T2) for the first two hours and one and one-half the normal hourly rate of pay (T1½) for any hours worked in excess of two, (except that the payment for voluntary call-backs for part time staff who volunteer at short notice to work on days they are not rostered to work is T2 for the first two hours, then the prevailing rate for the rest of the duty, or until such time as overtime rates become applicable i.e., have completed 40 hours that week, or 8 hours that day).

## **Hawkes Bay DHB**

An employee shall be paid for a minimum of three hours, or for actual working and traveling time, whichever is the greater at overtime rates.

## **West Coast DHB**

All employees shall be paid for a minimum of three hours or for actual working and traveling time, whichever is the greater – at double the normal hourly rate (T2).



## **Whanganui, MidCentral and Capital & Coast DHBs**

An employee shall be paid for a minimum of two hours, or the working and travelling time, whichever is the greater, at the rate of T2.

## **Nelson Marlborough DHB**

An employee shall be paid for a minimum of two hours, or for actual working and traveling time, whichever is the greater, at the appropriate overtime rate except that an employee shall be paid for a minimum of three hours for call-outs between the hours of 10.00 pm and 6.00 am.

## SCHEDULE 5 PARTNERSHIP AGREEMENT

### Objectives and Principles of the Partnership

The parties recognise the value of working more cooperatively and constructively to contribute appropriately to the over-arching goal of maintaining and advancing a Medical Radiation Technologists workforce that takes shared responsibility for providing high quality healthcare on a sustainable basis. The objectives of the partnership are:

- To ensure the parties' dealings with each other are in accord with the principles of good faith and are characterised by constructive engagement based on honesty, openness, respect and trust;
  - Assist in the delivery of a modern, sustainable and high quality Medical Radiation Technologists workforce
  - To support and work within the overarching approach and priorities set by the existing collective Future Workforce activity (which includes DHB, Unions and other stakeholders);
  - That efforts are made to improve the party's relationship, decision making and inter party cooperation;
- To co-ordinate the trialling, and where appropriate, introduction of innovative initiatives which will improve healthcare delivery;
- To ensure the MECA is applied in an effective and consistent way to those covered in all 20 DHB parties.

### Principles of the Partnership

The DHBs and APEX acknowledge that they must work cooperatively to achieve their overarching goal of maintaining and advancing a medical workforce which provides high quality healthcare on a sustainable basis to the New Zealand population.

The parties agree that they will:

- To the extent they are capable, provide appropriate health care to the communities they serve in an efficient and effective manner.
- To the extent they are capable, ensure the availability and retention of an appropriate trained and educated workforce both now, and in the future.
- Promote the provision of a safe, healthy and supportive work environment.
- Recognise the environmental and fiscal pressures which impinge upon the parties and work practices and accept the need to constantly review and improve on productivity, cost effectiveness and the sustainable delivery of high quality health services.
- Be good employers and employees.
- To the extent they are capable, ensure MRT workforce planning and rostering meets patient and healthcare service requirements, whilst providing sufficient training opportunities and a reasonable work/life balance.
- Recognise the interdependence of various elements of the health workforce, their collegiality and the need for a team approach to the delivery of health care.
- Accept accountability for actions.
- Accept that the need to deploy resources appropriately may lead to a review of traditional job functions and the reallocation or substitution of tasks.
- Work towards enhanced job satisfaction for MRTs.

### Oversight and Operationalisation of the Partnership

The partnership, and the undertaking of activities required by it, shall be overseen by a committee of 12 members, known as the MRT Action Committee (MRTAC). The parties will decide their respective membership with 6 members representing APEX and its membership and 6 representing the DHBs on a regional basis drawn from the regional radiology network groups.



DHBs with APEX representatives on MRTAC shall assist delegates with workload management to enable release from duties for attending to or undertaking MRTAC work. Any issues that arise can be referred to MRTAC for further assistance.

MRTAC will be chaired by the operational manager who holds the national workforce portfolio related to employees covered by this MECA.

MRTAC will action the attached work programme, which may be amended from time to time as agreed.

The committee will meet through voice and or video conferencing as required and hold face to face meetings at periods to be agreed but no less frequently than bi-annually. DHBs are required to support the functioning of the MRTAC through ensuring parties are able to be released from other duties for this purpose.

It is recognised that both parties to the partnership have an interest in promoting the work of the MRTAC and will in the first instance seek to agree on the content and form of any communications relating to the work programme and work of the MRTAC.

As a new initiative it is recognised that it is important to formally review progress. The parties agree to formally do so at the mid-point of the MECA document.

The MRTAC may develop proposals / projects for the improvement of workforce practices and planning involving Medical Radiation Technologists staff or receive such initiatives from others. Where appropriate, MRTAC may arrange trials to validate the benefits that may arise from adoption of the proposal and in the event of a trial which the committee deems successful consider general adoption of the proposal and facilitate such adoption (whilst accepting that may require variation of the MECA). It is noted that some trials may not be possible without a variation to the MECA. Such a variation:

- Must be recorded in writing;
- May only operate for a finite period which does not exceed six months unless otherwise extended by the agreement of the Committee along with affected employees and DHBs; and
- On completion of a trial, all terms and conditions shall revert to those applying prior to the trial and any rosters that have been implemented shall be replaced by those that existed prior to the trial.

Secretarial services shall be provided by the employers.

## **Process**

### **1 Decision making**

- 1.1 Every endeavour shall be made to achieve consensus in decision making except that failing consensus, decisions shall be made by majority vote.
- 1.2 In the event of a tied vote a proposal will not proceed.
- 1.3 Discussion on any proposal shall be broad and informal and constrained as to time by the guidance of the Chair (or proxy) rather than through procedural motions.
- 1.4 Where decisions under consideration have the potential to exceed the authorised mandate of representatives, they will ensure that they have specific mandate for the issue under consideration prior to a vote being held.

### **2 Observers and Experts**

- 2.1 Observers may only be present with the agreement of the Parties.
- 2.2 Either party may invite experts by notifying the Parties.



### **3 Minutes & Reporting**

- 3.1 Minutes shall be prepared but are in note form and not a verbatim record of proceedings.
- 3.2 Minutes shall have no status until confirmed by the committee, and may be amended before confirmation.
- 3.3 Where minutes cannot be confirmed and agreed the minutes shall record the differing views of participants.
- 3.4 Confirmed minutes shall be made available to interested parties unless the Committee agrees otherwise. Individual names shall not be recorded without the express agreement of the individual concerned.
- 3.5 Reporting to stakeholders will be active and transparent covering all key activity of the Committee.

### **4 Agendas**

- 4.1 Executive Members shall advise the Chair of items to be included on the agenda not less than two working days before the meeting.
- 4.3 Items raised but not on the agenda shall be dealt with according to a majority decision of the Committee; however, form is not to get in the way of addressing and seeking resolution of outstanding issues.

### **5 Quorum**

- 5.1 The Committee can exercise no authority, power, or discretion, and no business can be transacted unless a quorum of members is present. A quorum requires at least 100% of the permanently appointed members (or their proxy) to be present.
- 5.2 Members of the Committee may authorise a proxy if they are unable to attend a meeting. Notice must be given to the Chair as soon as practicably possible. The proxy will have the speaking and voting rights of the Member they are deputising for – in addition to their own if already a member of the Committee.

### **6 Resolution of differences**

- 6.1 The parties accept that differences are a natural occurrence and that a constructive approach to seeking solutions will be taken at all times. The object of this clause is to encourage the committee to work cooperatively to resolve any differences and share in the responsibility for quality outcomes.
- 6.2 Any matter that cannot be resolved will be referred by the committee to a mutually agreed third party who will help facilitate an agreement between the parties. Failing identification of a mutually acceptable third party, the matter shall be referred to the Mediation Service of the Department of Labour (or its successors) to appoint someone.
- 6.3 In the event that the parties cannot reach an agreed solution and unless the parties agree otherwise, after no less than two facilitation meetings, the third party will, after considering relevant evidence and submissions, provide a written but non-binding recommendation to the parties.
- 6.4 Nothing in this agreement shall have the effect of restricting either party's right to access statutory resolution processes and forums such the Employment Relations Authority or the Employment Court or seek other lawful remedies.

## **MRT ACTION COMMITTEE - WORKPLAN**

### **PROJECT 1: PARTNERSHIP IN OPERATION**

#### **Practical Partnership: Expected outcomes**

- Development and delivery of training in “constructive working arrangements”
- Defining the behaviors and roles of Leaders/Delegates in improving the workplace
- Clear mutual outcomes of how partnership behaviors will be displayed both at the national and DHB level
- Oversight of, support for and assistance to local engagement processes

**Timeframe: Immediate and ongoing**

### **PROJECT 2: SHARED BEST PRACTICE**

#### **Shared best practice:**

- Identification and profiling of best practice success stories across the sector

**Timeframe: Immediate and ongoing**

### **PROJECT 3: 40 hour week / 80 Hour Fortnight**

The parties have agreed to undertake a revised project regarding moving MRTs to 40 / 80 hours. New Project as per agreed work plan: noted connection to project 8

### **PROJECT 4: Increasing consistency across the document.**

- Review of 2009 schedule reconciliation work.
- Review opportunities for improved consistency within the schedules in MECA.
- Overseeing cost analysis by DHB of the various schedule provisions and what “consistency” might look like.
- As rostering changes occur, do an analysis of % movement within provisions within top 5 changes for “statistical application to subsequent considerations. View current changing parameters rather than historical analysis if weave consistency work plan into current changes rather than historical...

### **PROJECT 5: Best Rostering Practice**

MRTAC to build on the work already completed on safe rostering practices incorporating and progressing the initiatives in the heads of agreement MRTAC to form a central resource for utilization by radiology departments to assist implementation of our shared goals.

**PROJECT 6:** Follow up on the health and safety issues included in this heads of agreement: MRTAC to share mechanisms and investigate opportunities for assisting DHBs in this, plus follow up on local implementation of MECA provisions.

### **PROJECT 7: Continuing Professional Development for General MRTs**

The parties have agreed to undertake a revised project regarding CPD for general MRTs.

**PROJECT 8:** Oversight of the future demand work stream.

MRTAC shall sponsor a project that:

- Acts as a resource to assist DHBs to achieve this work stream;
- Share knowledge, skills and information on successes (and failures to avoid repetition) in achieving the above

**PROJECT 9:** Review of nuisance calls.

**Other projects as agreed by the committee**

## SCHEDULE 6 SERVICE PROVISIONS FOR ANNUAL LEAVE PURPOSES

### **Auckland, Northland, Waitemata, Midcentral, Capital and Coast, Waikato, Hawkes Bay, Nelson Marlborough and Whanganui DHBs:**

“Service” means all service as a medical radiation technologist, student medical radiation technologist, mammographer, sonographer, trainee sonographer, dark room technician, MRI technologist, nuclear medicine technologist, clinical assistant, in health and service teaching radiation technology and/or sonography unless specifically stated otherwise in this collective agreement. Provided that existing employees shall have all previous service under a previous employment agreement recognised.

### **Southern, South Canterbury, Canterbury, Hutt Valley, Wairarapa DHBs:**

“Service” means the period of current unbroken full time or part-time service with the Employer and, within New Zealand, with the Department/Ministry of Health and other Hospital Boards/Area Health Boards/Crown Health Enterprises, Hospital and Health Services, and District Health Boards, from the date of commencement of employment up to the current reference time. However service shall not be deemed to be broken by a break in employment of up to three months.

### **Lakes DHB:**

"Service" for staff employed by Lakeland Health Ltd prior to 21 November 1994 means previous service as a Medical Radiology Technologist in New Zealand, along with the service of employees employed at 21 November 1994 and recognised under a previous employment agreement.

For employees who commence after 21 November 1994 service shall be from the date of employment with Lakeland Health Ltd or Lakes District Health Board. No service prior to joining Lakeland Health Ltd or Lakes District Health Board will be recognised.

### **Counties Manukau DHB:**

**Service** means the aggregate of;

- service with CMDHB (including any individual employees' service previously recognised at the commencement date of this agreement)
- service with any District Health Board, Regional Health Authority, or Public Health Commission.

### **Tairāwhiti DHB:**

Current continuous service shall refer to the period of current unbroken service with the Employer (inclusive of paid or unpaid leave), from the date of commencement of employment up to the current reference time.

### **West Coast DHB:**

The service of an employee employed prior to 31/5/1997 shall be deemed to comprise all periods of employment in the NZ Health Service.

An employee employed after 31/5/1997 the service of an employee shall be deemed to comprise employment with the employer only while they remain employed by the employer.

Notwithstanding the above, employees employed prior to 1/6/1995 shall continue to have all periods of service recognised prior to that date credited for the purpose of annual leave while they remain employed by the employer.

**Bay Of Plenty DHB:**

***For Whakatane employees:***

- (a) For new employees joining BOPDHB or Eastbay Health after 2 October 1995: service with BOPDHB, Eastbay Health, Bay of Plenty Area Health Board, Area Health Boards, Hospital Boards and the Department of Health.
- (b) For employees who are employed by Eastbay Health as at 2 October 1995: service which was recognised under their previous collective employment contract shall continue to be recognised for the remainder of their current continuous service, except that in the event of any such employee leaving BOPDHB and then rejoining BOPDHB or Eastbay Health at a later date, the provisions of sub-clause (a) shall apply.
- (c) A break in service of one month or less shall not break the continuity of service.

***For Tauranga employees:***

- a) for those employed at BOP DHB Tauranga on or before 22 January 1995 all recognition of previous service is carried forward
- b) For those employed after 23 January 1995 service with BOPDHB only will be recognised.

This definition will not diminish the entitlement of any current employees (as at 23 January 1995) of BOPDHB.