

# **MULTI-EMPLOYER COLLECTIVE AGREEMENT**

Between



[www.nzno.org.nz](http://www.nzno.org.nz)  
0800 28 38 48

and

**LISTED SPECIFIED HOSPICES**

**1 September 2017 – 31 August 2020**

# Table of Contents

Clause	Page
1.0 Parties.....	3
2.0 Coverage and Application .....	3
3.0 Term .....	4
4.0 Variation of This MECA .....	4
5.0 Definitions .....	5
6.0 Hours of Work .....	6
7.0 Meal Breaks .....	9
8.0 Wages.....	10
9.0 Call Backs/Call Outs.....	14
12.0 Public Holidays.....	17
13.0 Annual Leave .....	18
14.0 Sick/Domestic Leave .....	19
15.0 Bereavement Leave.....	20
16.0 Parental Leave .....	20
17.0 Jury Service/Witness Leave.....	20
18.0 NZNO Meetings.....	21
19.0 NZNO Right of Entry.....	21
20.0 NZNO Delegate / Workplace Representative .....	22
21.0 Employment Relations Education Leave .....	22
22.0 Co-operation and Consultation .....	23
24.0 Professional Development and Post Graduate Education .....	24
25.0 Policies and Procedures .....	26
26.0 Health and Safety .....	26
27.0 Uniforms and Protective Clothing .....	27
28.0 Payment of Wages .....	28
29.0 Termination of Employment.....	28
30.0 Harassment Prevention.....	29
31.0 Resolution of Employment Relationship Problems.....	29
32.0 Accidents and injuries.....	30
33.0 Family Friendly Practices.....	30
34.0 Healthy Workplaces.....	30
35.0 Deduction of Union Fees.....	31
36.0 Completeness and No Disadvantage and Transition.....	31
Appendix 1 - Memorandum of Understanding.....	33
Variation Schedule .....	34

# **Hospice NZNO Multi-Employer Collective Agreement**

## ***1.0 Parties***

In accordance with the Employment Relations Act 2000 this collective agreement is made:

BETWEEN:

Arohanui Hospice Service Trust (AHST)  
Hospice Eastern Bay of Plenty  
Marlborough Community Hospice  
Nelson Tasman Regional Hospice Trust  
North Shore Hospice Trust  
Otago Community Hospice  
South Canterbury Hospice Inc.  
Hospice Taranaki Inc.  
Te Omanga Hospice  
Waikato Community Hospice Trust  
Waipuna Hospice  
Hospice Whanganui  
Mary Potter Hospice Foundation  
Cranford Hospice Trust  
Rotorua Community Hospice Trust  
Lake Taupo Hospice Trust  
Hibiscus Hospice Charitable Trust

(The "Employers")

AND

The New Zealand Nurses Organisation (NZNO)  
(The "Union")

## ***2.0 Coverage and Application***

2.1 This is a multi employer collective agreement (MECA) that is made pursuant to the Employment Relations Act 2000.

This MECA shall apply to all employees who are members of NZNO and who are employed by the specified employers party to this MECA in the following positions undertaking designated nursing duties:

- Registered Nurse
- Enrolled Nurse
- Healthcare Assistant

**This agreement does not cover employees in the following positions:**

Nursing Director/Nurse Manager/Nurse Leader  
(Or other nursing positions which report directly to the CEO)

- 2.2.1 The parties agree that any employee whose work is covered by the coverage clause of this agreement (Clause 2.1) who is engaged by the employer, and is a member of NZNO shall be entitled to all benefits, and be bound by all of the obligations, under this agreement.
- 2.2.2 The employer shall follow the requirements of the Employment Relations Act with regard to new employees. The employer shall advise new employees the employer is a party to the Hospice MECA, that they are able to join NZNO and be covered and they will be provided with a copy of the current MECA.
- 2.3 **Impact on Individual Employment Agreements:** Where an employee on an individual employment agreement elects to be bound by this MECA, their previous terms and conditions of employment shall no longer apply unless otherwise agreed between that employee and the employer.
- 2.4 **Savings:** Nothing in this MECA shall operate as to reduce the ordinary (T1) wage rate applying to any employee at the date of this MECA coming into force unless specifically agreed between the parties during the negotiations.
- 2.5 **Non-Waiver Understanding:** Failure by either party to enforce any right or obligation with respect to any matter arising in connection with this agreement shall not constitute a waiver as to that matter, or any other matter, either then or in the future.
- 2.6 The employers undertake not to reduce nursing or other employee numbers solely on the basis of the additional costs of employing staff under this agreement.

***3.0 Term***

This collective agreement will come into force on **1 September 2017** and expire on **31 August 2020**.

***4.0 Variation of This MECA***

- 4.1 This agreement may be varied by agreement between the union and the employer parties.
- 4.2 Any variation shall be put in writing and signed by the parties and all parties shall be provided with a copy of any variation.

4.3 The employer parties and NZNO will negotiate site specific conditions as agreed and set out in variations attached to this document.

4.4 **Subsequent employer parties:**

The parties agree that other employer parties whose core business is the provision of Hospice services may become parties to this agreement where the NZNO and the new party so agree. Employers who agree to become subsequent parties shall be recorded on a master list compiled by the NZNO and this shall be provided to the employer parties when agreement is confirmed. On the date of receipt by NZNO of the completed subsequent parties form the employees shall be entitled to the benefits conferred by this agreement.

## ***5.0 Definitions***

"Casual employee" means an employee who has no set hours or days of work and who is normally asked to work as and when required. Casual employees cannot be used to replace genuine permanent or temporary situations except to meet business requirements where no other alternative is possible.

Each period of engagement undertaken by a casual employee is a standalone employment arrangement and the employment shall be at an end at the completion of the work required.

Nothing in this agreement, either expressly or implied, requires the employer to offer any employment to any casual employee, notwithstanding that the employee may be recognised on any list maintained by the employer to assist in obtaining casual staff.

Notwithstanding anything contained elsewhere in this agreement, a casual employee's engagement on more than one occasion, or retention on any list maintained by the employer, shall not entitle that employee to any service related benefit contained in this agreement.

"Duty/shift" means a single, continuous period of work required to be given by an employee, excluding on-call and call-back. A duty shall be defined by a starting and finishing time. Duties shall be morning (AM), afternoon (PM) duties or night duties.

"Employee" means any person employed by an employer and whose position is covered by this MECA.

"Employer" means the relevant employer employing the particular employee.

"Enrolled nurse" has the same meaning as in the Health Practitioners' Competence Assurance Act 2003 and its successors.

"Full time employee" means an employee who works not less than the "ordinary" or "normal" hours set out under "hours of work" in this MECA.

“Healthcare Assistant” means an employee who is an auxiliary to the nursing team, and is able to perform tasks in their position description relating to patient care and who works under the direction of a registered nurse.

“Night Duty” means any duty in which part of the duty is worked between midnight and 5:00am on any day of the week.

“Nurse and nursing staff includes all employees covered by this MECA who:

- 1) are qualified for registration under the Health Practitioners’ Competence Assurance Act 2003 and its successors as comprehensive, psychiatric, psychopaedic, general and/or obstetric nurses, or midwives; or
- 2) are qualified for enrolment in terms of the Health Practitioners’ Competence Assurance Act 2003 and its successors as enrolled nurses; or
- 3) are undergoing a course of training prescribed by the registration body (Nursing Council) with a view to registration as aforesaid; or employed as Nurse Aides; or Health Care Assistants.

T1 refers to the ordinary hourly rate of pay; T1.5 refers to one and a half times the ordinary hourly rate of pay; and T2 refers to double the ordinary hourly rate of pay.

“Part-time employee” means an employee, other than a casual employee, who is employed on a permanent basis but works less than the ordinary or normal hours prescribed in this MECA. Any wages and benefits e.g. leave will be pro rata according to the hours worked unless specifically stated otherwise in this MECA.

“Registered Nurse” means a person as defined by the Health Practitioners’ Competence Assurance Act 2003 as a Registered Nurse.

“Service” means current continuous service with the employer, except where otherwise defined in the applicable clause. As of the commencement of this agreement service shall be deemed not to be broken by an absence of less than 12 months.

“Temporary/Fixed Term Employee” means an employee who is employed for a specified limited term for a specified project, situation or event, or, for example, to replace an employee on parental leave or long term accident or sickness. There is no expectation of ongoing employment. Temporary agreements must not be used to deny staff security of employment.

“Week” is defined as midnight Sunday/Monday to midnight Sunday/Monday, for the purpose of calculating the pay week and “fortnight” has a corresponding meaning involving two successive weeks.

## **6.0 Hours of Work**

The parties note that the Health & Safety at Work Act 2015 requires the employer to take all practical steps to prevent harm occurring to employees from the way work is organised.

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

6.1 The ordinary working hours of an employee employed full-time shall be 80 per fortnight.

Exception:

At Rotorua Community Hospice Trust the ordinary working hours of an employee employed full time shall be no more than 88 hours per fortnight to be worked in accordance with the roster. Under normal circumstances, no employee shall be required to work more than 3 consecutive 12 hour shifts (however, this shall not preclude employees from agreeing to swap shifts resulting in more than 3 consecutive shifts). Clauses 6.2 and 6.12 shall not apply.

6.2 Employees will normally work eight hours a day/shift in duration, however night shift hours may vary in some hospices by agreement, except that part-time employees by mutual agreement between the employer and the employee, may work shifts of less than 8 hours.

6.3 The pay period shall commence at the beginning of the Sunday/Monday night shift. When a major part of a shift falls on a particular day the whole shift shall be regarded as being worked on that day.

Exception;

At Rotorua Community Hospice Trust the pay period will commence at 9am each Monday.

6.4 Rostering practices in existence prior to this agreement, if not inconsistent with this agreement, shall continue to apply.

6.5 Variations to rosters within individual hospices may be varied by agreement between the employer and employees of the hospice.

6.6 Rosters will be published not less than 14 days prior to the commencement of the roster, provided that less notice may be given in exceptional circumstances. Rosters posted will show duties for a minimum 28 day period. Changes in rosters, once posted, shall be by mutual agreement.

- (a) Every employee shall have two periods of at least 24 hours off duty each week and except in the case of emergencies or by agreement, these shall be consecutive.
- (b) Except in an emergency, no employee shall work more than seven consecutive eight hour duties.

6.7 Minimum break between spells of duty:

- (a) Except in an emergency a break of at least nine continuous hours must be provided between any two periods of duty of a full shift or more. Note: if the employee requests a lesser break overtime payments will not apply.
- 6.8 Notwithstanding the foregoing conditions staff may be permitted to change shifts one with another by mutual arrangement and with the prior approval of the manager. Overtime or other penalty provisions shall not apply in these instances.
- 6.9 Except in an emergency an employee changing duties on consecutive days shall be rostered off for a minimum of nine consecutive hours.
- 6.10 Duties, once commenced, shall be continuous unless otherwise agreed between the employer, NZNO and the employee.
- 6.11 Employees of .8FTE or greater will not be required to change between day and night duties more than once in any fortnight.
- 6.12 Additional Provisions for Employees working Alternative Rosters

In specific instances, i.e. shifts of longer or variable lengths, the ordinary hours for a full time employee are able to be averaged over a roster cycle of greater than one fortnight e.g.: an employee who works 10 hour shifts may work 120 hours over a three week roster and be considered to be fulltime. No employee shall be required to work more than a 10 hour rostered shift.

- a) Alternative hours of work may be implemented by agreement between the employer, the employees directly affected and the NZNO. Such agreement shall be in writing and signed by the representatives of the parties.

It is recognised that some areas may continue to utilise the standard eight hour roster alongside the 10 hour rosters. If a party to this Agreement wishes, for health and safety reasons, to change the above roster patterns, they shall engage in a process of consultation consistent with Clause 22 in order to do so.

- b) Every employee shall have at least two consecutive 24 hour periods off duty each week.  
No employee working 10 hours per rostered shift shall work more than five consecutive duties. Where five consecutive 10 hour duties are worked the employee must then have a minimum of three consecutive 24 hour periods off duty.
- c) Minimum breaks between duties: No 10 hour roster shall contain breaks between duties of less than nine consecutive hours. If the actual breaks are not achieved then the payment provisions of the overtime clause 8.0 shall apply. Note: if the employee requests a lesser break the overtime payments will not apply.
- d) Overtime - the following payments shall apply:



- (i) Ten hour shifts: Overtime shall be paid at T1.5 for the 11<sup>th</sup> hour and T2 for additional hours worked in excess of a rostered 10 hour shift.
- (ii) For all other employees working alternative hours of work, overtime shall apply after 80 hours per fortnight (Clause 8.3.1 shall apply).

Exception: At Rotorua Community Hospice Trust clause 6.12 shall not apply.

6.13 In the event there is a staffing shortage which cannot be alleviated, patient cares and/or the volume and range of services may be reduced in accordance with direction by the appropriate manager and organisational policies. In addition the following process shall apply:

6.13.1. When a nurse considers they have reached the limits of safe practice they will be supported to resolve the situation as follows:-

- (i) The Nurse Manager or equivalent position will be immediately informed of the situation by the nurse.
- (ii) The Nurse and the Nurse Manager, or equivalent position, will in good faith discuss the situation and endeavour to reach an agreed plan to resolve any potential issue around safe practice, before point (iii) takes effect.
- (iii) The nurse will not be required to take additional workload until strategies have been implemented to address the immediate workload issues (eg: the redeployment of staff or patients) notwithstanding any immediate duty of care requirements.

6.14 The parties acknowledge the Employment Relations (Flexible Working Arrangements) Amendment Act 2007 and its provisions.

## **7.0 Meal Breaks**

7.1 Except when required for urgent or emergency work and except as provided in 7.2 below, no employee shall be required to work for more than five hours continuously without being entitled to a meal break of not less than half an hour. There will be only one meal break of not less than half an hour during a 10 hour shift.

7.2 An employee unable to be relieved from work for a meal break shall be entitled to have a meal while on duty and this period shall be regarded as working time.

7.3 Tea breaks of 10 minutes each for morning tea, afternoon tea or supper, and the equivalent breaks for night duty where these occur during duty, shall be recognised as time worked.

7.4 During the meal breaks prescribed above, free tea, coffee, milk and sugar shall be supplied by the employer.

## 8.0 Wages

The table below shows annual salary, the hourly rate is calculated by using a divisor of 2086.

### REGISTERED NURSES:

	From 1 September 2017	From 1 September 2018	From 1 September 2019
New Graduate/NetP	\$50,191	\$50,944	\$51,708
Level 1	\$54,291	\$55,106	\$55,931
Level 2	\$57,713	\$58,579	\$59,457
Level 3	\$60,987	\$61,902	\$62,831
Level 4	\$67,756	\$68,772	\$69,804

### DESIGNATED SENIOR REGISTERED NURSES:

	From 1 September 2017	From 1 September 2018	From 1 September 2019
Senior 1	\$71,105	\$72,172	\$73,254
Senior 2	\$74,669	\$75,789	\$76,926
Senior 3	\$77,283	\$78,442	\$79,619
Senior 4	\$79,988	\$81,188	\$82,406

### Professional Development Recognition Programme Payment (PDRP) RNs

(Payments per annum)	From 1 September 2017	From 1 September 2018	From 1 September 2019
Proficient	\$1,750	\$2,000	\$2,250
Expert	\$2,750	\$3,000	\$3,250

### Qualification recognition payments:

*(These payments to cease at the expiry of this collective agreement)*

Certificate	\$1,500 per annum
Diploma	\$2,500 per annum
Master Degree	\$5,000 per annum

### ENROLLED NURSES:

	From 1 September 2017	From 1 September 2018	From 1 September 2019
Level 1	\$43,125	\$43,772	\$44,428
Level 2	\$45,203	\$45,881	\$46,569
Level 3	\$47,695	\$48,410	\$49,137
Level 4	\$51,434	\$52,206	\$52,989

**Professional Development Recognition Programme Payment (PDRP) ENs**

(payments per annum)	From 1 September 2017	From 1 September 2018	From 1 September 2019
Proficient	\$1,750	\$2,000	\$2,250
Expert	\$2,750	\$3,000	\$3,250

**HEALTHCARE ASSISTANTS:**

	From 1 September 2017	From 1 September 2018	From 1 September 2019
Level 1	\$37,506	\$38,069	\$38,640
Level 2	\$39,875	\$40,473	\$41,080
Level 3	\$42,539	\$43,177	\$43,824
Level 4	\$43,297	\$43,946	\$44,606

Professional Development Recognition Programme Payment (PDRP) – HCAs Expert \$1500 per annum
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8.0(a) Progression is by annual increment through the Step Scale at anniversary date, excludes senior positions.

Exception: At Rotorua Community Hospice Trust there shall be no automatic annual increment progression.

8.0(b) All Hospices covered by the MECA see the transition of all Nurses to the PDRP as vital to our 'specialist' status and therefore there is a requirement that all Hospice Nurses either have completed their PDRP, or are in the process of completing their PDRP by the end of this collective agreement.

The Registered Nurse PDRP requirement is for 'Proficient' level in IPU and 'Expert Level' in the community and for all Senior RN's roles.

The Enrolled Nurse PDRP requirement is for 'Proficient' level in IPU and " Expert in the community.

(Refer to clause 24.1 for further details)

8.0(c) PDRP and Qualification Recognition payments are not cumulative and employees can only receive one payment, not both. The RN can choose to either receive the PDRP payment or Annual Qualification Recognition payment.

8.0(d) PDRP payments are prorated and do not attract penal rates.

8.0(e) Annual Qualification Recognition Payments are added to the base rate of the employees pay and payable on all hours worked, and will attract penal rates and overtime as applicable.

- 8.0(f) The employer will consult in good faith with the employee about the relevance of any qualification the employee has or obtains and any potential entitlement to a qualification recognition payment. Each employer reserves the right to determine which qualification is relevant to their workplace and whether the employee is entitled to any qualification recognition payment.
- 8.0(g) Current annual qualifications recognition payments to be grand parented for existing employees (as of the 1 September 2017) who have a qualification and who currently receive this annual allowance payment. These employees will continue to receive annual qualifications recognition payment while they obtain their PDRP and any payment will end on the 31 August 2020.
- 8.0(h) New employees and existing employees at 1 September 2017 who currently do not receive the annual qualifications recognition payments will not be entitled to any annual payments.
- 8.0(i) New employees and existing employees who obtain a qualification will receive a one off prorated qualification recognition payment as follows:
- \$1,000 for a Certificate
  - \$1,500 for a Diploma
  - \$2,500 for a Masters Degree
- 8.0(j) The entitlement for qualification payments (Certificate, Diploma and / or Masters Degree) is for one discipline only.
- 8.0(k) One off prorated qualification recognition payments to be made once the Employer is notified by the Employee and with confirmation from the tertiary institution. The one off qualification payments will not be paid retrospectively i.e. those achieved prior to 31 August 2017.

## **8.1 Operation of all Wage Scales**

- (a) The wage scales above shall be applied to the respective groups of employees.
- (b) On appointment, the employer may place employees on any step of the relevant scale, taking into account the following factors:
- (i) previous nursing/hospice experience or other relevant work and life experience - the employer may credit this service;
  - (ii) degree of difficulty in recruiting for specific skills and/or experience required for the position.

- (c) A nurse previously employed on the top Enrolled Nurse step shall be appointed no lower than the second step of the registered nurse scale when they qualify as a Registered Nurse.
- (d) Employees on fulltime study leave or parental leave, with or without pay, shall continue to receive annual increments to which they would otherwise be entitled.

## 8.2 Overtime and Penal Time

### 8.2.1 Overtime

- (a) Overtime is time worked in excess of eight hours per day or the rostered duty whichever is greater, or 80 hours per two week period, when such work has been authorised in advance.
- (b) Overtime worked on any day shall be paid at one and one half times the normal hourly rate of pay (T1.5) for the first three hours and double time (T2.0) thereafter.

Exceptions:

- (i) Hospice Taranaki Inc - overtime shall be paid at the ordinary hourly rate.
- (ii) Rotorua Community Hospice Trust clause 8.2.1 shall not apply.
- (iii) Hospice Eastern Bay of Plenty - Clause 8.2.1 will not apply.

### 8.2.2 Penal Rates

- (a) Weekend rate - applies to ordinary time (other than overtime) worked after midnight Friday/Saturday until midnight Sunday/Monday shall be paid at time one half (T0.5) in addition to the ordinary hourly rate of pay.
- (b) Public Holiday rate – applies to those hours which are worked on the public holiday. This shall be paid at time one (T1.0) in addition to the ordinary hourly rate of pay (Double Time) **See clause 12 for further clarification and exceptions.**
- (c) Night Rate - Employees working between the hours of 8pm and 6am (from midnight Sunday/Monday to midnight Friday/Saturday) shall be paid at one quarter (T.25) in addition to the ordinary hourly rate of pay for hours worked within this time period.

Exceptions:

- (i) South Canterbury Hospice - the weekend rate shall be T0.25 in addition to the normal rate of pay.
- (ii) Nelson Tasman Regional Hospice Trust - rates shall apply between 10:30pm and 7.00am
- (iii) Marlborough Community Hospice- rates shall apply between 10.30pm and 7.00am.

- (iv) Hospice Taranaki Inc - employees working a night shift (10.45pm -7.15am) shall be paid a taxable allowance of \$68.00 per shift in addition to the ordinary hourly rate.
  - (v) South Canterbury Hospice - employees working the night shift Sunday to Thursday (10.45pm to 7.15am) shall be paid a taxable allowance of \$40 per shift in addition to the ordinary rate.
  - (vi) At Cranford Hospice the night rate will only apply to staff working the night shift being from 10.45 pm to 7.15 am.
- (d) Overtime and weekend/public holiday or night rates shall not be paid in respect of the same hours, the higher rate will apply.

Exception: Rotorua Community Hospice Trust - clause 8.2.2 shall not apply.

## **9.0 Call Backs/Call Outs**

- 9.1 **Call-back** is defined as a call back to the inpatient unit and will be paid at the ordinary rate with a minimum payment of three hours. Except that if an employee is called back within 9 hours of having completed a shift, they will be paid at overtime rates for a minimum of three hours.
- 9.2 **Call Out** is defined as an employee who is **on call**, being called out to a patient in the community. In these circumstances the employee shall be paid a minimum of three hours, or for actual working and travel time whichever is the greater, at the overtime rate 8.2.1.(b) or If the employee has worked in excess of eight hours or the rostered duty whichever is the greater, is called out to a patient in the community, they will be paid at the overtime rate as per clause 8.2.1.(b).

For the purpose of this clause more than one call back / call out within three consecutive hours shall be deemed to be one call back / call out.

Exceptions:

- (i) Hospice Taranaki - a minimum payment for three hours at ordinary rate will apply in each case, except at weekends when the weekend rate will apply.
  - (ii) Hospice Eastern Bay of Plenty - the employee shall be paid a minimum of 1 hour, not 3 hours. All callouts will be paid at T1.5 rate.
  - (iii) Rotorua Community Hospice Trust – the employee shall be paid a minimum of 1 hour. All call outs will be paid at ordinary rate.
  - (iv) Lake Taupo Hospice – the employee shall be paid a minimum of 1 hour.
- 9.3 **Transport:** Where an employee who does not reside in employer accommodation is called back to work outside the employees normal hours of duty in respect of work which could not be foreseen or prearranged, the employer shall either:

- (i) provide the employee with transport from the employees place of residence to the workplace where the employee is employed and to the place of residence from the workplace; or
- (ii) reimburse the employee the actual and reasonable travelling expenses incurred in travelling from the employees place of residence to the workplace or from the workplace to the employees place of residence, or both travelling to and from the workplace.
- (iii) the reimbursement rate shall be as prescribed in clause 11.2.

## **10.0 Allowances**

### **10.1 On Call**

10.1.1 In the interests of healthy rostering practices, the parties agree that the allocation of on call time should be spread as evenly as practicable amongst those required to participate in an on-call roster.

10.1.2 Where an employee is instructed to be on call during normal off duty hours, an on call allowance of \$3.00 per hour shall be paid Mon-Fri, and \$ 5.50 per hour on Sat, Sun and Public Holidays.

Exceptions:

- (i) North Shore Hospice Trust and Hibiscus Hospice Charitable Trust - the allowances payable shall be \$4.50 per hour Monday – Sunday and \$6.75 per hour on Public Holidays. In addition, Community Nurses when on call shall be paid at T1.5 for all hours when called out. Clause 8.2.1 (b) overtime rates shall not apply.
- (ii) Hospice Taranaki Inc – From 1 September 2017 an allowance of \$55.14 per on call shift will be paid Monday to Sunday inclusive. From 14 October 2017 an on call allowance of \$4.57 per hour will be paid Monday to Sunday inclusive.
- (iii) Te Omanga Hospice - the allowances payable shall be \$3.18 per hour Monday to Friday and \$6.36 per hour Saturday, Sunday and Public Holidays. Nurses on call shall be paid T1.5 the base rate.
- (iv) Rotorua Community Hospice Trust – the allowance payable shall be \$45 per shift. Where a back-up nurse is required, the allowance payable shall be \$20 per back-up shift.

10.1.3 The on call allowance is payable for all hours the employee is rostered on call including time covering an actual call out.

10.1.4 An employee who is required to be on call and report on duty within 20 minutes shall have access to an appropriate locater or a cell phone.

10.1.5 Being On Call does not preclude an employee from being rostered on for normal duties for the shift following the on call period at ordinary rates. Circumstances

surrounding actual call outs will be taken into account and additional time off will be allowed on a time for time basis or by mutual agreement, until a reasonable break has been achieved.

10.1.6 Where a rostered day off follows an On Call duty circumstances surrounding actual call outs will be taken into account and additional time off will be allowed on a time for time basis or by mutual agreement, to compensate for the impact on the rostered day off.

## 10.2 **Higher/Special Duties**

10.2.1 (a) Higher Duties: An allowance shall be paid to an employee who, at the request of the employer is substantially performing the duties and carrying the responsibilities of a position or grade higher than the employee's own

(b) The higher duties allowance payable shall be paid at a rate of \$21.50 per full eight hour shift for a minimum of three days inclusive which for part time employees may be worked within a two week period.

10.2.2 (a) Special Duties: An allowance shall be paid to an employee who, at the request of the employer undertakes additional role specific duties including, but not restricted to, team co-ordination, shift co-ordination, education, infection control, quality, health and safety.

(b) The special duties allowance payable shall be paid at a rate of \$21.50 per full eight hour shift and \$10.75 for periods of less than four hours worked on these duties.

## 10.3 **Community Nurse Allowance**

10.3.1 In recognition of the special demands associated with providing palliative care in the community, registered nurses will be paid an allowance of \$10.00 per shift. Where nurses are rostered to work in the community and the in-patient unit the allowance shall only be payable for the community shifts.

Exceptions:

- (i) Arohanui Hospice Service Trust- clause 10.3 does not apply.
- (ii) Rotorua Community Hospice Trust – clause 10.3 does not apply.
- (iii) Lake Taupo Hospice Trust – clause 10.3 does not apply.

## ***11.0 Reimbursing Payments***

### 11.1 **Annual Practising Certificate**

Where an employee is required by law to hold an annual practising certificate, the cost of the certificate shall be met by the employer provided that:



- (a) It must be a statutory requirement that a current certificate be held for the performance of duties.
- (b) The employee must be engaged in duties for which the holding of a certificate is a requirement.
- (c) Any payment will be offset to the extent that the employee has received a reimbursement from another employer.
- (d) The Employer will only pay one APC unless there are operational requirements for an employee to maintain more than one APC.

### **11.2 Travelling Expenses and Incidentals**

- (a) When travelling on employer business, and where a hospice vehicle is not available, the employee will be reimbursed for costs on an actual and reasonable basis on presentation of receipts.
- (b) Employees who are instructed to use their motor vehicles on employer business shall be reimbursed in accordance with the current IRD mileage rates.

### **11.3 Professional Supervision**

Employees are able to attend a monthly professional supervision session of up to one hours paid time by suitably qualified clinical supervisors approved by the employer. The fees will be paid for by the employer upon receipt of a GST invoice from the supervisor.

## ***12.0 Public Holidays***

12.1 The following days shall be observed as public holidays:

Christmas Day, Boxing Day, New Year's Day, 2 January, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the birthday of the reigning Sovereign, Labour Day and Anniversary Day.

12.2 Employees required to work on any of the above holidays shall be paid at T2.0 for time actually worked on the holiday.

Exceptions: At

- (i) Hospice Eastern Bay of Plenty
- (ii) Arohanui Hospice Service Trust
- (iii) South Canterbury Hospice
- (iv) Rotorua Community Hospice Trust
- (v) Lake Taupo Hospice Trust

T2 will be paid for Christmas Day, Boxing Day, Good Friday and Easter Monday only. All other public holidays will be paid at T1.5.

- 12.3 In addition the employee shall be allowed an alternative day's holiday paid for at the employee's relevant daily rate, to be taken at a later date, where the holiday falls on a day that would have otherwise been a working day for that employee.
- 12.4 Those employees who work a night shift which straddles a public holiday, shall be paid at public holiday rates for those hours which occur on the public holiday and the applicable rates for the remainder of the shift. One alternative holiday shall apply in respect of each public holiday or part thereof worked.
- 12.5 Part time employees:  
Where a part-time employee's days of work are fixed, the employee shall only be entitled to a public holiday provisions if the day would otherwise be a working day for that employee.

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

### ***13.0 Annual Leave***

The parties to this collective agreement agree that the taking of a minimum of 4 weeks paid annual leave per 12 months of employment is recommended for the rest and recreation of all employees.

Employees, other than casuals, shall be entitled to four weeks annual leave, taken and paid in accordance with the Holidays Act 2003 and subject to the other provisions of this clause

- 13.1 Casual employees shall be paid 8% of gross taxable earnings in lieu of annual leave to be added to the wages paid for each engagement.
- 13.2 Annual leave is able to be accrued to a maximum of one year entitlement. By mutual agreement between the employee and employer annual leave may accrue up to two years entitlement.
- 13.3 Annual leave shall be taken to fit in with service/work requirements and the employee's need for rest and recreation.
- 13.4 Part time employees shall be entitled to annual leave on a pro rata basis.
- 13.5 Employees who have completed five years continuous service on or after January 1, 2007, shall be entitled to five week's annual leave on-going, pro rata for part time employees.

## **14.0 Sick/Domestic Leave**

The following Sick Leave provisions shall apply

- 14.1 On appointment a full time employee shall be entitled to ten (10) working days paid sick leave for the first twelve months of employment, and an additional ten (10) working days for each subsequent twelve month period. The entitlement shall be pro-rated for part time employees except that a part-time employee shall receive no fewer than five (5) working days paid sick leave for the first twelve months of employment and a minimum of five (5) additional working days for each subsequent twelve month period. A medical certificate may be required to support the employee's claim for sick leave. Where a medical certificate is required by the employer in circumstances where the leave is less than 3 days, the employer will meet the cost of the certificate. Where the certificate is required and the leave is more than 3 days, the employee will meet the cost.
- 14.2 The provisions of this clause are inclusive of the Sick Leave provisions of the Holidays Act 2003.
- 14.3 The employee can accumulate their entitlement up to a maximum of 100 days.
- 14.4 At the employer's discretion an employee may be granted anticipated sick leave. Any leave taken in advance and still remaining outside the entitlement will be paid to the employer. The employer may deduct monies due from the final pay.
- 14.5 Where an employee is suffering from a minor illness which could have a detrimental effect on the patients or other staff, in the employer's care, the employer may, at its discretion, either:
  - (a) Place the employee on suitable alternative duties; or
  - (b) Direct the employee to take sick leave.
- 14.6 **Discretionary Leave:**

In the event an employee has no entitlement left, they may be granted additional sick or domestic leave. In considering the grant of leave under this clause the employer shall recognise that discretionary sick and domestic leave is to ensure the provision of reasonable support to staff having to be absent from work when their entitlement is exhausted.

  - 14.6.1 In these circumstances the following shall be taken into account:
    - (a) The circumstances leading to the request
    - (b) The employee's length of service
    - (c) The employee's attendance and leave record
    - (d) The consequences of not providing the leave
    - (e) Any unusual and/or extenuating circumstances
    - (f) Alternative options e.g. shorter hours, more flexible rostering

- (g) Other amounts of leave available
- 14.6.2 Reasons for a refusal shall, when requested by the employee in writing, be given in writing and before refusing a request, the decision maker is expected to seek appropriate guidance.
- 14.7 **Domestic Leave:**  
Domestic leave as described in this clause as leave used when the employee must attend a dependent of the employee. This person would, in most cases, be the employee's child, partner or other dependent family member.
- At the employer's discretion, an employee may be granted leave without pay, in addition to the amount specified above, where the employee requires additional time away from work to look after a seriously ill member of the employee's family.

### ***15.0 Bereavement Leave***

- 15.1 The employer shall approve special bereavement leave on pay for an employee to discharge any obligation and/or to pay respects to a Tupapaku/deceased person with whom the employee has had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent).
- 15.2 The length of time off shall be three days for each bereavement of a close family member/partner and one day for each bereavement of a person whom the employee has a close association or cultural obligation.
- 15.3 More time off can be provided at the discretion of the employer and should not be unreasonably withheld.
- 15.4 All other provisions of bereavement leave not specifically provided for in the above clauses will be exercised in accordance with the Holidays Act 2003.

### ***16.0 Parental Leave***

- 16.1 The provisions of the Parental Leave and Employment Protection Act 1987 shall apply.

### ***17.0 Jury Service/Witness Leave***

- 17.1 Leave for jury service may be taken on ordinary pay on the days that the employee would normally work provided that:
- the employee will advise the employer of a request to participate in jury service at the earliest opportunity

- this does not affect the day-to-day operations of the hospice
- the employee returns to work immediately on any day the employee is not actually required to attend at Court
- the employee pays the fees received to the employer but may retain any expenses paid.

## **18.0 NZNO Meetings**

- 18.1 NZNO members shall be entitled to up to a total of four hours leave per year (a year being the period beginning on the 1st day of January and ending on the following 31st day of December) on ordinary pay to attend meetings authorised by the NZNO providing the following conditions are fulfilled.
- 18.2 NZNO shall give the employer at least 14 days' notice of the date and time of any NZNO meeting to which clause 18.1 above is to apply.
- 18.3 The NZNO shall make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any NZNO meeting, including, where appropriate, an arrangement for sufficient NZNO members to remain available during the meeting to enable the employer's operation to continue.
- 18.4 Work shall resume as soon as practicable after the meeting, but the employer shall not be obliged to pay any NZNO member for a period greater than two hours in respect of any meeting.
- 18.5 Only NZNO members who actually attend a NZNO meeting during their working hours shall be entitled to pay in respect of that meeting and to that end the NZNO shall supply the employer with a list of members who attended and shall advise the employer of the time the meeting finished.

Note: The provisions of these clauses (18.1-18.5) are inclusive of any entitlements provided by the Employment Relations Act 2000.

## **19.0 NZNO Right of Entry**

Authorised NZNO representatives may enter the workplace in accordance with the Employment Relations Act 2000.

The authorised NZNO representative shall be entitled to enter the workplace at reasonable times, in a reasonable way and in compliance with health and safety requirements.

When the NZNO representative enters the workplace they will advise the manager/delegated representative they are entering the workplace and if the manager/delegated representative is not present the NZNO will leave a written notice of the visit.

The employer recognises that it may not unreasonably deny a NZNO representative access to the workplace.

## **20.0 NZNO Delegate / Workplace Representative**

The employer accepts that employee job delegates are the recognised channel of communication between the union and the employer in the workplace.

- (a) Accordingly paid time off (at ordinary time rates) shall be allowed for recognised employee delegates to attend meetings with management, consult with union members, and other recognised employee job delegates and union officials, to consult and discuss issues such as management of change, staff surplus, and representing employees.
- (b) Prior approval for such meetings shall be obtained from management.

## **21.0 Employment Relations Education Leave**

Such leave will be allowed in accordance with the Employment Relations Act.

The Employer shall grant leave on pay for employees' party to this MECA to attend courses authorised by NZNO to facilitate the employee's education and training as employee representatives in the workplace.

<b><u>FTE eligible employees as at 1 March each year</u></b>	<b><u>Maximum number of days of employment relations education leave that we are entitled to allocate as a union</u></b>
<b><u>1 – 5</u></b>	<b><u>3</u></b>
<b><u>6 – 50</u></b>	<b><u>5</u></b>
<b><u>51 – 280</u></b>	<b><u>1 day for every 8 FTE eligible employees or part of that number</u></b>
<b><u>281 or more</u></b>	<b><u>35 days plus 5 days for every 100 FTE eligible employees or part of that number that exceeds 280</u></b>

For the purposes of this clause, calculating the number of full-time equivalent eligible employees employed by an employer –

- (a) an eligible employee who normally works 30 hours or more during a week is to be counted as 1:
- (b) an eligible employee who normally works less than 30 hours during a week is to be counted as one-half.

The NZNO shall send a copy of the programme for the course and the name of employees attending at least 21 consecutive days prior to the course commencing.

The granting of such leave shall not be unreasonably withheld taking into account continuing service needs.

The provision of Part 7 of the Employment Relations Act 2000 shall apply where any provision or entitlement is not provided for, or is greater than specified above.

## **22.0 Co-operation and Consultation**

### **22.1 Management of Change**

22.1.1 The parties to this collective agreement accept that change in the health service is necessary in order to ensure the efficient and effective delivery of health services. They recognise a mutual interest in ensuring that health services are provided efficiently and effectively, and that each has a contribution to make in this regard.

22.1.2 Prior to the commencement of any significant change to staffing, structure or work practices, the employers will identify and give reasonable notice to employees who may be affected and to the NZNO to allow them to participate in the consultative process so as to allow substantive input.

### **22.2 Consultation**

22.2.1 Consultation involves the statement of a proposal not yet finally decided upon, listening to what others have to say, considering their responses and then deciding what will be done.

The process shall be as follows:

- (a) The initiative being consulted about should be presented as a 'proposal' or 'proposed intention or plan' which has yet to be finalized.
- (b) Sufficient information must be provided by the employer to enable the party/parties consulted to develop an informed response.
- (c) Sufficient time must be allowed for the consulted party/parties to assess the information and make such response subject to the overall time constraints within which a decision must be made.
- (d) Genuine consideration must be given by the employer to the matters raised in the response.
- (e) The final decision shall be the responsibility of the employer.

## **23.0 Redundancy**

23.1 For the purpose of this Agreement, redundancy is defined as a condition in which the employer has staff surplus to requirements because of reorganisation or the closing down of all or part of the employer's operation.

The employer shall provide four weeks written notice of any impending redundancy to the affected employees and every endeavour shall be made to redeploy affected employees.

During the period of notice the employee shall be entitled to reasonable time off to attend interviews and seek alternative employment by agreement with the employer, without loss of pay.

The Employee made redundant shall be provided with a Certificate of Service stating that employment was terminated as a result of redundancy.

The employer shall provide reasonable counselling for affected employees on the request from the employee.

In the event of dismissal for reasons of redundancy a severance payment equal to four weeks ordinary pay will be made to the employee.

### **23.2 Employee Protection Provision**

Where employees are terminated due to the sale; contracting out or transfer of the whole or part of the business of the employer and the employee is offered employment of a similar nature with the transferor of the business or the contractor, the employee shall not be deemed to have been made redundant.

The employer shall endeavour to provide in the sale and purchase agreement provision for employees' continuity of service with the purchaser. In the absence of such provision the employer shall notify the employees affected by the sale, transfer or contracting out of the whole or part of the business in accordance with this clause. No claim for compensation may be made against the employer.

### **23.3 Termination on Health Grounds**

An employer may consider termination of an employee's employment in situations where the employee is rendered incapable of the proper ongoing performance of their duties as a result of illness/injury or disability.

Before taking any action, the employee may be required to undergo a medical examination by a registered medical practitioner, as agreed between the employer and employee, which will be paid for by the employer. Any reports or recommendations made available as a result of that examination will be taken into account as will any other relevant medical reports or recommendations which may be received or tendered on behalf of the employee.

## ***24.0 Professional Development and Post Graduate Education***

### **24.1 Professional Development and Recognition Programmes**



The PDRP is a framework that helps nurses develop their professional practice and assist them on a career pathway. The PDRP encourages nurses to reflect on their practice and to set goals to plan for their future in care delivery and leadership.

Each Hospice will develop a relationship with their local District Health Board (DHB) to enable the hospice to be integrated into the DHBs PDRP which will be aligned to the National Framework for Nursing Professional Development and Recognition Programmes and Nursing Council NZ and HPCA Act (2003) requirements.

Each Hospice and DHB will draw up a Memorandum of Understanding (MOU) to describe the shared responsibilities and the processes to be adhered to.

Each hospice will provide trained nurse assessors to sit on the DHB review panel to assess competent/proficient/expert portfolios of nurses within the PDRP. The Proficient and Expert achievement levels will link directly to the payments specified in Clause 8.

All Nurses (RNs and ENs) will be required to participate in annual appraisal.

PDRPs shall be applied in a consistent manner to ensure transportability of recognition, accessibility, transparency and simplicity.

The technical competencies for palliative care nurses will be based on the National Competency Framework for Palliative Care Nursing in NZ September 2008 or its successor.

The clinical career/workforce structure requires commitment to education and development of expertise.

No quotas or other in built barriers will be established to limit the numbers at each level of the pathway. Progression through the PDRP shall be based solely on achievement of specified agreed criteria.

These principles will be monitored as part of the negotiations for the NZNO Hospice MECA and will identify:

- any changes or processes necessary to further the PDRP, including education
- If the programme is managed consistently
- the development and monitoring of the review process and/or implementation difficulties
- appropriate training/information/support for all employees and managers involved in the PDRP
- auditing to ensure appeals process is working

## **24.2 Post Graduate Education**

24.2.1 The parties to this agreement record their intention that staff be given reasonable opportunity and positive encouragement to undertake post graduate study or training relevant to nursing practice or roles in palliative care.

24.2.2 Qualification recognition payments specified in clause 8 of this agreement shall apply in accordance with sub clause 24.2.1

24.2.3 Leave, with or without payment, may be approved as deemed appropriate by the employer. The employer may grant reimbursement of expenses in part or in full incurred by the employee when attending relevant courses of study.

### **24.3 Professional Development Leave**

24.3.1 The employer shall grant professional development leave of no less than 24 hours per calendar year for full time employees (pro rated to 20 hours per calendar year for part time employees). This leave enables employees to maintain competency, complete qualifications, attend courses and to undertake research or projects that are relevant to the employer and which facilitate the employee's growth and development. Prior approval of the employer must be obtained.

24.3.2 Professional leave will be granted at the T1 rate and may accumulate over a three year period to a maximum of 72 hours (full time) and 60 hours (part time) if agreed as part of a professional development plan.

24.3.3 Employees may apply for professional development leave in addition to the above clause which may be granted at the discretion of the employer.

24.3.4 Meetings to meet organisational and service requirements not otherwise addressed in this clause, (including nurses meetings and in-service training) shall be paid at ordinary rate for time spent at such meetings.

24.3.5 One day's leave (in addition to that prescribed in sub-clause 24.3.1) will be granted for the preparation of the portfolio required under the terms of the PDRP.

### **25.0 Policies and Procedures**

All employees covered by the Agreement shall comply with the employer's policies and procedures in force from time to time, to the extent that such policies and procedures are not inconsistent with the terms and conditions of this Agreement.

### **26.0 Health and Safety**

26.1 The employer shall comply with the provisions of the Health and Safety at Work Act 2015 and subsequent amendments concerning safety, health and welfare matters. The parties to this agreement agree that employees should be adequately protected from any safety and health hazard arising in the workplace. All reasonable precautions for the health and safety of employees shall be taken.

- 26.2 It shall be the responsibility of the employer to ensure that the workplace meets required standards and that adequate and sufficient safety equipment is provided.
- 26.3 It shall be the responsibility of every employee covered by this agreement to work safely and to report any hazards, accidents or injuries as soon as practicable to their supervisor.
- 26.4 It is a condition of employment that safety equipment and clothing required by the employer is to be worn or used by the employee and that safe working practices must be observed at all times.
- 26.5 Attention is also drawn to the employer's policies and procedures on health and safety.
- 26.6 The employer recognises that to fulfil their function health and safety delegates require adequate training, paid time and facilities.
- 26.7 The parties to this agreement recognise that effective health and safety committees are the appropriate means of providing consultative mechanisms on health and safety issues in the workplace.

## ***27.0 Uniforms and Protective Clothing***

- 27.1 Where the employer requires an employee to wear a uniform, it shall be provided free of charge, but shall remain the property of the employer.
- 27.2 Suitable protective clothing shall be provided at the employer's expense where the duty involves a risk of excessive soiling or damage to uniforms or personal clothing or a risk of injury to the employee.
- 27.3 Damage to personal clothing – An employee shall be reasonably compensated for damage to personal clothing worn on duty, or reimbursed dry cleaning charges for excessive soiling to personal clothing worn on duty, provided the damage or soiling did not occur as a result of the employee's negligence, or failure to wear the protective clothing provided. Each case shall be determined on its merits by the employer.
- 27.4 Where uniforms are not supplied a clothing allowance of \$3.07 per shift worked shall be paid.

### Exceptions

- (i) Hospice Eastern Bay of Plenty - clause 27 shall not apply.
- (ii) Hospice Taranaki Inc - clause 27.4 shall not apply.
- (iii) Marlborough Community Hospice- clause 27.4 shall not apply.
- (iv) Te Omanga Hospice – clause 27.4 shall not apply and a clothing allowance of \$1.06 per shift shall be paid.

- (v) South Canterbury Hospice – clause 27.4 shall not apply and a clothing allowance of \$1.00 per shift shall be paid.
- (vi) Cranford Hospice - where uniforms are not supplied a clothing allowance of \$200 per year shall be paid to each permanent employee.
- (vii) Rotorua Community Hospice Trust - clause 27.4 shall not apply.
- (viii) Lake Taupo Hospice Trust - clause 27.4 shall not apply.
- (ix) Nelson Tasman Regional Hospice Trust - clause 27.4 shall not apply, see Variation Schedule

## ***28.0 Payment of Wages***

- 28.1 Employees will be paid fortnightly in arrears by direct credit.
- 28.2 Where an employee has taken leave in advance of it becoming due, and the employee leaves before the entitlement has accrued, the employer will deduct the amount owing in excess of entitlement from the employee's final pay.
- 28.3 Any monies agreed, as being owed by the employee to the employer upon termination will be deducted from the employee's final pay.
- 28.4 The employees shall complete timesheets as required by the employer. Wherever practicable any disputed items shall not be changed without first referring it to the affected employee.
- 28.5 Overpayment Recovery Procedures: Attention is drawn to the Wages Protection Act 1983 or any other amendment or Act passed in substitution. This clause must not act in a way that is inconsistent with that Act. In the event of an overpayment of wages, the employer may recover the amount of overpayment provided the employee is given written notification of the intention to recover the overpayment, the amount to be recovered and full explanation of the reasons for the overpayment. Overpayments should be recovered over an equivalent period to the overpayment.
- 28.6 The employer shall use its best endeavours to direct credit payment of wages into the employee's bank account one clear banking day prior to a public holiday.

## ***29.0 Termination of Employment***

### **29.1 Notice Period**

Either party may terminate the employment agreement with four weeks written notice, unless otherwise negotiated with the employer. Agreement for a shorter notice period will not be unreasonably withheld. When the agreed notice is not given, the unexpired notice may be paid or forfeited by the party failing to give the agreed notice.

This shall not prevent the employer from summarily dismissing any employee without notice for serious misconduct or other good cause in accordance with the employer's disciplinary procedures and/or rules of conduct.

## **29.2 Abandonment of Employment**

An employee absent from work for three consecutive working days without notification to the employer or without appropriate authorisation from the employer will be considered by the employer as having terminated their employment without notice, unless the employee is able to show they were unable to fulfil their obligations under this section through no fault of their own. The employer will attempt to contact the employee during the three days period of absence.

## **30.0 Harassment Prevention**

30.1 The parties recognise that harassment in the work place is totally unacceptable. It is the responsibility of the employee to familiarise themselves with the relevant policy on harassment and the responsibility of the employer to communicate the extent of this policy and make it accessible to all employees.

30.2 Harassment can take many forms, including sexual harassment, bullying, racial harassment, violence and other forms of intimidating behaviour.

30.3 Harassment complaints will be taken seriously and the employer undertakes to address these complaints with sensitivity and impartiality.

## **31.0 Resolution of Employment Relationship Problems**

An "employment relationship problem" includes:

- (a) A personal grievance
- (b) A dispute
- (c) Any other problem relating to or arising out of the employment relationship but does not include any problem with negotiating new terms and conditions of employment.

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

- (a) The employee is entitled to seek representation at any stage during the process. Help with an employment relations problem is available from within the work place (employee manager) or outside the workplace (Ministry of Business, Innovation and Employment 0800 20 90 20), or a union, an advocate or a lawyer.

- (b) If the matter is unresolved either party is entitled to seek mediation from the Ministry of Business, Innovation and Employment 0800 or refer the matter to the Employment Relations Authority. (Both mediation and investigation by the Authority are services available for the resolution of employment relationship problems.)

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

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

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

### ***32.0 Accidents and injuries***

32.1 Work Related: Where an employee is incapacitated as a result of a work accident, and that employee is on earnings related compensation, then the employer agrees to supplement the employee's compensation by 20% of base salary during the period of incapacitation as a charge against the employee's Sick Leave while sufficient sick leave is available.

32.2 Non-Work Related: For non work-related accidents, where the employee requests, the employer shall supplement the employee's compensation by 20% of base salary and this shall be a charge against the employee's Sick Leave while sufficient Sick Leave is available.

### ***33.0 Family Friendly Practices***

The employer will recognise and encourage the development of family friendly policies such as supportive breast feeding policies and preferential re-appointment policies after child rearing.

### ***34.0 Healthy Workplaces***

34.1 The parties to this collective agreement agree that all employees should have a healthy workplace. The parties support a workplace culture between employees and

their managers that reflects an understanding and actively advocates an appropriate balance between safe quality care, a safe quality work environment and organizational efficiency.

34.2 Regular joint NZNO/Employer Healthy Workplace Forums will be held.

Exception:

At Hospice Whanganui the existing Quality, Health and Safety Committee provides the opportunity for the seven elements of healthy workplaces to be raised by staff or NZNO for discussion by the group. Therefore a separate NZNO/Employer Forum will not be implemented.

### ***35.0 Deduction of Union Fees***

The Employer shall deduct employee NZNO fees from the wages/salaries of employees when authorised in writing by members and shall remit such subscriptions to the NZNO at agreed intervals.


### ***36.0 Completeness, No Disadvantage and Transition***

**36.1 Completeness:** The parties to this MECA have standardised and consolidated Hospice conditions from existing collectives to provide for common core conditions. Hospice individual conditions in variations to this agreement will be retained for the life of this agreement, and shall not continue in the next Agreement unless agreed by the parties in the negotiation process for the subsequent Agreement.


**36.2 No Disadvantage:** The parties are committed to ensure that there is no "overall disadvantage" to individuals due to any changes in core conditions.

**Signatures**

Date: 13.12.17

  
.....  
Mike Yeats for and on behalf of NZNO

Authorised Representative of  
HOSPICE MECA

 ..... 14-12-17

Scott Doolan (Employers' Representative)  
Senior Consultant – Business Central

**For and on behalf of**  
THE NAMED EMPLOYER PARTIES TO THIS  
COLLECTIVE AGREEMENT



Appendix 1:

**MEMORANDUM OF UNDERSTANDING:**

- (1) Pass On: The employer parties to this agreement agree not to automatically pass on to staff who are not bound by this Collective Agreement, terms or conditions that are the same or substantially the same as those contained in this Collective Agreement.

This means that the employer and non-NZNO staff members shall individually negotiate their terms and conditions of employment.

- (2) The employer parties to the 2017 MECA agree to make every endeavour on the re-negotiation of that MECA to reduce the Variations and Exceptions where they are inferior to the main body of the collective agreement.

## VARIATION SCHEDULE

The following list represents individual Hospice Parties variations to the parent agreement. These variations form part of the collective agreement and may be changed by agreement between of the parties (NZNO and the Employer), and employees directly affected.

### *Arohanui Hospice Service Trust*

#### **Clause 8.0 - Wages**

The following wage scale shall apply in addition to clause 8.0:

<b>PCC/Educator Scale</b>	<b>01/09/17</b>	<b>01/09/18</b>	<b>01/09/19</b>
PCC Step 1	\$76,240	\$77,384	\$78,545
PCC Step 2/Educator Step 1	\$78,719	\$79,900	\$81,099
PCC Step 3/Educator Step 2	\$81,819	\$83,046	\$84,292
PCC Team Leader/Educator Step 3	\$83,680	\$84,935	\$86,209
Inpatient Charge Nurse	\$84,297	\$85,561	\$86,845

Relievers for PCC's will be placed on the first step of the PCC scale as of 1 March 2011.

The above salaries are based on a 40 hour week. Part time staff will be paid on a pro-rata basis. Weekends as rostered will be paid at ordinary time.

Progression through the steps to be annual, subject to a satisfactory performance appraisal. On appointment of new staff, placement will be based on relevant experience.

It is noted that the above wage rates encompasses penal rates and therefore those employees paid according to the above scale are not entitled to penal rates.

### *Marlborough Community Hospice*

#### **Clause 23.0 - Redundancy**

Clause 23.0 is replaced with the following:

In addition, where an employee, other than a casual employee, is declared redundant, redundancy will be paid in accordance with the following formula:

- Four weeks pay for the first year or part year of current continuous service.
- Two weeks pay for each subsequent full year of current continuous service up to 10 years of service.

- One weeks pay for each subsequent full year of service up to 15 years of service. Any part year of service will be paid pro rata the above weeks per year formula.

The above payment is in addition to the normal payments of final wages and annual leave entitlements that are payable on termination.

This clause shall be grand-parented from 1 August 2010. Those employed after this date will not be entitled to the conditions specified above and will receive the entitlement described in clause 23.0

### ***Nelson Tasman Regional Hospice Trust***

**Clause 23.0** Redundancy is replaced with the following clause which will only apply to staff employed before 1 August 2010. Staff employed after this date will receive the entitlement described in clause 23.0

The employer shall provide the union and employees with one month's notice of any impending redundancy situation and during this time every endeavour shall be made to enable mutually agreed redeployment. Failing mutually agreed redeployment, redundancy compensation shall be paid to the employees in accordance with the following formula:

- Three years continuous service but less than five years continuous service: 5% of the last 12 months salary shall be paid to the redundant employee.
- Five years continuous service but less than 10 years continuous service: 10% of the last 12 months salary shall be paid to the redundant employee.
- 10 years continuous service but less than 15 years continuous service: 16% of the last 12 months salary shall be paid to the redundant employee.
- 15 years continuous service but less than 20 years continuous service: 25% of the last 12 months salary shall be paid to the redundant employee.
- 20 years continuous service or more: 50% of the last 12 months salary shall be paid to the redundant employee.

Outstanding annual leave and long service leave may be separately cashed up.

**Job Search** — the employer may assist surplus employees to find alternative employment by allowing them a reasonable amount of time off work to attend job interviews without loss of pay. This is subject to the employer being notified of the time and location of the interview before the employee is released to attend it.

**Counselling** — Counselling for affected employees and family will be made available as necessary.

Where the employees employment is being terminated by the employer by reason of the sale or transfer of the whole or part of the employers business, nothing in this contract shall require the employer to pay compensation for redundancy to the employee if:

i) The person acquiring the business or the part being sold or transferred,

(a) has offered the employee employment in the business or the part being sold or transferred.

AND

(b) has agreed to treat service with the employer as if it were service with that person and as if it were continuous, and

ii) The conditions of employment offered to the employee by the person acquiring the business or the part of the business being sold or transferred are the same as, or similar as, or are not less favourable than, the employee's conditions of employment, including:

- (a) any service related conditions; and
- (b) any conditions relating to redundancy; and
- (c) any conditions relating to superannuation.

Under the employment being terminated;

AND

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

- (a) in the same or similar capacity as that in which the employee was employed by the employer. NB The same or similar capacity recognizes the specialist nature of the employee's car of work, or
- (b) in any capacity that the employee is willing to accept.

**Clause 27.4 Uniforms and Protective Clothing:** Shall not apply. Replace with the following:

New employees required to wear clothing/uniform as designated in internal policies will be provided with an allowance of up to \$382.50 to purchase clothing from an approved range and approved by the CEO, on commencement of employment. (Payment to be \$390.15 from July 4, 2016)

Where the employee leaves before completing a full year's service, the employer shall reserve the right to request return of the clothing/uniform supplied.

Up to \$255 p.a. on a pro-rated basis will be available to nursing staff required to wear a designated uniform to maintain/replace *as* necessary and approved by the CEO. (Payment to be \$260.10 from July 4, 2016)

Employees will be responsible for laundering their own designated clothing/uniform.

## ***South Canterbury Hospice Inc***

### **Clause 7.0 Meal Allowance**

When two nursing staff (enrolled, aide or registered) are on duty *and* they are unable to take an uninterrupted meal break or are unable to leave the premises for reasons of safety or security, they shall be paid a meal allowance of \$7.00. Nurses who qualify for this payment shall annotate their timesheets accordingly. Payment of a meal allowance will not incur for the Employer additional costs in regard to overtime or other penalties or payments.

Where an employee cannot be relieved for a meal break from their work they shall be paid a meal allowance of \$7.00 subject to approval by the Clinical Services Manager.

## ***Mary Potter Hospice***

### **Clause 6.0 Hours of Work**

Employees who were employed prior to 22 May 2000 for 32 hours or more but less than 40 hours per week shall continue to receive recognition as a full time employee for the duration of their employment. Whereas employees who are employed from and including the 22 May 2000 for less than 40 hours per week shall be deemed to be part-time employees for the purposes of the terms and conditions outlined in this agreement.

In the case of night staff, a light meal will be provided free of charge.

### **Short Notice Allowance:**

An allowance of \$25.00 per shift will be paid to permanently employed nurses who work on their day off at short notice. Short notice is defined as having been requested to work the shift twelve hours or less prior to the commencement of the shift or on the same day as that shift.

Where at short notice, an employee is requested to work a shift different from that rostered, an employee shall not be disadvantaged remuneratively.

### **Clause 9.0 Call Back/Call Out**

Clause 9.0 of the Collective shall not apply. Replace with the following:

A nurse called back to work outside rostered hours of duty but not as a continuation of a shift shall be paid at the appropriate overtime rate specified for that day for the time worked, plus travelling time to and from the nurses' place of residence, but in no case shall payment be for less than three hours at the overtime rate appropriate for the day concerned for each

such call back. For the purpose of this clause more than one call back within the three consecutive hours shall be deemed to be one call back.

**Clause 10.2 Higher/Special Duties:**

Where a Clinical Co-ordinator is not on duty in the hospice, a staff nurse or a senior staff nurse shall be designated as the hospice duty leader and shall be paid the following allowances as prescribed below for each hour employed as the hospice duty leader. This allowance shall not be subjected to penal or overtime provisions.

- The duty lead rate of \$5 per hour shall remain for Saturday and Sunday morning shifts.
- The duty lead rate of \$5 per hour shall remain for all public holiday morning shifts.
- The duty lead rate of \$5 per hour shall remain for any weekday morning shifts when the clinical coordinator is away from the role.
- The duty lead rate of \$5 per hour shall remain for Friday afternoon shifts.

For all other shifts the duty lead rate will revert to clause 10.2 of the MECA.

- Two permanent night staff are grand parented and will receive the \$5 per hour when they are designated as the hospice duty leader.

The above new rates will come into effect on the 1st August 2010. Prior to this date the \$5.00 per hour will be paid when a senior nurse is designated as the hospice duty leader.

**Clause 23: Redundancy**

All staff employed after 1 August 2004 will be covered by clause 23 in the Collective.

Staff employed prior to 1 August 2004 will not be covered by clause 23 in the collective. Replace with the following:

Redundancy means a situation where the employee's employment is terminated by the employer, that termination being attributable, wholly or mainly, to the fact that the position filled by that employees is, or has become, or will become, superfluous to the needs of the employer.

In such instances the employer will endeavour to re-deploy the said employee within the hospice.

If redeployment cannot be achieved then employees shall be given not less than four week's notice of termination of employment on the grounds of redundancy or payment in lieu of notice.

Employees whose employment is terminated because of redundancy shall be entitled to the following compensation:

- Four weeks pay for the first year of service with the employer (or part thereof);
- A further two weeks pay for each completed year of continuous service with the employer up to a maximum of 20 weeks pay for any employee.

### **Rest and Recreation Leave**

In line with the same provision expressed as part of the Wellness Policy, in recognition of the stress associated with accumulative loss, clinical staff may take Rest & Recreation days on full pay at the rate of:

- a) One day every eight weeks for staff working 40 hours per week (or 80 hours per fortnight) granted at the discretion of management.
- b) One day every fourteen weeks for staff working 72 hours per fortnight granted at the discretion of management.
- c) One day every sixteen weeks for staff working 32 hours per week (or 64 hours per fortnight) granted at the discretion of management.

### **Long Service Leave**

Staff employed prior to 10<sup>th</sup> April 2008 shall be entitled to long Service Leave as follows:

- 1) One special holiday of one week after the completion of five years service and before the completion of six years of current continuous service employed under this Agreement such leave to be taken in the year of entitlement.
- 2) After ten years, fifteen years, and every extra five years of current continuous service employed under this Agreement the employee will be entitled to two weeks Long Service Leave such leave to be taken in the year of entitlement.
- 3) If an employee, having become entitled to a special holiday, leaves his/her employment before such holiday has been taken, he/she will be paid in lieu thereof.

## ***Cranford Hospice Trust***

### **Long Service Leave**

For staff employed prior to 4 April 2008 the following provisions will apply:

- a) an employee shall be entitled to special holidays as follows
  - I. One special holiday of two weeks after the completion of 15 years and before the completion of 25 years of current continuous service with Presbyterian Support East coast
  - II. One special holiday of three weeks after completion of 25 years and before the completion of 35 years of continuous service with Presbyterian Support East Coast

- III. One special holiday of five weeks after completion of 35 years current continuous service with Presbyterian Support East Coast
- b) All such special holidays provided for in sub clause (a) of this cause shall be on ordinary pay as defined by the Holidays Act 2003 and may be taken in one or more periods and at such a time as may be agreed by Presbyterian Support East Coast and the employee.
  - c) If an employee, having become entitled to a special holiday leaves her/his employment before such holiday has been taken s/he shall be paid in lieu thereof.
  - d) The provision of this clause shall apply where Presbyterian Support East Coast has in operation or brings in operation an alternative scheme for rewarding service which is not less favourable to the employee than the foregoing.

### **Redundancy**

For staff employed prior to 4 April 2008 the following provisions shall apply:

- a) Redundancy compensation will be provided on a fair and equitable basis. To this end compensation will be calculated at the rate of four weeks compensation for the first year and two weeks compensation for each subsequent year thereafter, to a maximum of 14 weeks compensation in total. Compensation will be paid at the employee's ordinary hourly rate of pay (exclusive of overtime payments or allowances);
- b) Years of service will be calculated on a pro-rata basis and will be rounded up to the nearest calendar month;
- c) Compensation for part-time service will be calculated on a pro-rata basis and shall be based on the employee's average ordinary weekly earnings for the 12 months preceding the date of termination (exclusive of overtime payments or allowances);
- d) Subject to paragraph (ii) the employee must continue their employment for their usual hours of work, until the date of the termination of their employment, to receive any entitlement to redundancy compensation

With the agreement of Presbyterian Support East Coast the employee may end their employment after receiving notice of termination but before the termination date to take up another job, without losing any redundancy compensation to which they have become entitled. Provided, that in this instance such employee shall receive no payment in lieu of the unexpired period of notice.

- e) In the event that the employee is offered the same or similar employment within Presbyterian Support or with a new employer and their service for the purposes of that new position is deemed to be continuous, they shall not be entitled to any redundancy benefits or payments.

In the event that an employee accepts a position at a lower rate of pay within Presbyterian Support, the employee shall be entitled to a once only compensation



payment calculated in accordance with the provisions of clause 7 of this agreement, on a pro rata base.

For the purposes of this provision such pro rata payment shall be calculated using the difference between the employee's ordinary rate of pay in their former redundant position, and the employee's new position.

- f) Addition support will be made available to employees in consultation with the employee concerned. Such support may consist of any of the following:
- Counselling
  - Financial advice
  - CV preparation
  - Career planning
  - Chaplaincy support
  - IRC referral
  - Income Support referral
  - Employment Service referral

### ***Rotorua Community Hospice Trust:***

**Registered Nurses** – shall be paid as a minimum the hourly rate that is specified in the 8.0 table, plus \$2.56 per hour as a flat rate that is inclusive of all allowances, penalties, overtime, etc. This payment to be \$2.61 per hour from July 4, 2016)

- **New Graduate/NetP Rate** – shall be paid as a minimum the hourly rate that is specified in the wage table at clause 8.0. The \$2.56 per hour flat rate (this payment to be \$2.61 per hour from July 4, 2016) shall not apply until a new graduate is appointed to Level 1 of the RN scale.

**Healthcare Assistants** – shall be paid as a minimum the hourly rate that is specified in the 8.0 table as a flat rate that is inclusive of all allowances, penalties, overtime, etc.

The flat rate of pay shall be paid for all hours worked for all employees.