



UNIVERSITY OF OTAGO
PROFESSIONAL STAFF
INDIVIDUAL EMPLOYMENT AGREEMENT

1 July 2020 – 30 June 2021

Professional Staff Individual Employment Agreement
Effective 1 July 2020

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UNIVERSITY OF OTAGO

Te Whare Wānanga o Otāgo

PROFESSIONAL STAFF INDIVIDUAL EMPLOYMENT AGREEMENT

SECTION A: GENERAL

A.1 Parties

BETWEEN The Vice-Chancellor, University of Otago (the "employer")

AND The person who has accepted the terms and conditions of this agreement ("the employee").

A.2 Employment Relations Act

This agreement is made pursuant of the Employment Relations Act 2000.

A.3 Coverage of the Agreement

- a. This is an Individual Employment Agreement (IEA)
- b. Notwithstanding A.3.a. above the following staff are specifically excluded from coverage:
 - i. All casual staff being defined as persons employed on an on-call and as required basis without any commitment from either party to ongoing employment. This includes staff engaged for one-off situations. They do not have predetermined hours of work and work arrangements are made on an hourly, daily or weekly basis as the employer's needs arise.
 - ii. Any student currently enrolled at a tertiary institution in an undergraduate course of study of 0.6 EFTS value, or 0.5 EFTS value for postgraduate study, or greater, over an academic year and who is employed less than 20 hours per week during semester time or up to full-time during vacations.
 - iii. Staff of the University Union, other than administrative staff.
 - iv. Poisons Information Officers/Specialists.

SECTION B: TERMS OF EMPLOYMENT

B.1 Categories of Staff

Full-time All staff working on a continuing basis for the full hours defined in the agreement.

Research Funded Permanent Staff may be appointed to this category of employment where their employment is dependent on the continuation of sufficient research funding, as determined by the Employer. Except as otherwise specified their terms and conditions of employment will be the same as other employees with ongoing employment.

Part-time All staff working on a continuing basis but for less than the full hours defined in the agreement. Part-time staff receive entitlements of this agreement on a pro-rata basis.

Fixed-Term Shall mean those engaged for a specified limited term, or for a specified project or to replace an employee who is on Parental Leave. In the case of staff on fixed-term agreements nothing in this agreement shall be read to create an expectation of continued employment beyond the expiry of the staff member's fixed-term.

Staff employed on fixed-term agreements shall receive all other terms and conditions of this individual agreement based on continuous years of service with the employer.

B.2 Abandonment of Employment

When an employee is absent from work for a continuous period of five working days without notification to the employer, the employee shall be deemed to have abandoned employment. Where an employee was unable, through no fault of that employee, to notify the employer, they shall not be deemed to have abandoned employment.

B.3 Termination of Employment

- a. Employment may be terminated as follows:
 - i. For employees other than fixed-term staff and staff paid on Scale 7, notice of termination shall be one month by either party.
 - ii. For a fixed-term employee employment shall terminate upon the expiry of their term of employment but either party may terminate the employment at a date prior to such expiry for which the notice of termination shall be one month by either party.
 - iii. For staff paid on Scale 7, notice of termination shall be two weeks by either party.
 - iv. The above periods of notice may be varied by mutual agreement.
 - v. Clauses i. to iv. above shall not prevent the employer from summarily dismissing an employee for misconduct.
- b. The employer reserves the right to suspend on full pay any employee involved in a disciplinary procedure where the employer considers suspension to be in the best interests of any of those involved.
- c. An employee may be required by the employer to relinquish employment based on the certificates of two medical practitioners nominated by the employer certifying that the employee is no longer capable of undertaking the full duties of their position. The employer will, during the period of notice, consider redeployment to any vacancy for which the employee is suited. The employer will meet the costs of said medical examinations. The employer will, in these circumstances, normally give the employee not less than three months' notice of termination provided that a lesser period may apply by mutual agreement.
- d. Each employee, upon termination, shall on request be provided with a certificate of service, within a reasonable period.
- e. Redundancy notice: Employees to be declared surplus, due to their position no longer being required, shall receive not less than two months' notice of termination of their employment and, during this period, the employer will consider redeployment of the employee to another similar position which may be available. Retraining of affected employees for a significant career change will be considered. The cost of retraining will be no more than what the affected employee would have received for a redundancy payment.
- f. The notice period for staff employed in the research funded category is one month.

B.4 Superannuation

- a. University employees may belong to UniSaver New Zealand in accordance with the provisions of that scheme.
- b. Where the employee is a contributor to the Government Superannuation Fund the University will continue to make contributions to the Fund except where this is discretionary in which event the employer may make contributions. Members of the Fund are bound by the provisions of that Scheme.

B.5 Equal Employment Opportunities

The provisions of Section 77D of the State Sector Act 1988 shall apply. (See Appendix A).

B.6 Policies and Procedures

Recognising the unique position of the University as critic and conscience of society as set out in the University Charter and acknowledging the principles of Academic Freedom as set out in s161 of the Education Act 1989 the employer undertakes, at all times, to act as a good employer by following a procedure which is fair and based on the principles of natural justice.

All policies, procedures, statutes and regulations relating to employees shall be binding on the employer and employees. Nothing in these policies or procedures shall be inconsistent with this agreement, but should this occur, the agreement will apply. The employer may, from time to time, vary these provisions or may issue new ones.

The employer may, from time to time, vary the provisions of any Human Resources policy or may issue new policies or procedures. In that event the provisions of the Policy Drafting, Review and Approval Guidelines will apply.

B.7 Management of Change

Provisions relating to Management of Change are set out in Appendix C.

B.8 Continuity of Employment

Irrespective of any subsequent changes to legislation, Part 6A of the Employment Relations Act 2000 as enacted at the date of this agreement shall continue to apply to this agreement to the extent that this is possible while complying with any subsequent legislation.

SECTION C: HOURS OF WORK

C.1 Hours of Work

- a. Thirty-seven and a half hours shall constitute an ordinary full-time week's work, except that for Trade Supervisors and workers engaged in trades related work and kitchen and domestic staff working in the Residential Colleges, 40 hours each week shall constitute an ordinary week's work, and for Trades Staff ordinary hours of work shall be 80 hours per fortnight.
- b. Unless otherwise specified in this agreement, the ordinary hours of work will be worked within the core hours of 7am and 9pm Monday to Friday and 8am and 5pm Saturday, normally on five consecutive seven and a half hour days, except that by mutual agreement of employer and the individual employee (which shall not be unreasonably withheld) the hours may be varied within a 37.5 hour week.
- c. For all Trades staff, Trade Supervisors and trades related staff the ordinary hours of work will be worked within the core hours of 7am and 9pm Monday to Friday and 8am and 5pm Saturday, normally on five consecutive eight hour days , except that by mutual agreement of employer and the individual employee (which shall not be unreasonably withheld) the hours may be varied within a 40 hour week for Trades Supervisors and trades related workers, or within 80 hours per fortnight for Trades Staff.
- d. For the Residential Colleges Kitchen and Domestic staff, the ordinary hours of work shall not exceed 10 hours per day or 40 hours per week over any rostered five days, in any one week Monday to Sunday inclusive.
- e. For Executive Residence Housekeepers and Senior Housekeepers, the ordinary hours of thirty-seven and a half hours are to be worked on not more than six consecutive days of the week, Monday to Sunday inclusive. No more than ten hours shall be worked in any one day. The employee's actual hours of work will be posted on a roster as follows:
 - i. A roster setting out the correct working hours of each employee shall be affixed and maintained in some conspicuous place in the Executive Residence and shall be accessible to the employees employed therein.
 - ii. In preparing a roster the employer will be mindful of staff preferences where they are reasonable and practicable.
 - iii. Staff may at times be required to work shifts outside their normal rostered hours due to the changing business requirements of the Executive Residence.
- f. As far as possible the hours of work shall be continuous except for a meal break of not more than one hour or less than 30 minutes each day.

- g. In addition, employees shall be granted a rest period of 10 minutes in each period of four hours worked. Normally that rest period shall be allowed after not less than two hours work.
- h. Flexitime may operate by mutual agreement between the employer and the individual employee concerned, within the ordinary hours of work specified within this agreement.
- i. Notwithstanding Clause C.1.b and C.1.c above employees employed before 1 April 1993, or before 1 October 1999 in the case of trades staff, will not be required to alter their existing patterns of work except by mutual agreement.
- j. In special circumstances an employee may be required temporarily to vary starting and/or finishing times.
- k. Staff are entitled to request flexible working arrangements as outlined in university policy and legislation.

C.2 Regular Work Outside of Core Hours

- a. The ordinary hours of work for existing employees may be varied from the core hours set out in C.1.b and C.1.c above by agreement between the employer and the employee. Such agreement shall not be unreasonably withheld. The employee shall have the right to be represented in any discussion by a representative of their choice and shall be notified of that right.
- b. Any new or existing employee applying for a position which has specified hours outside of the core hours in C.1.b and C.1.c above, and who has specifically been offered and accepts ordinary hours of work outside of those set down in Clause C.1.b and C.1.c shall not be entitled to the provisions of Clauses C.4, C.5 and E.9 and Clause C.1.b and C.1.c shall not apply.
- c. Notwithstanding sub clauses a and b above where any employee whose ordinary hours of work fall within the core hours set down in C.1.b and C.1.c above accepts redeployment, as part of a management of change process into a position which requires them to work their ordinary hours wholly or partly outside of the core hours set down in C.1.b and C.1.c above they shall be entitled to the provisions of C.4 and C.5 of this agreement and to the provision of E.9 where the appropriate criteria are met.

C.3 Overtime

- a. These provisions apply to all employees who, with the prior authorisation of the employer, work in excess of 37.5 hours a week, except, for Trades Supervisors and workers engaged in trades related work for whom 40 hours per week is to be substituted for 37.5 hours per week, or in the case of Trades Staff, work in excess of 80 hours per fortnight is to be substituted for 37.5 hours per week (see C.1.a above).

- b. Employees shall be compensated for authorised overtime by one of the following options to be agreed between the employer and employee when the overtime is authorised:
 - i. time off in lieu of one hour off for one hour worked; or
 - ii. the payment of all overtime hours at time and a half of the employee's hourly rate of pay; or
 - iii. the payment of an allowance to be agreed between the employer and the employee where the employee is regularly required to work hours in excess of the hours prescribed in C.1.a above.
- c. Employees who work in excess of 7.5 hours (or 8 hours for Trades Staff and Supervisors, and trades related staff) in any one day but who are not required to work in excess of 37.5 hours (40 hours for Trades Supervisors and trades related staff) within that week (or 80 hours in the fortnight for Trades Staff) will not be eligible for the payment of overtime.
- d. For the Residential Colleges Kitchen and Domestic staff, where, at the request of the employer, the Employee agrees to work in excess of 10 hours per day or 40 hours per week in total, these hours will be subject to overtime.

C.4 Sunday Rate (*excluding Residential Colleges' Kitchen and Custodial staff and Executive Residence Housekeepers and Senior Housekeepers*)

Full and part-time workers working ordinary hours between 5 pm Saturday and 7 am Monday shall be paid a penal rate of T0.50 additional to salary.

C.5 Night Rate (*excluding Residential Colleges' Kitchen and Custodial staff and Executive Residence Housekeepers and Senior Housekeepers*)

Full-time and part-time employees working ordinary hours at night shall be paid a penal rate of T0.25 additional to salary for all hours of work between the hours of 9 pm and 7 am Monday to Friday and from 9 pm Friday to 8 am Saturday except where Sunday rates apply (Night Rate and Sunday Rate are not paid for the same hours). A minimum payment for two hours shall apply.

C.6 Call Backs (*except Trades*)

- a. Where an employee, with the exception of trades staff, is required by the employer to attend the University, after the employee has completed their ordinary hours of work and has left the place of employment, or is called back before the normal time of starting work and does not continue working until such normal starting time (hereinafter referred to as a "call back"), the employee shall be paid either overtime or shall receive time off in lieu thereof.
- b. For the purposes of sub-clause C.6.a, any overtime paid to the employee or any time received in time off in lieu thereof shall be calculated as a minimum of three hours.

- c. Where an employee is subsequently called back to the University after an earlier call back and the cumulative period of these call backs is less than or equal to two hours, then the employee shall only receive the minimum payment specified in sub-clause C.6.b.
- d. Where the employee receives a call back pursuant to this clause, and the employee uses their own vehicle, then a motor vehicle allowance shall be paid in accordance with Clause E.7.

C.7 Call Back (except Public Holidays) (Trades)

- a. A worker called back outside the normal working hours after having left their place of work shall be entitled to be paid a minimum of three hours at the appropriate overtime rate.
- b. Call backs commencing and finishing within the minimum period covered by an earlier call back shall not be paid for.

C.8 Minimum Break between Spells of Duty

- a. When overtime is necessary it shall, wherever reasonably practicable, be so arranged that the employee has at least nine consecutive hours off duty between the employee's successive days.
- b. An employee who works so much overtime between the termination of ordinary work on one day and the commencement of ordinary work on the next day, that the employee has not had at least nine consecutive hours off duty between those times shall, subject to this clause, be released after completion of such overtime until the employee has had nine consecutive hours off duty without loss of pay for ordinary working time and for regular rostered overtime (as prescribed in Clauses C.1 and C.2 of this Agreement) occurring during such absence.
- c. If on the instructions of the employer, such an employee resumes or continues work without having had such nine consecutive hours off duty, the employee shall be paid at overtime rates until being released from duty for such period, and shall then be entitled to be absent until the employee has had nine consecutive hours off duty without loss of pay for ordinary working time (as prescribed in Clauses C.1 or C.2 of this Agreement).

C.9 Availability for work (Residential Colleges' Kitchen and Custodial Staff)

- a. Employees will not be paid during resident student vacations except when they are required to work, in which case they shall be paid at the same rate applying during the resident student term. When absence occurs due to the non-availability of work during resident student vacations, the contract of employment shall be deemed to be continuous.

- b. Where an Employee is unable and/or unwilling to work during student vacations their service shall be deemed to be continuous should the Employee return for work the next term.

C.10 Job Sharing

Job-sharing is a voluntary arrangement where (usually) two employees share one job, each working part-time on a regular, ongoing basis. Job sharing is one of a number of flexible work arrangements that can be an effective means of reconciling the competing demands of an employee's work and family demands.

If employees wish to initiate a job-sharing arrangement, they should discuss this with their manager. The manager will consider operational requirements and determine whether to approve the proposed arrangement. The manager should consider practical measures to allow job sharing to occur.

The terms and conditions relating to the job share arrangement will be set out in full and agreed in writing.

Where either of the employees in a job-sharing arrangement terminate their employment with the university, the vacant hours shall be offered to the remaining employee. Should the remaining employee wish to continue the current job share arrangement, the employer will consider filling the vacant component of the role through the normal processes. If the employer proposes to discontinue the job share arrangement, the management of change provisions will apply.

C.11 Shift Rosters: Campus Watch

Where the employer requires an employee to change teams, a minimum of one shift rotation (currently 5 weeks) notice will be given. This may be reduced by agreement between the parties. In exceptional circumstances, the employer may require an employee to change with a shorter period of notice, and the employer reserves the right to implement this change. However, in recognition of the employer's "family friendly" and good employer policies, the individual circumstances of an employee will be taken into consideration prior to any changes being implemented. Approved leave will not be impacted to the detriment of an employee changing shifts.

C.12 Flexible Working from Home

- a. There is a fundamental expectation that all staff will routinely be at work on campus so they are available to assist students, so that students see the University as a place of active scholarship and so that staff can benefit from each other and contribute constructively to their departments culture and activities.
- b. The University encourages managers to be flexible when considering applications to work from home. Heads of Department and Managers may approve staff working away from campus where this is of benefit to the department and/or the individual.

- c. Applications to work from home may be made by any staff members where the nature of at least some of their work means it can be completed effectively from home.
 - i. Requests may be made for either blocks of time related to specific projects or for regular, specified periods of time.
 - ii. The work to be carried out from home must be specified at the time the request is made.
 - iii. Staff members working from home must be available to attend work during the ordinary hours of work and to undertake any on-campus activities required.
 - iv. The department, where possible, will make equipment available to work from home.
 - v. Applications will be considered in accordance with the University's Flexible Working Arrangements Policy.
- d. This section does not apply to staff who routinely work off campus.

SECTION D: REMUNERATION

D.1 Salary Scales

If the Government provides funding specifically for salary increases during the term of this agreement, the University will increase staff salaries accordingly.

Scale 1: this scale applies to all staff covered by the agreement except for Research Assistants, Trades staff, Student Health Practice Nurses, Residential Colleges Domestic and Kitchen Staff and Executive Residence Housekeepers and Senior Housekeepers.

For clarification Scale 1 includes but is not limited to the following work types:

Administrative/clerical, finance, technical, library, information technology, academic support careers, counselling, liaison, mail and phone services, dental assistants, security/pastoral care, recreation services, printery, help desk, student support, marketing, communications.

	1/12/ 2019
Level 7	85,542 67,080
Level 6	74,482 62,302
Level 5	66,647 56,253
Level 4	60,444 50,257
Level 3	55,970 47,238
Level 2	50,018 44,198
Level 1	47,019 41,188

Scale 2: Technical Trainees

Qualifications and Experience	Appointment Salary and Progression 1/12/2019	Position Level
Level 5 Diploma	41,926	Level 3 and above
Level 5 Diploma + 1 yr Or Level 6 Diploma	44,108	Level 3 and above
Level 5 Diploma + 2 yr Or Level 6 Diploma + 1 yr	45,565	Level 3 and above
Level 5 Diploma + 3 yr Or Level 6 Diploma + 2 yr Or Completion of full New Zealand Certificate	48,693	Level 3 and above
Level 5 Diploma + 4 yr Or Level 6 Diploma + 3 yr Or Completion of full New Zealand Certificate + 1 further year	50,256	Level 4 and above only

For Technical Trainees the following specific progression and conditions will apply:

Appointment Salary: Technical trainees may be appointed to positions evaluated at Level 3 or above. The commencing salary of the appointee will be determined based on qualifications and relevant work-based experience in accordance with the table below.

Progression: Salary progression will be by annual increments through the salary points specified in the table, subject to the level of the position held. Increments will be subject to satisfactory performance and progress, and completion of the University Laboratory Safety Course within the first 12 months of service. Where an increment is withheld the employee shall be advised in writing of the reason(s).

Once progression through this scale is completed, the salary range for the evaluated level of the position will become applicable.

Re-evaluation: The job description, for any trainee who is appointed to a level 3 position, must be submitted for re-evaluation within 12 months of the trainee progressing to a salary point at \$48,693 from 1 December 2019. If the position is re-graded to Level 4 (or above), the trainee will be eligible for the specified progression to \$50,256 from 1 December 2019 following the additional 12 months of service.

Scale 3: Research Assistants

The Research Assistant scale applies to short term positions, the purpose of which is to provide assistance with research projects, where the nature of the work does not meet the criteria for the Assistant Research Fellow scale.

Grade	Criteria	1/12/2019
4	Research assistance work requiring a degree with a substantial research component, e.g. a Masters graduate or PhD student	51,705
3	Research assistance work requiring a degree with some research component e.g. Hons or PG Dip	48,592
2	Research assistance work requiring graduate level skills (Bachelors degree)	46,210
1	Research assistance work not requiring graduate level skills	41,187

Note 1: The appropriate grade for the position will be determined by the employer based on the job content in accordance with the criteria listed.

Note 2: There is no automatic progression between grades. Movement from one level to another is by decision of the employer based on changes in the requirements of the position.

Scale 4: Trades and Assistant Trades

Trade Scale

Salaries for Trades Staff from **1 July 2020** are defined in the scale below.

Trade Staff, category	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Plumber	61,784	64,981	68,280	70,938	71,578	73,597
Electrician	61,784	64,981	68,280	71,578	73,597	
Fitter / Sheetmetal Worker	59,200	62,365	65,588	68,885		
Carpenter / Joiner	53,952	56,675	59,399	62,149		
Painter	49,742	52,218	54,694	57,171		
Grounds	44,481	46,647	48,814	50,979		
General Hands / Paint Hands	44,108	46,027				

Assistant Trades Scale

Salaries for Assistant Trades Staff from **1 July 2020** are defined in the scale below.

Assistant Trade Staff, category	Step 1	Step 2	Step 3	Step 4
Plumber/ Electrician	48,900	51,479	54,057	56,635
Fitter / Building Services	46,919	49,373	51,827	54,283

Scale 5: Student Health Practice Nurses

Salaries for Student Health Practice Nurses are defined in the scale below.

Nurses Pay Scale	Annual salary from 1 December 2019
Beginning Practice Nurse	
BPN 01	70,248
BPN 02	71,382
BPN 03	72,527
BPN 04	74,069
Competent Practice Nurse	
CPN 01	75,224
CPN 02	76,407
CPN 03	77,537
CPN 04	78,696
Proficient Practice Nurse	
PPN 01	79,853
PPN 02	81,008
PPN 03	82,485
PPN 04	83,323
Expert Practice Nurse	
XPN 01	84,481
XPN 02	85,639
XPN 03	86,793
XPN 04	87,951

Scale 6: Residential Colleges Domestic and Kitchen Staff

Salaries for Residential Colleges Domestic and Kitchen Staff from 1 December 2019 are defined in the scale below.

Step		Appointment range				Merit range		
		1	2	3	4	5	6	7
Chef - fully qualified	(H5)	21.81	22.60	23.40	24.07	24.87	25.67	26.34
Chef	(H4)			21.13	21.81	22.60	23.40	24.07
Supervisors - Domestic/Dining	(H3)					21.06	21.43	21.81
Assistant Chef	(H2)						21.06	21.43
Assistants - Domestic/Kitchen	(H1)						21.06	

Any Employee, employed on Scale 6, shall receive a minimum payment of two hours per day on the days of employment

Scale 7: Executive Residence Housekeepers and Senior Housekeepers

	Effective 1 December 2019	
	Annual Salary	Hourly Rate
Housekeepers		
HKR04	41, 929	21.44
Senior Housekeeper		
SHK01	41,929	21.44
SHK02	44,107	22.56
SHK03	46,285	23.67
Duty Manager		
DM02	41,187	21.06
DM03	41,929	21.44
DM04	44,107	22.56

Classifications:

- iv. **Housekeeper:** A "housekeeper" is an employee who undertakes the cleaning of the guest rooms and related tasks, and associated common areas including the ground floor, as directed.
- v. **Senior Housekeeper:** A "senior housekeeper" is an employee who undertakes the supervision of the housekeepers and has the responsibility of ensuring the duties in (a)(i) are completed to the standards set by the House Manager. Cleaning of guest rooms and related tasks, and associated common areas including the ground floor may be required as directed.

Scale 8: Clinical Research Nurses / Midwives

	Annual Salary 1 Dec 2019
Entry Level Clinical Research Nurse/Midwife (Band 1)	
CRN101	70,248
CRN102	71,382
CRN103	72,527
CRN104	74,069
Clinical Research Nurse/Midwife (Band 2)	
CRN201	75,224
CRN202	76,407
CRN203	77,537
CRN204	78,696
Senior Clinical Research Nurse/Midwife (Band 3)	
CRN301	79,853
CRN302	81,008
CRN303	82,485
CRN304	83,323

D.2 Evaluation of Positions on Scale 1

- a. Where a new position is established or where substantial changes to a job description occur, Individuals/Deans/HODs may make application for the position to be evaluated. The Job Evaluation Committee will evaluate the job description, place the position into the appropriate salary level and determine the effective date of any change. Where the position is placed in a higher level and the current salary is below the minimum for that level the salary will be raised to at least the minimum from the date that the regrading takes effect. In transferring to a new salary level, the individual's current salary will not be reduced.

Job descriptions may be requested for re-evaluation by the Job Evaluation Committee on a cyclical basis.

- b. Appeals

A Head of Department or Dean or the job holder may appeal within one month of the date of written notification from Human Resources communicating the decision of the evaluation of a position where the job description used for the evaluation was inaccurate or insufficient.

D.3. Criteria for Placement and Movement in Salary Scale 1

a. Placements in Levels

On appointment, employees are to be placed at a point within the level taking into consideration:

- i. Relevant work experience in previous or current employment;
- ii. Relevant educational or other qualification;
- iii. Ease or difficulty of recruitment having regard to the specific skills and the level of skills required.

b. Movement from one Level to Another

Movement from one level to another is by decision of the employer, appointment to an established position or regrading.

c. Annual Review

All salaries shall be subject to annual review. This does not, however, preclude an individual review in special circumstances

d. The minimum increases payable where salary reviews result in adjustment to salaries will normally be:

- i. For Levels 1, 2 and 3 \$900
- ii. For Levels 4 and above \$1,200
- iv. Excepting that where the amount available to the employee within the level is less than the minimum of D3 (d) (i) and (ii) above, then only the amount required to place the employee on the maximum of the level need be recommended.

e. Movement within a Level where there is no Incremental Progression

The following criteria are to be applied:

- i. Individual merit, including level of achievement, skills and value to the organisation, including on-the-job experience;
- ii. Changes in job content including increased scope and complexity where the changes are insufficient to warrant regrading to the next level.

f. Annual Review Appeals

There will be a right of appeal as outlined in the relevant guidelines.

g. Movement within Level 1

The steps shown within Level 1 are annual increments subject to satisfactory performance. When an increment is withheld, the employee shall be advised in writing of the reason(s).

h. Individual salary rates cannot be reduced by reason of operation of the salary scales.

D.4 Criteria for Placement and Movement in Salary Scale 4 (Trades Staff)

- a. New staff will be appointed within the scale and progress automatically to step 4.
 - i. Except for Plumbers, where a trade has registration the maximum level will be level 3 for those without registration.

- b. For Plumbers the maximum salary levels are as follows:

Qualification Level	Maximum Step
Plumbing and/ or in Gas fitting under supervision	2
Licensed Plumber or Gasfitter	3
Licensed Plumber and Gasfitter	4
Certifying Plumber or Gasfitter	5
Certifying Plumber and Gasfitter	6

- c. Payment beyond step 4 would be by bonus or Recruitment and Retention allowance, but would have to be in exceptional circumstance or performance.
- d. Progression for staff will be on the anniversary of their commencement in the position.
- e. Leading Hands will be remunerated within the same ranges but will receive an additional \$2.51 per hour from 1 December 2019 to compensate them for additional responsibility. A leading hand allowance is able to be paid to Trades Staff on a job-by-job basis as determined by the University.
- f. For Trades Assistants, appointment and progression through the four steps are:
 - Step 1 basic labouring experience and workplace assessment
 - Step 2 on 1st anniversary of employment - agreed training that is put in place has been completed to the satisfaction of the Employer
 - Step 3 on 2nd anniversary automatic increment
 - Step 4 on 3rd anniversary - agreed training that is put in place has been completed.

Progression will be subject to the achievement of satisfactory progress in both workplace performance and training requirements.

D.5 Criteria for Placement and Movement in Salary Scale 5 (*Student Health Practice Nurses*)

- a. Student Health Practice Nurses' salary movements within each level will be by automatic progression from step 1 to step 2 and from step 2 to step 3, subject to satisfactory performance. Movement to step 4 will be subject to the approval of the Director, Student Health.
- b. Movement from one level to another is by promotion and will be determined in accordance with the published promotion policy.

D.6 Criteria for Placement and Movement in Salary Scale 6 (*Residential Colleges Kitchen and Domestic Staff*)

a. Appointment

All new appointees will be placed within the Appointment range. Normally a new appointee will be placed on step 1. Placement at a higher step in the Appointment range will be based on the applicant's previous experience, qualifications and assessment against the criteria used for the Performance and Development Review (PDR) process in the University Colleges.

b. Progression

- A formal PDR is to be undertaken each year to coincide with the dates specified in the PDR processes.
- Step progression in the Appointment range is automatic subject to maintaining satisfactory performance.
- Step progression in the Merit range is based on performance based on the criteria and processes outlined in the University PDR process University Colleges.
- All progression will be effective from 1 February after the formal PDR review.

D.7 Criteria for Placement and Movement in Salary Scale 7 (*Executive Residence Housekeepers and Senior Housekeepers*)

- a. Wages/salaries will be paid at a rate set out in the employee's individual letter of offer.
- b. Progression up the salary scale (where available) will be by automatic annual increment on the anniversary of the start date subject to satisfactory performance.

D.8 Criteria for Placement and Movement in Salary Scale 8

- a. Clinical Research Nurses/Midwives are appointed at a salary appropriate to the competency requirements for the position.
- b. Progression through Steps 1-4 within each band (Entry level Clinical Research Nurse/Midwife, Clinical Research Nurse/Midwife and Senior Clinical Research Nurse/Midwife) is subject to meeting the requirements of the Clinical Research Nurse/Midwife role and achieving satisfactory outcomes, as per the Performance Development Review, and as determined by the Head of Department (based on advice from the Principal Investigator) and approved by the Dean (in Health Sciences).
- c. The effective date for salary increases is 1 February of the year following the review.
- d. There will not usually be movement between salary bands, unless the nature of the position changes significantly. Such movement is by promotion and will be determined in accordance with the appropriate policy.

D.9 Supplementary Payments

The employer may award individual employees a non-superable payment additional to the salary on the grounds of recruitment and retention. The conditions relating to the payment, including when it will be reviewed, will be detailed at the time the payment is put in place.

D.10 Bonus Payments

Bonus payments may be made to individuals or groups who have undertaken substantial additional work or special projects over and above normal duties. Applications may be initiated by individuals through the HOD/Dean or by the HOD/Dean.

Applications will be considered according to the Remuneration Policy.

SECTION E: ALLOWANCES

E.1 Higher Duties Allowance

- a. The employer shall approve payment of a higher duties allowance to an employee who is required to undertake the full duties and responsibilities of a higher graded position during the temporary absence of the occupant of that position, and who competently discharges those higher duties. Payment at a lesser rate shall be approved for an employee who is required to undertake only some of the duties and responsibilities of positions at a higher level.
- b. The rate of the allowance will be calculated by taking the difference between the salary of the employee acting in the position and the minimum salary rate of the level of the higher position, or by paying an amount of 6 ½ percent of the salary of the employee acting in the position, whichever is the greater amount. Where the payment of the full rate of the allowance is not justified, the rate is to be that proportion of the full allowance that the duties and responsibilities, competently performed, bear to the whole of the higher duties and responsibilities.
- c. The minimum qualifying period is 15 consecutive working days actually undertaking the higher duties and responsibilities and this criterion must be met on each occasion that the higher duties are performed.
- d. When an employee is promoted to a position that they have previously undertaken full duties and responsibilities of, and for which a higher duties allowance has been paid, then the appointment to that position may be backdated to the date that the higher duties were taken up.

E.2 Meal Allowance

An employee who has been directed to work not less than two hours overtime after a break of at least half an hour and who has had to buy a meal, which they would not otherwise have bought, shall be paid a meal allowance up to \$17.83 from the 1 December 2019, upon production of receipts.

E.3 Morning, Lunch and Afternoon Tea

All employees are to receive free tea, coffee, milk and sugar for morning, lunch and afternoon tea breaks.

E.4 Travelling on University Business (*This clause shall not apply to staff undertaking field work*).

- a.
 - i. Where an employee leaves and returns to their headquarters on the same day the employer may approve payment of actual and reasonable expenses above the day to day work related expenses. The incidentals allowance is not payable nor are the traveling expenses in E.4.b. Below
 - ii. Where the period is less than 24 hours but is overnight actual and reasonable expenses plus incidentals allowance are payable but not the travelling expenses in E.4.b. below.
- b. The following expenses shall be paid when travelling on University business for periods in excess of 24 hours:
 - i. Accommodation: Reimbursement of costs of accommodation on an actual and reasonable basis on presentation of receipts.
 - ii. Meals: Refund of the actual and reasonable costs of meals on production of receipts.
 - iii. Employees Staying Privately: Employees staying privately may claim actual and reasonable expenses for meals and accommodation.
 - iv. Incidental Allowance: An incidental allowance from 1 December 2019 of \$10.07 per 24-hour period or part is payable for incidental expenses not otherwise recoverable. The period of payment is calculated from the time of departure from the University or from the employee's residence whichever is the earliest to the time of return to the University or employee's residence whichever is the earlier.

E.5 Field Work

- a. For the purpose of this agreement, field work shall mean:
 - i. A day field trip which does not necessitate the employee being away from their place of residence overnight;
 - ii. A field trip which necessitates the employee being away from their place of residence for one night or more, up to 20 consecutive nights;
 - iii. An expedition which necessitates the employee being away from their place of residence for more than 20 consecutive nights.
- b. An employee has the right to object to undertaking field trips and expeditions as defined in sub clause (a) of this clause on reasonable grounds. The employer undertakes to adequately consider an employee's reasonable objection to field trips and expeditions and wherever possible to give reasonable notice of the field trip or expedition.

- c. An employee who undertakes field work of any kind covered by this clause shall be provided by the employer with equipment and special clothing deemed by the employer to be necessary for the field work, and such equipment or special clothing shall remain the property of the employer. In lieu of the foregoing, an employee may be paid a sum agreed upon by the employer and the employee as partial reimbursement of the cost of provision by the employee of such equipment or special clothing, which shall remain the property of the employee.
- d. It shall be the duty of the employer to take all reasonable steps to ensure that all equipment and clothing supplied at any time during field work is in a safe working condition, and that where necessary, the employee is given adequate instruction in its proper use.
- e. An employee engaged on a field trip or expedition shall be provided with suitable food and transport or shall be reimbursed the actual reasonable costs thereof. An employee who is engaged on a field trip shall be entitled to accommodation of a reasonable standard appropriate to the circumstances. Where necessary, an employee undertaking a field trip or expedition may be given an advance against expenses.
- f. An employee engaged on a day trip shall be entitled to time off in lieu of overtime, on the basis of one hour for each hour of overtime worked.
- g. An employee engaged on a field trip shall be entitled to one day's time off in respect of each day worked on that field trip, which would normally be the employee's day off, to be taken at a time mutually convenient to the employee and the employer.
- h. An employee engaged on an expedition shall not be entitled to overtime or time off in lieu.
- i. An employee engaged on a field trip or an expedition shall be paid the incidentals allowance at the rate from 1 December 2019 of \$10.07 per day.
- j. The terms and conditions applicable to expeditions shall be determined in each case prior to the commencement of the expedition. It is recognised by the parties that each expedition is to be treated on its merits as a separate case.

E.6 Transport Allowance

a. A transport allowance at the rates specified below is payable to staff who meet all of the following criteria:

- the employee is required to commence or finish work outside the hours of 7.30 am to 6.00 pm Monday to Friday and is required to travel more than two kilometres from their residence to the place in which they are employed.
- the employee lives in a location where public transport would be available if they worked between 7.30 am and 6.00 pm Monday to Friday.
- no public transport is available which would enable the employee to arrive at work within 30 minutes before the time they are required to commence duty or no public transport is available within 30 minutes after the time they cease duty.

From 1 December 2019 the rates are:

Shortest distance between Employees' home and place of employment (one way)	Allowance payable for each return trip
Up to and including 2 km	
More than 2 km and up to 5 km	\$2.50
More than 5 km and up to 10 km	\$4.38
More than 10 km and up to 15 km	\$6.28
More than 15 km	\$8.16

- b. Where the allowance is approved, it is for a return trip although public transport may be available when the employee is required to commence duty but not when they cease, or vice versa.
- c. Where staff qualify for a transport allowance the University, to suit particular cases, may apply one of the following alternative options by mutual agreement:
- i. provide, at University expense, a taxi for the particular employee;
 - ii. provide, at University expense, suitable transport for a group living in the same area (shared taxi etc).

E.7 Motor Vehicle Allowance

Where the use of a private vehicle for official business has been approved the employee shall be paid a motor vehicle allowance at a rate determined from time to time by the Inland Revenue Department except for Dunedin to Dunedin Airport, Christchurch to Christchurch Airport, Wellington to Wellington Airport and Auckland to Auckland Airport where the payment shall be the equivalent of the return fare by Airport Shuttle.

E.8 Appointment Expenses

Employees of a New Zealand University who are appointed to a position at the University of Otago shall be entitled to appointment expenses as laid down by the employer.

E.9 On Call Allowance (not applicable to staff in Halls of Residence)

- a. If an employee is instructed to be on call and must remain within easy contact during normal off duty hours the employee shall be paid an on call allowance from 1 December 2019 of \$34.91 per twenty four hour period or part thereof. Where an employee agrees to have their name and telephone number made available for an emergency availability list, but does not qualify for the on call allowance due to not being instructed to remain within telephone contact, the University will pay them \$6.90 for each month or part thereof that they are on the list.
- b. If a trade staff employee is instructed to be on call and must remain within easy contact during normal off duty hours the employee shall be paid an on call allowance from 1 December 2019 of \$2.07 per hour or part thereof.

E.10 Tools and Tool Allowance (Trades Staff only)

- a. Where tools are provided by the tradesperson sufficient to enable them to carry out the functions of their trade, a tool allowance according to the following scale shall be paid from the 1 December 2019:

Trade	\$ per hour
Fitters / Sheetmetal Worker	0.32
Electricians	0.37
Plumbers & Gasfitters	0.49
Carpenters and Joiners	0.42
Painters	0.05

- b. Where, in the opinion of the University, a particular tool or other piece of equipment not normally provided by a tradesperson is required for a particular job, such tool or equipment shall be supplied by the University and shall remain the property of the University.
- c. The employer shall compensate the employee for tools lost by fire or burglary on the employer's premises provided that the tools have been stored by the employee in the place and in the manner directed by the employer or the employer's representative. The employer shall be responsible for safeguarding an employee's tools when the employee has to break off through sickness or accident.

E.11 Te Reo/Tikanga Allowance

Where employees provide skills in Tikanga Māori, Te Reo Māori in circumstances outside of their job requirements and where such duties are above and beyond the normal requirements of the employee, (for example the community has an expectation that someone from the University will attend an event) the University shall recognise such contributions where appropriate supporting information is provided. This will be by way of agreed financial recognition or in some other agreed manner.

E.12 Professional, Registration & Licence Fees

Professional fees and fees associated with membership of a professional organisation will be paid by the employer where it is agreed such fees are required in order to undertake the duties of the employee's position.

When an employee covered by this agreement is a member of an occupational group engaged in duties for which the holding of a licence or practising certificate is required by law and they hold such a licence or practising certificate, then the cost of that licence or certificate shall be paid by the employer (pro-rata for part-time employees).

E.13 Independently Qualified Persons (IQP)

Where the University requires a trades' staff member to hold an independently qualified persons' registration and while required to use that registration as part of their employment to carry out "Inspection, Maintenance and Recording" the staff member will receive an allowance from 1 December 2019 of \$15.14 per week. By accepting the payment the employee agrees to obtain as many IQP features as are relevant to their trade and as may be required by the employer.

For each IQP in addition to the first that a trades staff member becomes qualified for, and is required by the employer to use in their employment, a one-off payment of \$200 upon production of evidence of qualification and its use will be made.

The selection and appointment of staff to become IQPs will be made by the University. If the staff member is agreeable to taking up the role then appropriate training will follow.

Where the University requires a person to hold an IQP the University will meet the costs of registration, insurance and training.

This clause is established on the understanding that there are not more than seventeen (17) IQP features. Should legislative changes or changes in building industry standard practices result in an increase in this number, this policy will be reviewed with an intention of ensuring it remains cost neutral.

E.14 Unpleasant Duties

Employees required to do unusually dirty work in out of the ordinary circumstances such as the removal of vomit or excreta deposited outside a toilet bowl shall be paid from 1 December 2019 \$8.73 per incident the Employee carries out such work for up to 2 payments per shift. Any claim under this clause shall require the prior approval of a departmental supervisor. Any Employee objecting to carrying out such duty shall not be compelled to perform such duty. Excreta shall be defined as faecal matter.

SECTION F: HOLIDAYS AND LEAVE

For the purposes of leave provisions part-time employees working less than full-time or less than five days per week or less than 52 weeks per year receive a pro-rated entitlement.

F.1 Public Holidays

The following days shall be observed as public holidays: New Year's Day, the day after New Year's Day, Waitangi Day, Anzac Day, Good Friday, Easter Monday, Sovereign's Birthday, Labour Day, Anniversary Day (local) or day in lieu, Christmas Day, Boxing Day.

- a. The University observes Easter Tuesday in lieu of Anniversary Day in Otago. In the event of a public holiday falling on a Saturday or a Sunday, such public holiday shall be observed on the succeeding Monday and, in the event of another public holiday falling on such Monday, such other holiday shall be observed on the succeeding Tuesday.
- b. Where a Public Holiday is a day which would otherwise be worked and the employer requires the employee to work, then the employee shall be paid the rate of pay which the employee would have received if they had worked that day, a penalty payment equal to 50% of their normal hourly rate for the hours actually worked, plus a whole paid alternative holiday. If staff do not usually work on a public holiday, but do work, they will be entitled to time and a half for the time worked, but not an alternative holiday. These provisions shall not apply to employees who without a request from the employer choose to work on a public holiday.

Full-time staff (i.e. 37.5 hours for non-trades staff or 40 hours for trades staff) whose specified hours of work are not Monday to Friday will receive the same number of public holidays as other staff. In the event of a public holiday falling on a day that the full-time staff member does not normally work, the staff member will be entitled to a paid holiday to be taken on any other day agreed between the parties.

F.2 Holidays Falling During Leave or Time Off

- a. Leave on pay – Where 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 to be debited against such leave. This provision does not apply to a holiday falling during annual or retiring leave after the employee has ceased work prior to leaving the University, unless the employee has worked at any time during the fortnight ending the day on which the holiday is observed.
- b. Leave without pay – An employee shall not be entitled to payment for a recognised holiday falling during a period of leave without pay, unless the employee has worked at any time during the fortnight ending on the day the holiday is observed.

F.3 Annual Leave Entitlement

- a. Annual leave of five weeks per annum shall be allowed in accordance with the Holidays Act 2003 and amendments. This entitlement includes the last working day before Christmas and the three days between Christmas and New Year.
- b. All employees will submit their leave requests via the staff web kiosk leave approval system.
- c. The employee's wishes concerning the timing of leave will be met as far as possible. However, where this is not convenient to the University, the employer may decline to grant leave or may direct any employee to take leave at a certain time. Heads of Department are required to keep records of annual leave taken by staff.
- d. Wherever possible employees will have the opportunity to take all leave due to them in any one leave year. If an employee has an accrued annual leave entitlement greater than 10 days, the employee will take annual leave from the first normal working day following 1 January in the following year for a period sufficient to reduce the carry forward balance to a maximum of 10 days, unless the employer expressly agrees otherwise in writing.
- e. With the written approval of the University an employee may take annual leave in anticipation of entitlement. The number of days anticipated shall not exceed the amount of accrued leave.
- f. The anniversary date from which annual leave entitlements are calculated will be 1 December each year.
- g. The employee agrees to have annual leave paid in the pay that relates to the period during which the leave is taken unless the employee requests payment for the leave to be made before the holiday is taken.

F.4 Sick Leave

- a. Employees except for those on a fixed-term of 6 months or less are entitled to Sick Leave on pay as set out in clause F.4.c. below, or Sick Leave without pay may be granted on production of a medical certificate.
- b. All sick leave is to be computed on working days only.
- c. Employees will receive 10 days sick leave on appointment and a further 10 days for each 12 months of service after, with a maximum accumulation of 260 days.
- d. This leave is inclusive of the provisions of the Holidays Act 2003.
- e. The employer may require an employee to undergo an examination by a registered medical practitioner of the employer's choice where it is considered that the employee's performance may be impaired by a possible medical condition. Should the employee be found to be unfit to perform their full duties they may be placed on sick leave (with or without pay) until cleared to return to full duties. The cost of the medical examination will be met by the employer.
- f. If an employee is absent on sick leave for less than a whole day, such leave is to be recorded on an hourly basis in the staff web kiosk in whole hours. Absences of less than two hours do not need to be recorded. Where sick leave is used for medical appointments prior approval must be obtained. Approval will not be unreasonably withheld.
- g. The employee should notify absence due to sickness to their supervisor whenever possible within 30 minutes of normal starting time. A medical certificate will be required for all absences in excess of five consecutive days and may be required for absences of shorter periods. If information is received which indicates that the sick leave entitlement is being misused, the employer may take such action as is necessary to clarify the matter.
- h. When sickness occurs during annual or long service leave, the employer will permit the period of sickness to be debited against sick leave entitlement provided a medical certificate is produced.
- i. In special cases, the employee may be allowed to anticipate sick leave becoming due on completion of a further period of service provided that at least five days sick leave is retained for each year of service for which sick leave has been anticipated. All approvals are subject to the proviso that the necessary adjustments to final pay are to be made if the employee resigns before the next entitlement falls due.
- j. These sick leave provisions apply equally when the employee is unable to attend work due to their illness and when the employee is required to attend to the ill health of a person dependent on them.
- k. All employees will submit their leave requests via the staff web kiosk leave approval system

F.5 Retirement

The employer will approve a request to retire from an employee where that employee is clearly at the end of their career and is withdrawing permanently from substantial paid employment. Approval may be given in other circumstances by mutual agreement including retirement on medical grounds. Employees who wish to retire are to give three months' notice except for retirement on medical grounds.

F.6 Retirement Leave

- a. Retiring employees shall be entitled to retiring leave as set out in the Entitlement table in section F.
- b. Service for the purposes of retirement leave entitlement and calculation means unbroken full-time employment in the University, together with any other service which the employer may, at its discretion, recognise. However, previous service in the State Sector does not qualify for retiring leave if the employee accepted voluntary severance.
- c. Retirement leave does not count as service; service for retirement leave purposes is to be reckoned up to and including the last day of work plus any annual or long service leave due.
- d. In determining the period of service, the employer may deduct periods of leave without pay exceeding 3 months in total.
- e. On the death of an employee the employer may approve a cash grant in lieu of Retiring Leave to the surviving partner or, if there is no surviving partner, to any dependant.
- f. Entitlements

Entitlement (in working days) with service of years and months specified.

Months Years	0	2	4	6	8	10
10	22	23	24	24	25	26
11	26	27	28	29	29	30
12	31	31	32	33	34	34
13	35	36	36	37	38	39
14	39	40	41	41	42	43
15	44	44	45	46	46	47
16	48	49	49	50	51	51
17	52	53	54	54	55	56
18	56	57	58	59	59	60
19	61	61	62	63	64	64
20	65	66	66	67	68	69
21	69	70	71	71	72	73
22	74	74	75	76	76	77

Months Years	0	2	4	6	8	10
23	78	79	79	80	81	81
24	82	83	84	84	85	86
25	86	87	88	89	89	90
26	91	91	92	93	94	94
27	95	96	96	97	98	99
28	99	100	101	101	102	103
29	104	104	105	106	106	107
30	108	109	109	110	111	111
31	112	113	114	114	115	116
32	116	117	118	119	119	120
33	121	121	122	123	124	124
34	125	126	126	127	128	129
35	131					

F.7 Commencement of Retiring Leave

- a. Retiring Leave commences from the working day following the last day of duty. Where annual leave or long service leave is due the retiring leave commences from the working day following expiry of such leave.
- b. Grant in Lieu of Retiring Leave

All employees eligible for retiring leave may accept, instead of any period of retiring leave to which they are entitled (less any retiring or leave already taken in anticipation), a lump sum gratuity equivalent in value to that leave.

F.8 Parental Leave

Parental Leave shall be granted in terms of the University's Parental Leave Policy.

F.9 Long Service Leave

In addition to holidays and annual holidays specified elsewhere in this agreement, an employee shall be entitled to special holidays of:

- two weeks on completion of 10 years' continuous University service, and
 - one week for every five years thereafter.
 - To be used before the next entitlement is due.
- a. Employees who, at the date of settlement of this agreement, have more than 25 years continuous service but less than 30, more than 30 years continuous service but less than 35 years and so on, shall receive the new entitlement.
 - b. Staff who are covered by the 1988 long service leave grandparented provisions will continue to have those conditions grandparented. All other grandparented

long service leave provisions are replaced by this clause.

- c. Long service leave is a leave entitlement and will not be paid out under any circumstances, other than where the employee is made redundant under the provisions detailed in Appendix C
- d. It is the intention that when staff take long service leave their remuneration remains unchanged, hence all long service leave, including that for the grand parented provisions, will be calculated at the full-time equivalence and salary applicable at the time directly before taking the leave. Where this causes issues, it can be considered on a case-by-case basis.

F.10 Jury Service Leave

- a. An employee called on for jury service will be entitled to special leave with pay. The employee is to ensure that all fees payable by the Court other than for service performed on a weekend or rostered day off are paid to the employer. The employee may retain any expenses payment.

The employee must return to work if, or when, discharged from, or not required for, jury duty for the remainder of the day. Those who have served on a jury for part of the day are not required to return to work until the following day.

- b. The employee will inform the employer immediately upon nomination for jury duty.

F.11 Witness Leave

Where an employee is called as a witness in a private capacity for a Criminal or Traffic case up to three days' paid leave may be granted. If fees and expenses are recovered by the employee from the party calling the witness, then the employee shall repay the fees to the employer.

F.12 Bereavement/Tangihanga Leave

- a. An employee shall be granted special bereavement leave on full pay to discharge their obligation and/or to pay their respects to a deceased person with whom they have 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). This shall include leave to attend unveilings/hura kohatu, memorial services/kawe mate and maumaharatanga.
- b. In granting time off therefore, and for how long, the employer must administer these provisions in a culturally sensitive manner taking into account:
 - i. The closeness of the association between the employee and the deceased, which association need not be a blood relationship;
 - ii. Whether the employee has to take significant responsibility for any or all of the arrangements to do with the ceremonies resulting from the death;

- iii. The amount of time needed to discharge properly any responsibilities or obligations;
 - iv. Reasonable travelling time should be allowed, but for cases involving overseas travel that may not be the full period of travel;
 - v. A decision must be made as quickly as possible so that the employee is given the maximum time possible to make any necessary arrangements. In most cases the necessary approval will be given immediately, but may be given retrospectively where necessary.
- c. If paid special bereavement leave is not appropriate, then annual leave or leave without pay should be granted, but as a last resort.
 - d. If a bereavement occurs while an employee is absent on annual leave, sick leave on pay, long service leave (except when this is taken after relinquishment of office) or other discretionary leave on pay, such leave may be interrupted and bereavement leave granted in terms of the preceding clauses. This provision will not apply if the employee is on leave without pay.
 - e. Following pregnancy loss, the same leave entitlement shall apply set out in clauses F.12 a-d.

F.13 Study Leave

- a. Employees may be granted study leave to enable them to complete qualifications and to attend courses and seminars which are considered by the employer to be relevant to their employment.
- b. Provisions for this and other forms of study leave are at the discretion of the employer.
- c. The University may meet some or all of the costs of tuition for any employee enrolled for a course of study which is relevant to the employee's work and has been approved by the employer. The University may approve attendance at courses in other cases without being required to pay tuition fees.
 - i. Where a full-time employee is required to undertake study towards a recognised qualification the employee shall be granted leave on pay up to a maximum of one day in a week for the purpose of attending such a course.
 - ii. The granting of leave each year shall be subject to the employee's satisfactory progress in the work and studies.
 - iii. An employee who has successfully completed a section of the course for which they have enrolled as in F.13.d (i) above shall be reimbursed the cost of course tuition and examination fees on the production of result slips and receipts. Other fees and the purchase of notes, books and instruments are the responsibility of the employee.
- d. Where an employee is required by the employer to take a residential course the employee shall be granted paid leave provided the employee makes known, and applies for, the leave requirement prior to enrolment in the course. Where a

course of study requiring such attendance is approved, the employer shall pay reasonable travel and other expenses.

F.14 Discretionary Leave

The employer may grant an employee Discretionary Leave with or without pay on such terms and conditions as the employer may deem fit.

F.15 Recognition of Previous Service

For the purpose of calculating sick leave and long service leave entitlements, the University will recognise previous service with the University of Otago or the Dunedin College of Education subject to production of a certificate of service or other evidence.

- a. The University may give credit for service with another New Zealand University for calculating entitlements.
- b. Recognition of service will not be given when the employee has previously retired or received redundancy compensation from the University of Otago.

F.16 Leave for Māori Land Court and Waitangi Tribunal Hearings

Where a staff member is required as a witness, to lend expertise or to present a case on behalf of their iwi, to attend the Māori Land Court, Waitangi Tribunal hearings or claimant negotiations concerning land issues of their iwi, then they shall be entitled, subject to departmental convenience, to paid leave of up to 10 days per year. An application outlining the basis on which this leave is sought is required.

F.17 Conference Leave

The University's Conference Leave Policy applies to all staff.

F.18 Domestic Violence Leave

- a. 10 days will be granted in accordance with the University Domestic Violence Policy to an employee who experiences domestic violence.
- b. In order to provide support to employees experiencing domestic violence and to provide a safe work environment to all employees the employer will consider reasonable and practical requests from an employee experiencing domestic violence to changes to work arrangements. These changes may be to hours or pattern of work, contact details, location of work or duties or any other changes which may improve the safety of the employee and/or their co-workers.

SECTION G: GENERAL PROVISIONS

G.1 Health and Safety

- a. The University shall encourage safe work practices through the Safety Committee which shall include staff representatives. For employees using VDUs the OSH Code of Practice for the safe use of VDUs shall apply.
- b. Where necessary, suitable protective clothing, footwear, safety spectacles and equipment shall be provided by the employer and the employee instructed in their use.
 - Where justified by the nature of the work, prescription hardened lenses shall be provided by the employer. Should a change in prescription require a change in lenses, then the employer shall pay the difference in cost between normal and hardened lenses plus the cost of standard safety frames if required.
 - A Swandri-type jacket shall be made available to a permanent grounds staff worker when required to work outside in inclement weather.
 - Where needed, Campus Watch staff members will be able to purchase up to (2) pairs of appropriate footwear per year to a maximum allocated amount. The value will be determined and reviewed by the employer annually.
 - Laundering or dry cleaning of all protective clothing shall be the responsibility of the employer and shall be carried out on a regular basis.
 - An employee suffering damage to clothing while wearing protective clothing shall be financially reimbursed for the damage.
 - The employee shall be under an obligation to make use of safety clothing and equipment provided by the employer. Repeated failure to do so shall constitute misconduct.
- c. Following the completion of six months' service an employee who is engaged on VDU duties for at least 50% of their normal working hours per week shall be entitled to an eye test at the employer's expense. Further tests shall be provided at not less than two yearly intervals upon application to the employer. If the test discloses that prescription spectacles are required for normal viewing distance of a VDU or that an eyesight problem has been caused or worsened by use of a VDU then the cost of lenses up to \$150 will be met by the employer. The reimbursement cost of the frames will be met for employees requiring spectacles for the first time but shall not exceed \$150. Reimbursement costs of subsequent frames will be met up to a maximum of \$150 where employees are required to have a different frame due to a prescribed change to the shape of the lenses.

G.2 Provision of Uniform and Equipment (*Residential Colleges' Domestic and Kitchen Staff Only*).

- a. The Employer will provide for and supply to each Employee suitable outer clothing or uniform and tools for use during the hours of employment, having regard to the nature of the duties the Employee is required to perform.
- b. Two issues of uniform per week shall be supplied to all Employees employed five or more days per week.
- c. It shall be a breach of this Agreement if the Employee fails to wear the uniforms or use the equipment so provided.

G.3 Safety in Hours of Darkness

Where an employee is required to travel to or from work during the hours of darkness and the employer considers the safety of the employee to be at risk, use of a taxi may be authorised, or other arrangements (excluding monetary payment) made by mutual agreement. This shall not apply to staff who qualify for transport allowance under Clause E.6.

G.4 Re-Entry after Absence Due to Childcare

An employee who was covered by this agreement but resigned from the University to care for an under school age child or children may apply to re-enter the University under preferential conditions provided that:

- a. The absence does not exceed four years from the date of resignation or five years from the date of cessation of duties to take up parental leave.
- b. The applicant must:
 - i. produce a birth certificate for the under school age child;
 - ii. sign a statutory declaration to the effect that absence has been due to the care of an under school age child and paid employment has not been entered into for more than 15 hours per week or other income received during that absence.
- c. Where paid employment has been entered into for substantially more than 15 hours per week or other income earned in excess of \$24,447 per annum eligibility will be at the employer's discretion.
- d. An applicant seeking to return to the University should give at least 3 months' notice and renew that notice at least one month before the date they wish to return to work or one month before the expiry of the period in Clause G.4.a., whichever is the earlier. This notice shall be forwarded to the employer who shall acknowledge receipt of it.
- e. Where an applicant meets the conditions in Clauses G.4.a-d and, at the time of the application:

- ii. has the necessary skills to fill competently a vacancy which is available in the University; and
 - iii. the position is substantially the same in character and at the same or lower salary as the position previously held, then the applicant under these provisions is to be appointed in preference to any other applicant for the position.
- f. Absence will interrupt service but not break it, however, the period of absence will not count as service for the purposes of leave entitlements.
- g. If an applicant is not appointed to any position within three months after the expiry of the period in G.4.a. above, the benefits of these provisions will lapse.

G.5 Payment of Salaries

Payment shall be fortnightly, by direct credit to a bank account.

G.6 Employment Relationship Problem Resolution Process

An explanation of the process and services available for resolution of employment relationship problems is set out in Appendix D.

G.7 Personal Grievance

A personal grievance claim of any employee shall be settled in accordance with the procedures prescribed in Parts 9 and 10 of the Employment Relations Act 2000.

G.8 Disputes Procedure

Disputes concerning the interpretation, application or operation of this agreement shall be settled in accordance with procedures prescribed in Parts 9 and 10 of the Employment Relations Act 2000.

G.9 Variations to Agreement

The parties to this agreement may agree to vary any or all of its provisions during the term of this agreement subject to the agreement of the employer and employee. Any agreed variation will be recorded in writing and signed by both parties.

G.10 Savings

- a. Staff who took up duties prior to 1 April 1993 or who were appointed prior to 1 April 1993 but took up duties after 1 April 1993 to suit the convenience of the University shall not have their previous annual leave, long service leave or retiring leave entitlements reduced by the coming into force of this agreement.
- b. Unless otherwise provided for, nothing in the application of this agreement for trades staff who were parties to the 1 October 1999 Trades CEC shall serve to reduce existing entitlements for the term of this agreement which expires on 31 July 2002.

G.11 Computer and Internet Access

All staff should have reasonable access to a computer and internet.

G.12 Academic Freedom

The provisions of section 161 of the Education Act 1989 and its' subsequent amendments, relating to academic freedom, shall be observed by the parties.

G.13 Term of the Agreement

This agreement shall be deemed to come into force on 1 July 2020 and shall continue in force until 30 June 2021.

G.14 Signatures

_____ Date: _____

Signed on behalf of the University of Otago

_____ Date: _____

Signed by the Employee

APPENDIX A - EQUAL EMPLOYMENT OPPORTUNITIES

Section 77D STATE SECTOR ACT 1988, EQUAL EMPLOYMENT OPPORTUNITIES

1. The Chief Executive of the Ministry of Education shall be responsible for promoting, developing, and monitoring equal employment opportunities policies and programmes in the Education Service.
2. [Repealed]
3. [Repealed]
4. [Repealed]
5. For the purposes of this section and section 77A of this Act, an equal employment opportunities programme means a programme that is aimed at the identification and elimination of all aspects of policies, procedures, and other institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality in respect to the employment of any persons or group of persons.

APPENDIX B - PERSONNEL PROVISIONS IN RELATION TO EDUCATION SERVICE

Section 77A STATE SECTOR ACT 1988, PART VIIA PERSONNEL PROVISIONS IN RELATION TO EDUCATION SERVICE

General Principles

1. Every employer in the education service must -
 - a. operate a personnel policy that complies with the principle of being a good employer; and
 - b. make that policy (including the equal employment opportunities programme) available to its employees; and
 - c. ensure its compliance with that policy (including its equal employment opportunities programme) and report in its annual report (if any) on the extent of its compliance.
2. For the purposes of this section a good employer is an employer who operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment, including provisions requiring -
 - a. good and safe working conditions; and
 - b. an equal employment opportunities programme; and
 - c. the impartial selection of suitably qualified persons for appointment; and
 - d. recognition of -
 - i. the aims and aspirations of the Maori people; and
 - ii. the employment requirements of the Maori people; and
 - iii. the need for greater involvement of the Maori people in the education service; and
 - e. opportunities for the enhancement of the abilities of individual employees; and
 - f. recognition of the aims and aspirations and employment requirements, and the cultural differences, of ethnic or minority groups; and
 - g. recognition of the employment requirements of women; and
 - h. recognition of the employment requirements of persons with disabilities.
3. In addition to the requirements specified in subsections (1) and (2), each employer shall ensure that all employees maintain proper standards of integrity, conduct, and concern for -
 - a. the public interest; and
 - b. the well-being of students attending the institution.

APPENDIX C - MANAGEMENT OF CHANGE

1. Intent of Provisions

- a. The parties to the agreement accept:
 - i. that change is necessary and that they have a mutual interest in ensuring an efficient and effective workplace;
 - ii. that all parties to the agreement have an important contribution to make to achieving any necessary changes; and
 - iii. that the employer has the right to manage, organise and make final decisions on the operation and policies of the University.
- b. The parties to this agreement recognise the serious consequences that the loss of employment can have on individual employees and seek to minimise the consequences by means of the following provisions. The principal aim of these provisions will be to place as many surplus staff as possible in alternative positions within the University. All employees who are on parental leave, absence due to illness, study leave, leave without pay or accident compensation are entitled to all of the following provisions.

2. Consultation

- a. The aim of this consultation is to ensure that all parties have an understanding of the objectives of any change before any final decision is taken.
- b. In accordance with the aim of consultation, the employer will consult with the affected staff if the employer has a definite proposal which is likely to result in significant changes to either the organisational structure, staffing or work practices affecting the employee. Where you are an affected employee the consultative process shall include:
 - The employer providing details of the proposal to affected staff
 - The employer provides the information (subject to commercial confidentiality being protected) so that affected staff can form a view.
 - Affected staff are given an opportunity to make submissions.
 - The employer taking due notice of what the affected staff have to say before taking any final decision within the timeframe required by the employer.
 - It is expected that for research funded permanent positions the consultation period will normally be 2 weeks.
- c. At this time, affected staff recommend to the employer any options which the affected staff consider will achieve the desired changes shall be recommended to the employer at this time. Some options which may be possible recommendations include the following:

i. Managed Attrition / Voluntary Severance

Within the context of a process of organisational change the employer may operate a policy of managed attrition or voluntary severance with the intention of minimising the number of staff affected by the change.

In the case of voluntary severance:

- The employer will call for volunteers to apply for severance from the pool of employees within the affected work area.
- The employer will actively consider all expressions of interest in voluntary severance, but retains the right to accept or decline due to demonstrated operational requirements.
- Should the number of volunteers exceed that required, the employer will select which employees, if any, will be accepted, using criteria.
- Staff accepted for voluntary severance will have their employment terminated in accordance with the redundancy provisions in this agreement.

ii. Reconfirmation/Redeployment

- When a surplus staffing situation exists the employer may, following consultation, either reconfirm the employee in the same or a similar position, or redeploy the employee to a position which is available and for which the employee is suitable.
- Where the employer is proposing a restructuring (as defined by section 69L of the Employment Relations Act 2000) that would, if it occurs, involve the transfer to another employer of the work performed by the employee, the employer will negotiate with the other employer (the transferee) about options that may exist for the employee to transfer employment to the transferee. The negotiations will include discussions on the possible terms of employment the transferee may consider offering to the employee.

In the event that an affected employee does not transfer to the transferee, the relevant provisions in this Schedule will apply, provided that, nothing in this Agreement or any other agreement shall require the employer to pay compensation for redundancy to the employee if:

- a) The person or agency acquiring the business being sold or transferred has offered the employee employment in the business being sold or transferred at the same location and has agreed to treat service with the employer as if it were continuous with that person or agency and

- b) The conditions of employment being offered to the employee by the person or agency acquiring the business are the same as, or are no less favourable than, the employee's conditions of employment, including the employee's right to bargain collectively and including any service related and redundancy conditions and any conditions relating to superannuation under the employment being terminated and
 - c) The offer of employment by the person or agency acquiring the business is an offer to employ the employee in that business whether in the same capacity as that in which the employee was employed, or in a capacity the employee is willing to accept.
- Where the remuneration for the position is less than previously received while employed by the University the employer undertakes to make a payment equivalent to the equalisation allowance calculated in terms of Clause 2.c.(ii)b.(iv) of this appendix below, or a redundancy payment calculated in terms of the table in Clause 3d below whichever is the lesser.

a) Reduction in Hours

The employer will give due consideration to any approach from affected staff who may wish to reduce hours as a result of a Management of Change process. Any proposed reduction may be considered on a temporary or permanent basis.

In the case of a permanent reduction in hours, the employee will receive a redundancy payment based on the proportion of the reduction.

b) Reconfirmation

Where reconfirmation takes place the following provisions shall apply:

(i) Where a position is to be transferred into a new structure and where there is only one employee who is a clear candidate for that position and the criteria below are met, then that employee is to be confirmed in the position.

(ii) The criteria for reconfirmation will be as follows:

- The new job description is the same (or nearly the same) as what the employee currently does;

- The salary for the new position is the same;
 - The new position has terms and conditions of employment including career prospects which are no less favourable; and
 - The location of the new position is in the same urban area.
- (iii) Job descriptions (current and proposed) shall be available to those employees who are to be reconfirmed.
- (iv) An employee may propose that they be reconfirmed where that employee believes their current job is sufficiently similar to the new job. The employer will have the final right to decide whether or not reconfirmation is appropriate on the basis of the similarity of the jobs.
- (v) In situations where there is more than one clear affected candidate, the employer will consult with the affected staff, and the position may be advertised amongst the affected staff, with appointment made as per normal University appointment procedures.
- (vi) Any proposed reconfirmations will be advised to each affected employee. For those employees who meet the criteria and do not wish to be reconfirmed the only option available will be resignation. No severance payment will be made in these circumstances.

c) Redeployment

- (i) Following any reconfirmations, if there are suitable vacant positions available, then the employer will notify any affected staff of the existence of the position/s. Following any clarification of issues raised by the employee and the subsequent receipt of a written application from the employee, the employer will consider appointment of an affected staff member based on their suitability for the position.
- (ii) Available positions are those known at the time of consideration of this option to be currently in existence or approved for, or planned for in the future.
- (iii) In determining the parameters for redeployment the employer will deal with cases on an individual basis, with a view to placing as many employees as possible by matching individual skills with positions which require similar skills.

This exercise may involve individuals undertaking some on the job training or attending training courses. Such training needs will be identified prior to the individual being redeployed.

- (iv) Except for staff employed in the research funded category, where an employee accepts redeployment to a new full-time or part-time position at a lower salary in the same location, an equalisation allowance will be paid for a period of 24 months to preserve the salary of the employee at the rate paid in the old position at the time of redeployment. The employee will not be entitled to any other compensation.
- (v) The salary can be preserved by the employee agreeing to one of the following ways:
 - A lump sum to make up for the loss of basic pay for the 24 months immediately following redeployment. The lump sum will not be abated by any subsequent salary increase; or
 - An on-going allowance for the 24 months immediately following redeployment equivalent to the difference between the present salary (including superannuation) and the new salary. The allowance will not be abated by any subsequent salary increase for the new position during the 24 month period; or
 - When employees who have approval to retire within 5 years are appointed to a position carrying a lower salary, such employees will retain their present grade and salary unabated and their salary will be increased in line with any subsequent salary increases. This difference cannot be cashed up.
- (vi) Where a member who contributes to the Government Superannuation Fund is within 5 years of their approved retirement they may elect to continue contributing at the previous higher salary rate and the University will pay the required employer contribution at that higher salary for up to 5 years.
- (vii) Any employee who declines an offer of redeployment under the above terms following their written application for a position will not be entitled to redundancy compensation at the expiry of their period of notice.

- (viii) Within the first six months the employee and employer may agree that the employee is not suited to the position. Severance will be effective immediately on the agreement being reached and no further notice shall be given nor required. The employee in these circumstances shall receive a redundancy payment as per Clause 3.d of this Appendix.

3. Surplus Staff

All affected staff not placed by Reconfirmation or Redeployment as described in Section 2 above of this Appendix are surplus from the date of notification of disestablishment of the position in writing from the employer.

a. Notice

Affected employees will be given notice of termination. The minimum period of notice will be that required in Section B.4., Termination of Employment, of this agreement except where it is reduced by agreement between the parties. The employer may, at the employer's sole discretion, cash up any period of notice rather than require it to be worked out. Reduction in notice will not be withheld where a surplus staff member obtains employment outside of the University during this period. In this event, severance payment will be made as per the relevant formula in this agreement.

b. Job Search

All affected employees from the time of being given notice under Clause 3.a above of this Appendix will be allowed to take reasonable time on full pay to prepare a curriculum vitae, attend counselling with counsellors agreed by the employer, attend job interviews and attend job training. Reimbursement shall be made for reasonable costs incurred in preparation of a curriculum vitae and counselling referred to previously. The costs of job training may also be met but will be decided by the employer on a case by case basis.

c. Options

Within the period of notice, and in addition to considering any new opportunities for reconfirmation or redeployment which may arise, the employer, affected staff will consider which of the following options may be appropriate and how they will be applied. The final decision on use of these options rests with the employer.

The options are:

i. Retraining

Retraining involves a significant career move to another position in the University and some formal retraining. Salary and training expenses would not normally exceed the amount of the full severance payment.

Before retraining commences agreement will be reached on the criteria for any bond conditions, if necessary, and for placement in the University (location, job type, salary range etc) where it is considered that the retraining will result in continuation of employment with the University.

ii. Temporary Position

A temporary position may be established by the employer to provide alternative work for an employee pending an expected suitable vacancy. If the vacancy does not eventuate then the surplus staff provisions will apply.

iii. Leave With Pay

Leave with pay can be agreed to allow the employee to pursue other job options inside or outside the University for an agreed time period. This leave with pay forms part of the severance payment and the portion used whilst on leave with pay will be deducted from any final severance payment. Leave with pay cannot exceed the amount of the full severance payment. The employee may not take up other work during the period on pay except for secondary employment already approved.

iv. Other Options

Other options, or variations to the above options may be agreed between the employer, and the affected employee.

d. Redundancy

- i. Except for staff employed in the research funded category, at the expiry of the period of notice, if redundancy is necessary, a severance payment will be paid according to the following formula:

Continuous Service with the University (years)	Payment (weeks)
Up to 1	6
1 year and up to 2	8
2 years and up to 3	10
3 years and up to 4	14
4 years and up to 5	18
5 years and up to 6	22
6 years and up to 7	24
7 years and up to 8	26
8 years and up to 9	28
9 years and up to 10	30
10 years and up to 11	32
11 years and up to 12	33
12 years and up to 13	34
13 years and up to 14	35

14 years and up to 15	36
15 years and up to 16	37
16 years and up to 17	38
17 years and up to 18	39
18 years and up to 19	40
19 years and up to 20	41
20 years and up to 21	42
21 years and up to 22	43
22 years and up to 23	44
23 years or more	45

- ii. For staff employed in the research funded category, at the expiry of the period of notice, if redundancy is necessary, a severance payment will be paid according to the following formula:

Continuous Service with the University (year)	Payment (weeks)
Up to 4	8
4 years and up to 6	12
6 years and up to 8	16
8 years and up to 10	21
10 years or more	26

Where a research funded staff member is redeployed to any other position, redundancy compensation will not be payable.

- iii. Service for the purpose of determining years of continuous service means unbroken full-time or part-time employment that falls within the coverage of the University General Staff Collective Employment Agreement.
- iv. All redundant employees shall be entitled to cash up outstanding holiday pay.
- v. Periods of approved leave without pay shall not be considered to break a period of service but will be discounted in calculating the number of years of service. Periods of absence without pay for up to five years for the purposes of childcare (which may include parental leave) and parental leave will not be considered to break a period of service but will be discounted in calculating the number of years of service.
- vi. In the case of employees on parental leave the calculations shall be based on the salary rate at the time of taking leave.

APPENDIX D - EMPLOYMENT RELATIONSHIP PROBLEM RESOLUTION PROCESS

1. Employment Relationship Problems

Employment relationship problems include such things as personal grievances, disputes about the interpretation or application of employment agreements, or other workplace issues that may harm the employment relationship, but does not include problems with the fixing of new terms and conditions of employment.

2. Raising the problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

3. Representation

At any stage, you have the right to seek advice and support from a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Ministry of Business, Innovation and Employment (MBIE) Employment Mediation Service at any time.

4. Medication Services

If we are unable to resolve the problem, then either party can contact the Ministry of Business, Innovation and Employment (MBIE) Employment Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

5. Employment Relations Authority

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

6. Personal Grievances

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your representative to raise the grievance on your behalf.

7. University of Otago Ethical Behaviour Procedure

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly problems involving the behaviour of another member of the University community.. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

8. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.