



2024 – 2025

Howick Baptist Healthcare Ltd


Collective Agreement

Two handwritten signatures in black ink. The first signature is a stylized 'J' or 'K' shape, and the second is a more complex, cursive signature.

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Part One – Introduction

1. Parties

This collective agreement is made pursuant to the Employment Relations Act 2000 and shall only bind and be enforceable by:

- a. Howick Baptist Healthcare Limited; and
- b. New Zealand Nurses Organisation (Union).

2. Coverage

This collective agreement shall cover all employees employed at Howick Baptist Healthcare Limited's facility primarily located at 139 Union Road, Howick as Registered Nurses, Enrolled Nurses, HCA's and support workers (physio assistants and OT assistants) and domestic services for residents.

It shall not cover the Chief Executive, Rest Home and Hospitals Managers.

Any employee of Howick Baptist Healthcare Limited whose work comes within this coverage clause and who becomes a member of the New Zealand Nurses Organisation shall be a subsequent party to this collective agreement, and the terms and conditions contained in the agreement shall be binding on and enforceable by that employee.

3. Term

This agreement shall be deemed to have come into force from 1 July 2024 and shall expire on 30 June 2025.

4. Variation

Any variation during the term of this agreement must be mutually agreed upon by the parties to this agreement and recorded in writing as an amendment to the Collective Agreement.

The purpose of this clause is to provide a procedure by which the affected employees and the company can vary the agreement to reasonably meet the operational requirements of the business.

The agreement may be varied by agreement between the parties to this agreement using the following procedure.

- The party proposing to vary the agreement shall provide a written proposal to all directly affected parties including the appropriate authorised representative.
- The employees affected and their Union representative shall then discuss the proposal and agree on the wording of any variation.
- A final proposal for consideration by the directly affected employees and their representative shall be developed in conjunction with the company.





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- The directly affected employees shall then vote on the final proposal with a majority of 50% plus 1 required to gain agreement on the proposal.
- Any agreed variation shall be signed by the company and the Unions.
- In the case of no agreement being reached the original provisions of this agreement shall apply.

5. General Duties of the Parties

Howick Baptist Healthcare Limited will meet all obligations it has to its employees subject always to the terms of this agreement. Howick Baptist Healthcare Limited shall retain the authority to organise the staff and the work according to the needs of the facilities and terms of the relevant job description.

Employees covered by this agreement will fulfil their responsibilities under this employment agreement and act in the best interests of Howick Baptist Healthcare Limited including respect for and observance of any relevant job description, policies and rules of Howick Baptist Healthcare Limited

Howick Baptist Healthcare Limited shall not divulge or communicate any confidential information relating to employees other than to a person lawfully authorised to receive such information.

Employees shall not divulge or communicate any confidential information of Howick Baptist Healthcare Limited or connections of Howick Baptist Healthcare Limited, or of persons in the Howick Baptist Healthcare Limited's care, except to such persons or agencies lawfully entitled to receive such information.



Union: _____

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Part Two – Hours of Work

6. Hours of Work

Hours of employment for respective employees shall be determined by Howick Baptist Healthcare Limited in accordance with the following provisions:


- a. HBH operates 24 hours a day, 365 days per year. The standard working week is a 5 day 40 hour week. The full ordinary hours shall not exceed 40 hours in one week or 80 hours in a fortnight. This shall be worked in patterns of no more than 5 periods in one week or as otherwise agreed with the employee. Employees are not required to work beyond their permanent shifts. Where Employees have agreed to work additional shifts and those shifts have been published as part of the roster, those hours become the employees agreed hours for that roster period only.
- b. Ordinary hours shall be continuous except for the periods of refresh and meal breaks and should be worked within a span of 8.5 hours from commencement.
- c. Wherever practicable rostered days off shall be consecutive.
- d. Rosters will be published and available for employees 14 days prior to the commencement of the roster. Once posted, rosters will not be changed without the agreement of the employees concerned.
- e. Rostered ordinary duties shall be separated by a period of at least eight consecutive hours.
- f. SHIFT CANCELLATION: This clause only applies to any additional shifts beyond the employee's permanent or contracted shifts which the employee agrees to work due to circumstances which have arisen after the roster has been published and only in the following circumstances:
 - i. Cover for sick leave or bereavement leave absence where the staff member returns, and the cover is no longer needed; or
 - ii. Cover for a clinical event and/or emergency event such as an outbreak, pandemic, or natural disaster where staffing levels are fluctuating and difficult to predict.
 - iii. If an employee has been offered and accepted work on a shift, then Howick Baptist Healthcare may give the employee reasonable notice – at least 24 hours before their shift starts if they are no longer required to work that shift. If Howick Baptist Healthcare does not give this notice, but notifies the employee at least 2 hours before the shift starts, the Employee will receive reasonable compensation of 75% pay of the rostered hours for the cancelled shift. If Howick Baptist Healthcare cancels the shift without telling the employee before the start of the shift, or cuts the shift short, the employee will be paid as if they had worked the entire shift.

7. Meals & Rest Breaks

The timing of the rest and meal breaks are to be mutually agreed between the parties where possible while allowing for work to proceed with minimum interruption.



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The Employer shall provide tea, coffee, milk and sugar for breaks. Employees are entitled to breaks in accordance with the below table.

<i>Time Period</i>	<i>Break</i>
Up to 4 hours	one 10-minute paid rest break
Up to 6 hours	one 10-minute paid rest break; and one 30-minute unpaid meal break
Up to 10 hours	two 10-minute paid rest breaks; and one 30-minute unpaid meal break
Up to 12 hours	three 10-minute paid rest breaks; and one 30-minute unpaid meal break
Up to 14 hours	two 10-minute paid rest breaks; and two 30-minute unpaid meal break

Meal and rest breaks shall be allowed at times which enable work to proceed with minimum interruption and therefore may be varied as to timing or staggered amongst a work group as a supervisor may direct.

Where an employee cannot be released for an uninterrupted meal break they shall be entitled to consume a meal during paid duty hours but shall remain responsible for matters requiring immediate attention.

8. Time-Keeping

Employees will maintain such time recording systems as provided by Howick Baptist Healthcare Limited as may be necessary to accurately record hours worked and absences.

An employee who knows they are to be unavoidably late or absent must notify their manager or a supervisor as soon as practicable prior to the start of their rostered commencement time. Where it is not possible for an employee who becomes unavoidably late or absent to notify their manager or supervisor prior to the absence they must do so as soon as practicable.

9. Classification of Employees

“Permanent employees” are those employees who are engaged to work a minimum number of guaranteed hours per week or per fortnight.


“Casual Employees” are employees who are employed as required and not on a regular basis and are paid pro rata the full-time wage. There is no obligation on the part of the casual employee to accept employment.

In the case of casual employees, a minimum payment of two hours for each day of engagement will be available.

“Fixed term employees” are those employees who are engaged to work a minimum number of guaranteed hours per week or per fortnight until the expiry of a specified date, period, project or event in accordance with section 66 of the Employment Relations Act 2000.



Union: _____

Employer:  _____

Part Three – Remuneration

10. Payment of Wages

Wages will be paid fortnightly and credited to an account in the name of the employee in the week immediately following the end of the pay period.

Employees will be provided with a wages' slip detailing the calculations of their earnings and deductions made.

Employees final pay will be paid in the pay run immediately following their last day of employment.

The payment of final wages on resignation is subject to the employee returning all keys, uniform and equipment items in their possession supplied by Howick Baptist Healthcare Limited.

11. Rates of Wages & Allowances

The respective rates and allowances are as detailed in Appendix 1 of this agreement.

12. Night Duty Allowance

Where an employee's whole ordinary duty falls within the hours of 9.00pm on one day and 8.00am the following day night duty allowance specified in Appendix 1 shall be paid.

13. Overtime & Overtime Rates

All time worked at the request of the employer beyond the greater of either 8 hours in any single day or the end of a rostered shift or in excess of 40 hours per week shall be paid at the overtime rate.

An employee may request that additional hours in excess of the above limits or ordinary hours be available to them and if agreed these additional hours shall be paid at ordinary rate without overtime penalty.

The overtime rate will be time and one half for the first three hours and double time thereafter.

Overtime rates will not apply where employees have agreed to exchange shifts unless requested to do so by the employer. Any and all exchanges of duties or shifts shall be subject to approval by the management.


14. Deductions from Wages

Following consultation, the employee may make rateable deductions from an employee's remuneration for:

- 14.1 those authorised by an employee
- 14.2 those provided for under another Act
- 14.3 those ordered by the Courts
- 14.4 time lost due to employment default, sickness, accident (where no special leave has been approved), absence at employee's request
- 14.5 overpayments, where deductions arising from such circumstances and occurring in one pay period may be made from subsequent pay periods



Union: _____

Employer:  _____

14.6 wages or other monies paid in advance

14.7 unreturned goods, company-issued clothing, equipment, tools, stock or other legitimate debt owed by an employee to the employer

14.8 Money loaned by the Employer to the Employee.

For the purpose of calculating the value of unreturned items at termination, the initial value shall be reduced by 1/12th for each complete month which has elapsed since time of issue to account for fair wear and tear.

Employees may withdraw their consent for a deduction where the withdrawal is provided in writing.



Union: _____

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Part Four – Leave Provisions

The leave provisions provided for in this agreement are exclusively for permanent employees and fixed term employees who are engaged for six months or longer. All other employees will have their leave provided for in accordance with Holidays Act 2003.

15. Public Holidays

Because of the nature of our business, the Employee may be required to work on public holidays at various times.

Where legislated, twelve public holidays shall be allowed, provided they fall on a day that would otherwise have been a working day for the Employee. Recognised public holidays shall be those contained in the Holidays Act 2003 and its amendments.

Christmas Day	Boxing Day	New years Day
2nd January	Waitangi Day	Good Friday
Easter Monday	ANZAC Day	Queen's Birthday
Labour Day	Anniversary Day	Matariki (from 24 June 2022 where legislated)

Where the Employee is required to work on a public holiday that would otherwise be a working day for the Employee, they shall be paid at 1.5 of their base rate. They shall also receive an alternative holiday; refer to Taking of Alternative Holidays clause of this agreement.

Where the Employee is not required to work on a public holiday and the day would otherwise be a working day for the Employee, they shall be paid their relevant daily pay for that day.

If Waitangi Day and/or ANZAC Day falls on a Saturday or a Sunday, and the day would otherwise be a working day for the Employee, the public holiday will be treated as falling on that day. However, if the day falls on a Saturday or a Sunday, and the day would not otherwise be a working day for the Employee, the public holiday will be treated as falling on the following Monday.

The Employee should note that where they are required or has agreed to work on a public holiday but does not work on the day because they:


- a. become or remain sick or injured; or
- b. has a spouse or dependent who becomes or remains sick or injured; or
- c. suffers a bereavement,

they will not be entitled to time and a half payment, nor an alternative holiday. The day will still be considered a public holiday, and the Employee's entitlement to sick leave will not be affected.

Public holidays shall be observed on the day in which they fall, being midnight to midnight, except for when a shift spans midnight. Where a shift spans midnight the public holiday will be observed in the 24-hour period commencing the midday immediately before.



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16. Taking of Alternative Holiday

Where an employee works on a public holiday, an alternative holiday may be taken on a day that would otherwise be a working day for the Employee, but not on a public holiday. The day chosen must be by mutual agreement between the parties. If the Employee and the Employer cannot agree when the alternative holiday is to be taken, it must be taken on a date determined, on a reasonable basis, by the Employer. The Employer will give at least 14 days' notice of the requirement to take the alternative holiday.

17. Annual Leave

Annual leave shall be allowed in accordance with the Holidays Act 2003, which currently provides for 4 weeks annual leave for permanent employees.

Effective from 1 July 2024, an employee's maximum leave balance cannot be more than their Annual Leave Entitlements in future where all leave must be taken within twelve months of it falling due. Employees should plan and are encouraged to take their annual leave regularly and shall be allowed at a time that has regard for the employee's needs for rest and recreation to observe the Health and Safety at Work and is suitable to the business requirements of Howick Baptist Healthcare Limited considering the annual holiday entitlements of their employees under the Holidays Act 2003.

Employees who have entitlements to annual leave greater than as provided for in this agreement as at the date of it coming into effect shall not have their current entitlements reduced while continuing in their current employment.

Leave shall only accumulate in extenuating circumstances [for instance a planned overseas trip]. Approval to accumulate leave in such circumstances requires the prior approval of the Employer and will require an accompanying leave plan.

In the event leave is not taken within the period it falls due or the employee fails to follow an agreed leave plan, the employee may be directed to take such leave in accordance with the provisions of the Holidays Act 2003 with the Employer providing 14 days' notice of the requirement to take leave.


18. Sick Leave

The Holidays Act 2003 and its amendments apply.

Employee Type	Entitlement at commencement	Entitlement from First Sick Leave Anniversary after 24 July 2021
New employees (employed within 6 months prior to 24 July 2021 or after 24 July 2021)	10 days sick leave for each 12 months of current continuous employment. Up to 5 days may be used in the first 6 months of employment.	10 days sick leave for each subsequent 12 months of current continuous employment.



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Existing employees (employed for more than 6 months as at 24 July 2021)	5 days sick leave from commencement for each 12 months of current continuous employment.	10 days sick leave for each subsequent 12 months of current continuous employment.
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Howick Baptist Healthcare Limited may require the employee to produce a medical certificate for a period of absence of three calendar days or more (Note: the 3 days includes intervening days that may be rostered off) and further certificates (at not more frequent intervals than weekly) in the case of extended illness. Howick Baptist Healthcare Limited may require the employee to produce a medical certificate within 3 days absence at Howick Baptist Healthcare Limited's expense.

The employee shall advise Howick Baptist Healthcare Limited before he/she is due to start or as soon as practicable of inability to work because of sickness.

Howick Baptist Healthcare Limited may, at its discretion, approve up to 5 days additional leave on pay in any one year.

The criteria to be applied in the granting of such additional leave shall be:

- a. approval to be given by a senior representative of management;
- b. will apply if an employee is sent home ill;
- c. will apply if a doctor's certificate verifies the illness;
- d. in all other approved cases.

Favourable consideration will be given to discretionary leave for up to 2 days, where:

- a. Management has announced an outbreak of a notifiable disease that requires anyone who has contracted the disease to be isolated until well; and
- b. The employee was well before the outbreak was announced; and
- c. The employee provides a medical certificate confirming they have contracted the disease.

It is important to note that paid discretionary sick leave remains at the discretion of the employer and will be considered on a case by case basis.

Unused sick leave entitlement of up to ten days shall accumulate on completion of each year of employment. After two years, unused sick leave shall accumulate up to 20 days (inclusive of the five days discretionary sick leave in d. above) to a maximum entitlement of 40 days in any one year by carrying forward from the previous year accumulated benefit of up to 30 days leave.


Sick leave shall be paid for at the relevant daily pay.

Where an employee must attend their spouse or person in their care who is sick or injured, leave at the relevant daily wage will be granted and deducted from sick leave entitlement.

Sick leave shall have no cash value other than for sickness (including the provision of subclause g. of this clause).



Union: _____

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Casual employees will be entitled to sick leave in accordance with the Holidays Act 2003.

If an employee is unable to work due to sickness on a public holiday they are rostered to work, the employee will be paid relevant daily pay and their sick leave balance will not be affected.

An employee can obtain information about their sick leave balance by contacting their manager in the first instance or where they are unable to contact their manager, they may approach the General Manager Clinical and Quality or where that person is unavailable, they may contact the Accountant directly. Request for information may be made in person, via email or through text.

19. Family Violence

Family violence may impact on an employee's attendance or performance at work. Howick Baptist Healthcare Limited will support staff experiencing family violence. This includes:

For those experiencing family violence, Howick Baptist Healthcare Limited may provide discretionary paid leave on a case by case basis, which may be used for medical appointments, legal proceedings and other activities related to family violence. This leave is in addition to any existing leave entitlements and may be taken as consecutive days or single days as a fraction of a day.

To support safety planning and avoidance of harassing contact, Howick Baptist Healthcare Limited will approve any reasonable request from an employee experiencing family violence for:

Changes to their span or pattern of working hours, location of work or duties;

A change to their work mobile number or email address; and

Any other appropriate measure including those available under existing provisions for flexible working arrangements

An employee who supports another employee experiencing family violence may take domestic leave to accompany them to court, to hospital, or to mind children. Leave to support a person who is not an employee will be considered on a case by case basis

All personal information concerning family violence will be kept confidential and will not be kept on the employee's personal file without their agreement.

Proof of family violence may be requested and can be in the agreed form of a document from the police, a health professional or a family violence support service.


Family violence means domestic violence as defined by s2 of the Domestic Violence Act 1995.

20. Bereavement Leave/Tangihanga Leave

Where Howick Baptist Healthcare is satisfied that the circumstances warrant it, they will on the death of an employee's partner, child, parent, brother, sister, parent-in-law, grandparent, step-parent, step-child, step-brother, step-sister, grandchild, son-in-law, daughter-in-law, or where the employee or their partner or their child suffers a still birth or miscarriage, grant to the employee leave on their relevant daily pay for a period of up to but not exceeding three days for each death.



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Where Howick Baptist Healthcare is satisfied that the employee has suffered a bereavement, on any other occasion, they shall grant to the employee one day's leave on their relevant daily pay. The criteria for granting of such leave shall be based on, a) the closeness of association, b) whether the employee has to take significant responsibility for funeral arrangements, and c) cultural responsibilities.

Howick Baptist Healthcare may agree to grant unpaid leave in order to accommodate other special bereavement needs or otherwise the employee may request to take paid days in lieu that they may be entitled to or available annual leave.

21. Parental Leave

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

22. Jury Service

Where an employee is obliged to undertake jury service, the difference between the fees (excluding reimbursing payments), if any, paid by the Court and the employee's ordinary rate of pay shall be made up by Howick Baptist Healthcare Limited provided:

- a. That the employee produces the Court expenses voucher to Howick Baptist Healthcare Limited.
- b. That the employee returns to work immediately on any day they are not actually serving on a jury.

These payments shall be made for up to a maximum of ten (10) days in respect of each separate period of jury service.

23. Study Leave

The parties to this agreement record their intention that staff be given reasonable opportunity to undertake courses of study or training relevant to their employment. Leave, with or without payment, may be approved as deemed appropriate by Howick Baptist Healthcare Limited.

Where staff are required by Howick Baptist Healthcare Limited to satisfy regulatory requirements to attend in-service courses/lectures outside of their rostered hours of duty, these courses/lectures will be timed to cause the least possible inconvenience to the staff members concerned. Staff who are required to attend courses/lectures outside of their rostered hours of duty will be paid at ordinary rates for the time spent in attendance.

24. Long Service Leave

An employee shall be entitled to special holidays as follows:

- a. One special holiday of one week for an employee who has completed 10 years current continuous service to be taken before the completion of 15 years current continuous service.
- b. One special holiday of two weeks after the completion of 15 years and before the completion of 20 years of current continuous service with Howick Baptist Healthcare Limited.



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- c. One special holiday of three weeks after the completion of 20 years and before the completion of 25 years of current continuous service with Howick Baptist Healthcare Limited.
- d. One special holiday of four weeks after the completion of 25 years and before the completion of 30 years of current continuous service with the same employer.
- e. One special holiday of five weeks after the completion of 30 years of current continuous service with Howick Baptist Healthcare Limited.

All such special holidays provided for in sub clause a. of this clause shall be paid as ordinary weekly pay as defined by the Holidays Act 2003 and may be taken in one or more periods and at such times as may be agreed by Howick Baptist Healthcare and the employee.


If an employee, having become entitled to a long service leave special holiday, leaves their employment before such holiday has been taken they shall be paid in lieu thereof.

The provision of this clause shall not apply where Howick Baptist Healthcare Limited has in operation or brings into operation an alternative scheme for rewarding service which is not less favourable to the employees than the foregoing.

The duration of a week's leave will be calculated by calculating the number of hours worked by the employee in the 52 weeks immediately preceding the leave (total hours) and dividing the total hours by 52.



Union: _____

Employer: 

Part Five – General Provisions

25. Health & Safety

The parties' attention is drawn to the Health and Safety at Work Act 2015, regulations and any amendments. The principal objective of this Act is to provide for a balanced approach to secure the health and safety of workers (employees) and workplaces.

The Act requires that all parties participate in workplace health and safety programmes as a step towards ensuring the workplace is a safe and healthy environment.

The Employer will take reasonably practicable steps to systematically identify and manage potential and specific hazards/risks by eliminating or minimising them, before or as they arise.

The employer shall:

- a. Take all practicable steps to provide employees with a healthy and safe working environment;
- b. Provide employees with appropriate training, safety equipment and protective clothing;
- c. Comply with relevant codes of practice;
- d. The Employer will take reasonably practicable steps to systematically identify and manage potential and specific hazards/risks by eliminating or minimising them, before or as they arise.

The Employee agrees to take reasonable care precautions for the safety and health of himself/herself and others in the workplace:

- a. The Employee will take reasonable care to ensure his/her own safety while at work;
- b. The Employee will take reasonable care that no action or inaction by him/her causes harm to any other person in the workplace;
- c. The Employee will comply, as far as the Employee is reasonably able, with any reasonable instruction that is given by the Employer to comply with the Health and Safety at Work Act 2015;
- d. The Employee will co-operate with any reasonable policy or procedure of the Employer relating to health and safety at the workplace, that has been notified to the worker;
- e. Where an Employee becomes aware of damage or faults to equipment or the existence of other hazards/risks that may endanger the health and safety of others, they will immediately report such damage, fault or hazard to management;
- f. The Employee agrees that they know and understands the Employer's health and safety rules and procedures. Where an Employee fails to comply with health and safety rules and procedures, disciplinary action may result;
- g. The Employee agrees to observe all safety precautions and procedures including, where required, the wearing of protective clothing and equipment;
- h. The Employee acknowledges that they have read and understands the Employer's Occupational Health and Safety policy.

Employees must wear all personal protective clothing issued for their positions.

Employees must report all accidents and near misses to the Employer immediately after the accident or near miss has occurred and record it on an Accident Form.



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Should any employee ever suffer from nausea, vomiting, or diarrhoea, or suspect or be aware of contracting salmonella, listeria, or other micro-organism virus, the employee must report immediately to their supervisor.

25.1 Vaccinations

The parties recognise the importance of looking after the health and safety of all people working or residing at Howick Baptist Healthcare and acknowledge that many of the residents will be particularly vulnerable to severe illness or death in the event they contract a variant of Covid-19. For this reason, Howick Baptist Healthcare may carry out a health and safety assessment of each role to assess the level of risk associated with the role where the role holder is unvaccinated and consult with unvaccinated employees regarding alternative options where the health and safety risk assessment finds the risk associated with the role holder being unvaccinated is unacceptable.

Howick Baptist Healthcare will comply with any and all New Zealand Government Health Orders requiring their workers to be vaccinated against a specified virus. The employer shall provide support for its employees to be fully vaccinated, including considering the use of discretionary paid sick leave as provided for in clause 18.

26. Bullying and Harassment

The Employee and the Employer acknowledge that bullying or harassment in the workplace is totally unacceptable. The Employee will comply with the Employer's Bullying and Harassment Policy and all other relevant policies or instructions.

Where the complaint falls within the definition of sexual harassment, the Employee must choose between a complaint under the Human Rights Act 1993 and a personal grievance under the Employment Relations Act 2000.

27. Formal Disciplinary & Dismissal Procedures

It is expected that employees will conduct themselves properly and competently in their work. The parties to this agreement agree that the following procedures are therefore intended to be used where such trust is considered to be abused or there is negligence of responsibility requiring formal admonishment or there exists a lack of competence in carrying out duties.


The employers aim to help employees meet our standards of personal conduct and to ensure that everyone is treated in a fair and consistent manner.

The parties hope that any issues arising from employees conduct or their performance in their role can be handled quickly and effectively on an informal basis. However, there may be occasions when this approach does not work, or where an alleged misconduct is too serious for such informal discussion. In these instances, the formal Disciplinary Procedure set out below will be followed.

Before considering any form of disciplinary action, a meeting and investigation into the alleged misconduct/performance issue will be carried out.



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Prior to any disciplinary meeting, employees will be advised, in writing, of the specific allegation/s and of the likely consequences should the allegation/s be found to be true. Employees will also be advised that they are entitled to have a support person or representative at the formal disciplinary meeting.

During the meeting employees will be given an opportunity to respond to the allegation/s. Employees explanations and any mitigating circumstances will be considered before a decision is made on the appropriate course of action.

If, following the meeting, the employer decides to issue a warning, this will be formally and clearly issued and confirmed in writing. Employees will be advised of any corrective action that is required and the consequence of continued or further instances of misconduct or substandard job performance.

Employees will be provided with any training/support necessary to assist you in taking corrective action.

Except where stated otherwise in the Agreement, there are 3 steps in the formal disciplinary procedure that will generally be followed, if after investigations, misconduct is found to have occurred. These are:

- a. First written warning
- b. Final written warning
- c. Dismissal

Please note that warnings are not limited to repetitions of the same or a similar offence but may be applied to offences of a different nature. Warnings will be as notified by the Manager but will be for no longer than 12 months. The commencement and expiry dates of the warning will be confirmed in writing.

Where misconduct is considered serious enough, a final written warning may be issued, or summary dismissal with no notice may be actioned without a verbal or first written warning preceding it.

28. Suspension

Where alleged serious misconduct is involved, the Employer may suspend you on pay, for a reasonable period, while the Employer conducts an investigation into the matter. The ability to suspend shall not be invoked unless the Employee have first been given an opportunity (which may be brief) to make any submissions on the appropriateness of suspension.

29. Termination

When an employee wishes to resign they shall give the employer two weeks' notice with the exception of registered nurses who must provide four weeks' notice unless a different period of notice is agreed between the employer and the employee.

Where an employee is terminated for any reason, Howick Baptist Healthcare shall give the employee two weeks' notice with the exception of registered nurses who shall be provided four weeks' notice unless a different period of notice is agreed between the employer and the employee.

Notice must be provided in writing.



Union: _____

Employer: _____



At the sole discretion of Howick Baptist Healthcare Limited, the employee may be paid by Howick Baptist Healthcare Limited for the period of notice and not be required to work it.

30. Abandonment of Employment

Where an employee absents themselves from work for three consecutive days or more without the consent of Howick Baptist Healthcare Limited or without notification to Howick Baptist Healthcare Limited, they shall be deemed to have terminated their employment.

31. Performance of Duties

The Employee's employment may be terminated by the Employer giving such notice as is appropriate in the circumstances, should it be determined that the Employee is unable to continue the proper performance of their duties through:

Medical incapacity for a period of three months with no medically apparent improvement, through sickness or injury, or should a medical practitioner (appointed by the Employer in consultation with the Employee) determine that the Employee is so disabled or incapacitated or of unsound mind; or

Some other prohibiting edict or order by the Courts, New Zealand Transport Authority (NZTA) or other Authority.

Prior to the Employer taking any termination action due to incapacity for medical reasons, the Employer will take account of any resulting report or advice from its own and/or the Employee's medical practitioner. The Employee may therefore be required to undergo a medical examination by a registered medical practitioner nominated and paid for by the Employer, with a follow-up report on the Employee's fitness for duties. The Employee's consent will be obtained where this occurs.

Before the Employer takes any termination action due to some prohibiting edict or order, they will consult with the Employee and consider any submissions by the Employee. The Employer will also consider the length of time the Employee is unable to perform their duties, the ability of the Employer to cover the duties utilising other employees, and the availability of alternative work.

32. Amenities for Staff

Suitable facilities for changing shall be provided.

A secure cupboard for safekeeping of employees' personal belongings while on duty shall be available.


33. Uniforms & Clothing

Where specified uniforms, smocks or other special clothing is required by Howick Baptist Healthcare Limited to be worn, these items shall be supplied by Howick Baptist Healthcare Limited. All items supplied remain the property of Howick Baptist Healthcare Limited.

Howick Baptist Healthcare shall pay up to \$50 per annum for the purchase of work pants, which shall be paid upon receipt of a GST invoice.



Union: _____

Employer: 

Personal protective equipment, clothing, and gloves shall be made available as necessary.

The employee is obliged to wear footwear and hosiery acceptable to the employer when on duty.

34. Certificate of Service

Upon termination of employment Howick Baptist Healthcare Limited, on request, shall provide the employee with a certificate of service stating dates and the capacity(ies) of the employment.

35. Employee Protection Provisions

Howick Baptist Healthcare Ltd shall, when considering to contract out, sell or lease or transfer all or any part of Howick Baptist Healthcare Limited, follow the process outlined below:

meet with the unions party to this agreement to discuss the proposal to contract out, sell, lease or transfer all or part of its operation and set time frames for this process;

after receiving proposals from the potential purchasers, leasors or contractors shall meet with the unions to discuss and consult about the proposals, including the advantages and disadvantages in relation to costs and benefits which would result from selling, leasing or contracting out;

If Howick Baptist Healthcare Ltd decides to contract out, sell, lease or transfer all or any part of its operations at Howick Baptist Healthcare Limited, use its best endeavours to ensure employees are offered employment with the same terms and conditions with the new employer, including recognition of service as continuous. This information will then be included in the sale and purchase agreement. All affected employees must be given a reasonable opportunity to exercise their right to elect to transfer to the new employee, or not transfer.

Where Howick Baptist Healthcare Ltd is unable to secure continuity of employment with the Purchaser, it shall meet with the unions to discuss options available to affected employees, including:

- a. Redeployment to a suitable position within Howick Baptist Healthcare Limited
- b. Redundancy severance
- c. Job search assistance
- d. Preparation of curriculum vitae
- e. Provision of a certificate of service
- f. Counselling

Except that those employees of Howick Baptist Healthcare Limited performing cleaning, food catering, caretaking or laundry services, who elect to transfer to the new employer, shall automatically become an employee of the new employer on the same terms and conditions as applied immediately before the specified date, including terms and conditions relating to whether the employee is employed fulltime or part time, and their employment will be treated as continuous, including service-related entitlements. The new employer shall become a party to this Collective Agreement in relation to these employees.



Union: _____

Employer: _____



Employees whose positions are redundant as a result of contracting out, sale, lease or transfer of the business shall be entitled to redundancy in accordance with clause 33 of this agreement. Redundancy shall not be payable if employment is offered to an employee on the same terms and conditions by the new employer but that person elects not to accept the offer.

Those employees performing cleaning, food catering, caretaking or laundry services, who elect to transfer to the new employer and who are subsequently declared redundant by the new employer for reasons relating to restructuring, shall be entitled to redundancy compensation from the new employer as per clause 33 of this Collective Agreement, including recognition of continuous service.

The above provisions should be read in conjunction with part 6a of the Employment Relations Amendment Act (No 2) 2004.

36. Redundancy

Howick Baptist Healthcare Limited shall endeavour to re-deploy a redundant worker if a suitable position is available. During the period of notice a redundant employee will be given reasonable opportunity to attend job interviews without loss of ordinary pay.

Where an employee is surplus to requirements and has been continuously employed by Howick Baptist Healthcare Limited prior to 1 July 2018 and is not offered re-deployment, redundancy compensation is to be paid as follows:

- a. 4 weeks' pay for the first year of service; and
- b. 2 weeks' pay for each subsequent year of service to a maximum of 14 weeks' pay.

Where an employee is surplus to requirements and has commenced employment with Howick Baptist Healthcare Limited after 1 July 2018 and is not offered re-deployment, redundancy compensation is to be paid as follows:

- a. 4 weeks' pay for the first year of service; and
- b. 2 weeks' pay for each subsequent year of service to a maximum of 8 weeks' pay.

In the event of a redundancy situation employees shall receive four weeks' notice of termination. If less than 4 weeks' notice is given, 4 weeks' pay shall be received.

The employee shall work out the notice period unless they obtain alternative employment that would require a commencement date earlier than the expiry of the notice period, in which case the employee and Howick Baptist Healthcare Limited may agree to waive the remaining period of employment or part of. Howick Baptist Healthcare Limited's consent shall not be unreasonably withheld.



Union: _____

Employer: _____



Part Six – Union Provisions

37. Union Meetings

The union party to this agreement may arrange and have approved by Howick Baptist Healthcare Limited at least two union meetings per year, without loss of ordinary pay to those who are covered by this agreement and who attend the meeting(s).

The union shall provide at least 14 days' notice of the date, time and location of union meetings unless the parties mutually agree to a lesser time.

Sufficient employees shall remain on duty to ensure that proper care of residents is maintained during the time of the meeting.

Normal duties shall resume as soon as practicable following the conclusion of the meeting. The union shall provide a list of the names of members that attend the meeting and advise the duration of the meeting.

38. Deductions

Howick Baptist Healthcare Limited shall, upon request of a union member, deduct and remit union fees fortnightly.

39. Employment Relations Education Leave

Howick Baptist Healthcare Limited shall grant paid Employment Relations Education Leave in accordance with the provisions of Part 7 of the Employment Relations Act 2000.

40. Access

The Union and its authorised agents shall, with the consent of the employer (which shall not be unreasonably withheld) be entitled to enter at all reasonable times upon the premises for the purposes of conducting union business or for purposes related to the employment of union members but not so as to interfere unreasonably with the employer's business.

The role of a delegate elected by the unions party to this agreement shall be recognised by Howick Baptist Healthcare Limited as the onsite representative of NZNO. A delegate shall be entitled to consult with management employees on matters of concern to an employee or employees who are members of NZ Nurses Organisation.



Union: _____

Employer: _____



Part Seven - Resolution of Employment Relationship Problems

Where an employment relationship problem arises (including personal grievances, a dispute about the interpretation, operation or application of the collective agreement and arrears of wages), the employee or employees shall have a right to take the following steps:

- a. Raise the employment relationship problem with the employer. It is recommended that the employee/s have a union delegate or union official be present at any meeting with the employer.

Note: If the employee is raising a personal grievance (unjustified dismissal, unjustified action, discrimination, sexual harassment, racial harassment or duress) the employee must raise the personal grievance with the employer within 90 days beginning with the date of the dismissal or action, or the date of the dismissal or the action came to the employee's notice, whichever is the later. Personal grievances related to sexual harassment at work must be raised within 12 months of the action complained of, or the date they became aware of it, whichever is later.

The employee can raise the personal grievance by making the employer aware that they have a personal grievance which the employee wants the employer to address.

- b. If the employer does not resolve the issue to the satisfaction of the employee/s, the employee/s may apply to the Ministry of Business, Innovation and Employment for mediation service assistance. This may include:
 - i. provision of information or explanations as to where information can be found by way of telephone, fax, e-mail or internet;
 - ii. provision of information through pamphlets, brochures or booklets;
 - iii. specialist services, including mediation hearings and meetings.
- c. If the employment relationship problem is not able to be resolved with the assistance of the mediation service, the employee/s are able to proceed to the Employment Relations Authority, which will provide an investigatory process and will issue a written decision.
- d. In certain circumstances, the employee/s will be able to appeal to the Employment Court and the Court of Appeal if they are unhappy with the outcome at the Employment Relations Authority.



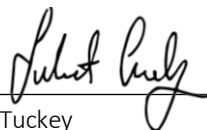
Union: _____

Employer: _____



Part Eight - Execution

41. Signatories to this Agreement



Juliette Tuckey
Advocate for Howick Baptist Healthcare

Date

09 December 2024




Donna MacRae
NZNO Organiser

09 December 2024

Date:



Union: _____

Employer: 

APPENDIX 1 – Wage Rates & Allowances

Rates of remuneration shall be determined in accordance with the following definitions and scales provided that the employee may be required to undertake any other duties that they are lawfully permitted to perform. Allowances are payable in terms of the provisions of the relevant clause detailing qualification for payment.

Definitions

“Week” in the case of day workers shall mean the seven days computed from midnight to midnight covered by the pay week. In the case of night shift workers shall mean the seven days computed from noon to noon covered by the pay week.

“Hourly rate” means 1/40th of the relevant weekly rate and “pro rata the weekly rate” shall be a calculation based on the hourly rate.

“Ordinary hours”, “Duty” or Shift” shall have the same meaning being the time to be worked within the limit of daily hours on any day and is not overtime.

“Night shift” means a duty or shift commencing at or after 9.00pm and concluding at or before 8.00am on the following day.

“Hospital Duty Leader” means a staff nurse or senior staff nurse designated as such in the absence of a charge nurse or more senior nurse on duty in a hospital.

Occupational Classifications

“Registered nurse” means a person who is registered in New Zealand as a nurse and holds a current annual practising certificate.

“

“Team Leader” means a person who is a registered in New Zealand as a nurse with advanced clinical skills appointed to be in charge of the direct care staff and responsible for the clinical care provided within a specific community in the care home.

In addition to the Nurse Manager, each hospital of more than 30 beds shall appoint a Team Leader or a more senior designated nurse. For each additional 30 beds, a further Team Leader or more senior designated nurse shall be appointed.

“Cook” shall mean an employee wholly or substantially engaged in the preparation and cooking of meals.

“Supervising Cook” means the employee designated to supervise the work of the kitchen in addition to cooking responsibilities. Only one such employee shall be so designated in a kitchen.



Union: _____

Employer: _____



“Services Worker” shall refer to an employee wholly or substantially engaged in general cleaning and domestic duties, laundry and sewing work, kitchen duties with limited or little cooking responsibility, porter/orderly duties, and other supportive duties.

“Care Giver” shall refer to a nurse/hospital aide, a home assistant, or an employee wholly or substantially engaged in assisting older persons, residents or patients in their activities of daily living and such other attendant duties as required including aiding nurses in medical/nursing aspects of care.

“Carepartner Team Leader”- “Care Partner Team Leader” refers to a Level 4 Care Partner who leads a full shift of care staff. This role is responsible for overseeing a team of Care Partners within the community, medication management and ensuring the quality of care services provided. The Care Partner Team Leader will report any concerns or incidents to the Senior Registered Nurse on duty who is responsible for overseeing the community.

Home and Hospital Rates of Pay

HBH Registered Nurses Pay Scales and Progression

Steps	Base hourly rate	Progression
Registered Nurses		
Step 1 New Graduate	\$31.91 @ 3.1% = \$32.90	Less than one year experience Works under the supervision of an experienced registered nurse for the first six months and until all mandatory learning is completed and all relevant competencies are assessed.
Step 2	\$34.55 @ 3.1% = \$35.62	Has more than one year post graduation experience
Step 3	\$36.70 @ 3.1% = \$37.84	Annual*
Step 4	\$38.77 @ 3.1% = \$39.97	Annual*
Step 5	\$40.93 @ 3.1% = \$42.20	Annual*
Step 6	\$43.08 @ 3.1% = \$44.42	Annual*
Designated Senior RN roles : Team Leader/ Clinical coordinator		
Step 1	\$44.82 @ 3.1% = \$46.21	Annual*
Step 2	\$45.82 @ 3.1% = \$47.24	Annual*
Step 3	\$46.82 @ 3.1% = \$48.27	Annual*


On appointment the employer shall place the employee on the appropriate step of the pay scale, taking into account their relevant experience.

Thereafter progression will be by annual increment at anniversary date of the role start date for movement between Registered Nurse step 1 to 6, and the Team Leader Step 1 to 3. Progression will be based on satisfactory performance which will be assumed unless the employee is otherwise advised, eg: through a performance improvement plan or disciplinary (performance) action.

Once any performance improvement plan or a disciplinary (performance) action is completed, the member will move up to the next step of the pay scale from the date of successful completion. Their next progression up a step on the pale scale will be on the next anniversary of the members start date (which may be less than 12 months).



Union: _____

Employer: 

*For this purpose, annual is defined as meaning 12 months of employment.

The rates of pay for Household staff, Laundry, Cleaning staff shall be amended in table below, effective from the first pay run after 1 July 2023, and will come into effect 10 July 2023.

Household staff, including laundry, cleaning,	1 – Start Rate 3 Months	\$24.81
	2 - Movement to next step upon working more than 1500 hours at their current step or been employed continuously for 12 months.	\$25.14
	3	\$26.34

Care Givers and Other Care and Support Workers

All existing care givers and other care and support workers covered by the Care and Support Workers (Pay Equity) Settlement Act 2017 will transition to the new pay bands on 1 July 2017. The transition of existing employees may be done on either current qualifications or length of service, whichever is the most advantageous. Note that all new employees who commence employment on or after 1 July 2017 will progress through the pay bands only on the basis of obtaining the necessary qualifications.

The printed rates shall increase three (3.1) percent to the specified rates below effective from the first pay run after 1 January 2024, and will come into effect 10 July 2024.

- Qualifications are those recognised by NZQA or equivalent

Length of Service	Qualification	Pay Band	10 July 2024
<less than 3 years' service OR	Level 0*	L0	\$23.88
3+ to 8 years' service OR	Level 2*	L2	\$25.55
8+ to 12 years' service OR	Level 3*	L3	\$27.78
12+ years' service (reached after July 1 2017)		L4a	\$28.89
12+ years' service (as at 1 July 2017) OR	Level 4*	L4b	\$ 30.00

Where an increased rate of pay is to be provided by legislation for the period covering 1 July 2024 to 30 June 2025 that rate will be implemented for all applicable employees.



Union: _____

Employer: 

The difference from any Pay Equity claims or funding made available to Howick Baptist Healthcare Ltd between the specified printed rates above and any rate increase, back pay or date application will be taken into consideration and calculated in the following manner. If the specified rates above are increased for Levels 0-4 by five (5) percent those affected employees shall receive an increase of three (3.1) percent and back pay (if any) from effective date calculated at (3.1) percent and the printed and paid rate increase shall increase by the difference of (1.9) percent.

NOTE: Any changes to the terms and conditions may be contingent on funding being made available to Howick Baptist Healthcare Ltd to comply with the settlement terms.

In the event Howick Baptist Healthcare's employment relationship with an employee covered by the Collective Agreement ends between 1 July 2024 and 30 June 2025 and no pay increase has yet been paid for this period, they will receive any backpay entitlement owing to them for this period at the same time as existing employees receive the relevant backpay.

- The qualifications must be a level 2, 3 or 4 New Zealand Certificate in Health and Wellbeing from an NZQA accredited provider.
- Employees have a responsibility to notify the Employer when they have gained a qualification.
- The new pay rates will apply from the later of the date the employee notifies the employer, or the date on the qualification certificate, that is, when the qualification was achieved.

Level 4a exemption

Existing care and support workers who reach 12 years of current continuous service with the employer after 1 July 2017 and who have not achieved a Level 4 certificate will move onto a Level 4a rate unless there are genuine reasons based on reasonable grounds that the employer did not provide the support necessary for the employee to achieve the Level 4 qualification, in which case the employee will be entitled to move to the Level 4b step. Any dispute about the provision of the necessary support will be dealt with through the normal dispute resolution processes.

Laundry and Household Staff

Appointment to the position of the relevant scale shall be at the discretion of Howick Baptist Healthcare Limited subject to the minimum rates for adult employee and the requirements of the Care and Support Workers (Pay Equity) Settlement Act 2017, where applicable.

Movement through the service steps to the next relevant step is the sooner of where staff have worked more than 1500 hours at their current step, or have been continuously employed for 12 months as at the date of this agreement except where the Care and Support Workers (Pay Equity) Settlement Act 2017 applies.


Qualification and Training Incentives for Employees not covered by the Care and Support Workers (Pay Equity) Settlement Act 2017.

For household staff who achieve Career Force (or its equivalent) modules towards the appropriate Career Force qualification the following applies for those who have yet to reach the maximum step for their role.

- Level 2 Career Force: On successful achievement their rate of pay will move one step at the next pay period immediately thereafter. This does not affect their next increment date at which they will go up an further step.



Union: _____

Employer: 

- Dementia module of Career Force: On successful achievement their rate of pay will move one step at the next pay period immediately thereafter. This does not affect their next increment date at which point they will go up a further step.
- Level 3 Career Force: On successful achievement, their rate of pay will move one step at the next pay period immediately thereafter. This does not affect their next increment date at which point they will go up a further step.

Training for Caregivers and other Care and Support Workers:

The employer has always been committed to promoting appropriate quality education for all employees and will provide the necessary systems and support to specifically enable Caregivers and other Care and Support Workers to reach the following NZQA Health and Wellbeing certificate (or their relevant equivalent) qualification within the following time periods:

- Level 2 NZ Certificate – within 12 months of commencement of employment
- Level 3 NZ Certificate – within 3 years of commencement of employment
- Level 4 NZ Certificate – within 6 years of commencement of employment

All Caregivers and other Care and Support Workers shall be encouraged to undertake training towards the qualifications listed above. Where an employee is not able to attain the qualifications within the timeframe provided, the employer will take all practicable steps to ensure that the employee is able to attain the qualification as soon as is reasonably practicable.

Training Selection Criteria

It is acknowledged that due to budget and operational requirements, the employer is unable to provide all eligible employees access to training at the same time. The employer will apply the following criteria to establish which employees will have selection priority.

- The employer will determine how many employees per year will receive training based on available budget; and
- Priority placings will be given to employees who have previously requested training; and
- The employee has completed or attended training provided; and
- The training requested is a requirement for the employees' role.

If an employee requests training, the employer will provide an indicative timeframe for the employee to commence training.

Examples of how the Employer will determine selection priority. Note: these are examples only and there may be additional situations where priority is given for training.

- Priority is likely to be given where an employee has completed ACE level 4 training which is no longer a recognised qualification;
- Priority may be given where an employee does not have any formal qualifications but training records show they have regularly attended in-house training.


Allowances

Night Duty Shift/Duty \$7.78 per full duty

Weekend Duty \$5.56 per hour where an employee's duty falls within the hours of Midnight Friday and Midnight Sunday they will be entitled to the appropriate weekend duty allowance.




Union: _____

Employer: 

Carepartner Shift Leader \$2.50 per hour.



Union: _____

Employer:  _____