

WAIARIKI INSTITUTE OF TECHNOLOGY WHARE TAKIURA



ACADEMIC STAFF MEMBERS' COLLECTIVE AGREEMENT



**New Zealand Tertiary Education Union
Te Hautū Kahurangi o Aotearoa**

01 October ~~2009-2011~~ to 30 September ~~2011~~2013

CONTENTS

| | |
|--|-----------|
| PART 1 COVERAGE AND APPLICATION OF COLLECTIVE AGREEMENT | 5 |
| 1.1 Parties | 5 |
| 1.2 Coverage | 5 |
| 1.3 Term of Collective Agreement | 6 |
| 1.4 Application of Collective Agreement | 6 |
| 1.5 Variation of Collective Agreement | 6 |
| 1.6 Recognition of Union Authority | 6 |
| 1.7 Application of the Provisions of this Collective Agreement | 6 |
| 1.8 Inadvertent Omission | 6 |
| 1.9 Consultation on Policy Development | 6 |
| PART 2 INTERPRETATION AND GENERAL DEFINITIONS | 7 |
| PART 3 UNION MATTERS | 9 |
| 3.1 Savings | 9 |
| 3.2 Union Information | 9 |
| 3.3 Salary Profile within the Institute | 9 |
| 3.4 Deduction of Union Fees | 9 |
| 3.5 Union Meetings | 9 |
| 3.6 Access to Premises | 10 |
| 3.7 Branch Chairperson | 10 |
| 3.8 Employment Relations Leave | 10 |
| 3.9 Leave on Union Business | 10 |
| PART 4 TERMS OF APPOINTMENTS | 11 |
| 4.1 Categories of Appointment | 11 |
| 4.2 Tutorial Assistants | 12 |
| 4.3 Advertising of Positions | 12 |
| 4.4 Equal Opportunities | 12 |
| 4.5 Termination of Employment | 12 |
| 4.6 Disciplinary Procedures for Employees | 13 |
| 4.7 Incapacity | 13 |
| PART 5 CAREER PROGRESSION AND REMUNERATION | 14 |
| 5.1 Salary Rates | 14 |
| 5.2 Starting Salaries | 14 |
| 5.3 Proportional Employees | 14 |
| 5.4 Casual Employees | 14 |
| 5.5 Increments | 14 |
| 5.6 Double Increments | 14 |
| 5.7 Withholding of Increments | 15 |
| 5.8 Progression within Grade T2 | 15 |
| 5.9 Progression Between Grades | 16 |
| 5.10 Acting in a Higher Position | 16 |
| 5.11 Salaries for Positions of Leadership or Advanced Teaching | 16 |
| 5.12 Special Responsibility Allowance | 17 |
| 5.13 Market Allowance | 17 |
| 5.14 Payment of salary | 17 |
| PART 6 HOURS OF WORK AND WORKLOAD | 19 |
| 6.1 Weekly Duty Hours | 19 |
| 6.2 Daily Duty Hours | 19 |
| 6.3 Travelling Time to Count Towards Duty Hours | 19 |
| 6.4 Timetabled Teaching Hours (TTH) - refer definitions Part 2 | 20 |
| 6.5 Proportional Employees | 20 |
| 6.6 Health Sciences Clinical Teaching Duties | 21 |
| 6.7 Employee Workload | 21 |

| | |
|---|-----------|
| PART 7 LEAVE | 22 |
| 7.1 Application | 22 |
| 7.2 The Leave Year | 22 |
| 7.3 Leave Timetabling and Approval | 22 |
| 7.4 Leave of Absence to Count as Days and Half-Days | 22 |
| 7.5 Statutory Holidays | 24 |
| 7.6 Annual Leave | 24 |
| 7.7 Discretionary Leave | 24 |
| 7.8 Calculation of Annual and Discretionary Leave | 27 |
| 7.9 Annual and Discretionary Leave for Employees with Short Service | 27 |
| 7.10 Casual Employees | 29 |
| 7.11 Appointments from Teaching Service | 29 |
| 7.12 Travelling Time for Leave Purposes | 29 |
| 7.13 Special Leave without Pay | 29 |
| 7.14 Leave for Proportional Employees | 29 |
| 7.15 Application of Holidays Act | 29 |
| 7.16 Sick Leave | 29 |
| 7.17 Accident Compensation | 30 |
| 7.18 Leave for Sickness in the Home | 31 |
| 7.19 Disregarded Sick Leave | 31 |
| 7.20 Leave for Family Reasons | 31 |
| 7.21 Bereavement/Tangihanga Leave | 32 |
| 7.22 Parental Leave | 32 |
| 7.23 Special Leave | 35 |
| 7.24 Leave for Approved Statutory Authorities | 35 |
| PART 8 TRAINING AND PROFESSIONAL DEVELOPMENT | 36 |
| 8.1 Intent | 36 |
| 8.2 Training | 36 |
| 8.3 Professional Development | 36 |
| PART 9 ALLOWANCES, EXPENSES AND GRANTS | 38 |
| 9.1 Travelling Expenses and Allowances | 38 |
| 9.2 Meal Allowance | 38 |
| 9.3 Tea Allowance | 38 |
| 9.4 Private Motor Vehicle | 38 |
| 9.5 Relocation Expenses | 39 |
| 9.6 Reimbursements | 39 |
| 9.7 Compassionate Grant on Death of Employee | 41 |
| PART 10 PROTECTION AND SAFETY PROVISIONS | 42 |
| 10.1 Working Conditions | 42 |
| 10.2 Health and Safety Obligations | 42 |
| 10.3 Hearing Protection | 42 |
| 10.4 Eye Protection | 42 |
| 10.5 Protective Clothing and Safety Footwear | 42 |
| 10.6 Issue of Uniforms | 43 |
| 10.7 Immunisation - Hepatitis B | 43 |
| PART 11 SURPLUS STAFFING PROVISIONS | 44 |
| 11.1 Consultation | 44 |
| 11.2 Intent | 44 |
| 11.3 Definition | 44 |
| 11.4 Notification | 44 |
| 11.5 Options | 45 |
| 11.6 Conditions applying to options | 45 |
| 11.7 Rights of Employees Declared Surplus | 47 |
| 11.8 Employee Protection Provision | 48 |

| | |
|--|-----------|
| PART 12 RESOLVING EMPLOYMENT RELATIONS PROBLEMS | 50 |
| 12.1 Procedure for Resolving Employment Relationship Problems..... | 50 |
| 12.2 Employment relationship problems include: | 50 |
| 12.3 Initial Action..... | 50 |
| 12.4 Process..... | 51 |
| PART 13 TRANSITIONAL PROVISIONS | 52 |
| 13.1 Technical Refresher Leave | 52 |
| APPENDIX B | 55 |
| Review Process Guidelines | 55 |
| APPENDIX C | 57 |
| Leave | 57 |
| FIRST SCHEDULE | 58 |
| Technical Refresher Leave | 58 |
| SECOND SCHEDULE | 60 |
| THIRD SCHEDULE | 61 |
| FOURTH SCHEDULE | 62 |
| SIGNATORIES | 63 |

PART 1 COVERAGE AND APPLICATION OF COLLECTIVE AGREEMENT

1.1 Parties

This Collective Agreement shall be binding on and enforceable by:

- (a) The Chief Executive of the Waiariki Institute of Technology; and
- (b) New Zealand Tertiary Education Union Te Hautū Kahurangi o Aotearoa (TEU).

1.2 Coverage

This Collective Agreement shall cover Academic Staff Members (ASM) as described below.

- (a) A person who is employed to teach approved courses of learning and who in the process of teaching is required to undertake “teaching duties” which may involve on-line learning.
- (b) This Collective Agreement covers members of TEU employed by the employer in the following categories in either permanent/tenured/fixed term/limited tenure/proportional/full time, part time or casual positions
- (c) A person employed in a position of managing programme(s).
- (d) Coverage includes:
 - (i) Tutorial Assistants (as defined in this Agreement)
 - (ii) Academic Consultancy work on behalf of the institution
 - (iii) Curriculum Development
 - (iv) Staff/teacher Development
 - (v) Academic Advisors
 - (vi) Learner Support
 - (vii) Research (as defined in this Agreement)
- (e) Excluded from coverage are those who:
 - (i) Work in a senior position within the Institute as defined by the State Sector Act
 - (ii) Work as a Head of School
- (f) Any other positions created by the employer during the life of this Agreement will be subject to negotiation and agreement between the union and the employer prior to advertising in order to establish whether the position is within coverage

1.3 Term of Collective Agreement

This Collective Agreement takes effect on 01 October ~~2009-2011~~ and expires on 30 September ~~2011~~2013.

1.4 Application of Collective Agreement

The employer shall provide each employee, at the time of the appointment, information about the union, an application for membership to TEU, and a letter explaining that the provisions of the collective apply.

1.5 Variation of Collective Agreement

This Collective Agreement may be varied in writing during its term provided that any variation shall be negotiated with TEU and agreed between TEU and the Chief Executive of Waiariki Institute of Technology and ratified by employees covered by this Agreement.

1.6 Recognition of Union Authority

The employer recognises TEU as the representative of all employees who come within the coverage of this Collective Agreement and who are members of TEU.

1.7 Application of the Provisions of this Collective Agreement

The provisions of this Collective Agreement will apply to all employees as defined by the coverage clause, unless specified otherwise by the particular provision.

1.8 Inadvertent Omission

Should there be any inadvertent omissions in this Collective Agreement, the parties agree that the parties covered will not be disadvantaged by such omissions.

1.9 Consultation on Policy Development

- (a) Procedures and policies relating to conditions of employment of all staff will be held on the Institute's PMF.
- (b) Any changes to policy and procedures held on the PMF relating to working conditions may be made only after due consultation and the best endeavours to reach agreement with affected staff and TEU.

PART 2 INTERPRETATION AND GENERAL DEFINITIONS

"Academic Staff Member" means any person employed in a teaching position, or any non-teaching tutorial staff in the Institute.

"Casual employee" means an untenured employee paid on an hourly or piece rate basis.

"Clinical teaching" means off-campus health science teaching involving patient care.

"Duty" refers to any time, when an employee may be required by the employer to be on duty at the Institute or at another location.

"Duty day" means any day other than a day set aside for leave, discretionary leave, a holiday, a weekend day or, when a weekend day is worked by agreement, a day in lieu of a weekend day.

"Employee on first appointment" means an employee for whom this appointment is the first teaching appointment in the polytechnic/institute of technology sector (other than casual appointments).

"Employer" means the Chief Executive of the Institute.

"Institute" means the Waiariki Institute of Technology.

"Non-teaching Academic Staff Member" means a position requiring less than 50 time-tabled teaching hours per year.

"Polytechnic" as defined in the Education Amendment Act 1990.

"Proportional employee" means an employee employed to undertake a specified fraction of the work of a fulltime employee.

"Research" as defined by the New Zealand Qualifications Authority for the purposes of the approval and accreditation of programmes leading to qualifications.

"Service" as defined in the Education (Salaries and Staffing) Regulations 1957.

"Short-term appointment" means an appointment made prior to 10 May 1991 in accordance with the provisions of clause 6.6 of Contract Document 2137.

"Teaching day" means any duty day on which teaching is timetabled to occur or on which distance learning teaching duties are undertaken.

"Teaching duties" This definition applies to classroom, off site teaching, distance and on line learning activities, and these are normally duties that require the Academic Staff Member to develop and review course teaching material, to deliver the material, to develop assessment material, to deliver same, and to mark, to record the assessment outcomes and to complete all other work associated with the running of a class or classes of students, in addition to participating in the administrative activities of the school.

"Timetabled teaching hour" in relation to any employee means a period of one hour spent in class instruction and includes any hour of timetabled learning activity for a class for which the employee is responsible.

"Tutorial Assistant" means a person employed to assist the learning process under the supervision and direction of an Academic Staff Member. The actual work performed by tutorial assistants will be those tasks the Academic Staff Member deems appropriate to delegate, provided that the day to day learning and teaching programmes, the assessment of students' learning outcomes, and any development of course and curriculum content, remain the responsibility of the Academic Staff Member.

PART 3 UNION MATTERS

3.1 Savings

Unless otherwise specified in this Agreement the terms and conditions of employment shall be identical with the terms and conditions of employment of tutors before 01 April 1988.

3.2 Union Information

- (a) When requested in writing by the ~~National-national Secretary-secretary~~ of TEU, the employer will, within one month, supply to the union a list of names, addresses and designation of all employees bound by this Agreement. TEU will not make such requests to the employer at intervals shorter than six months
- (b) The employer shall undertake to provide each employee at the time of appointment with an application form for membership of the Tertiary Education Union.

3.3 Salary Profile ~~Within-within~~ the Institute

A profile of salaries paid to employees employed in teaching positions in terms of this Agreement is to be made available to the union annually. The profile will list salaries paid to employees by paid rate, by gender and by length of employment. Where necessary, to protect individual privacy, information may be suppressed.

3.4 Deduction of Union Fees

- (a) The employer shall arrange for the deduction of union subscriptions for all TEU members covered by this Agreement except in cases agreed to between the employer and the union.
- (b) The manner of deduction and of remittance shall be determined by agreement between the national secretary of TEU and the employer.

3.5 Union Meetings

- (a) Subject to subclauses (b) to (e) below, the employer shall allow every employee covered by this Agreement, who is a member of TEU, to attend, on paid leave, two union meetings (each of a maximum of two hours duration) with TEU in each year.
- (b) The union shall give the employer at least 14 days' notice of the date and time of any union meeting to which subclause (a) is to apply.
- ~~(e)~~ The union shall make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any union meeting, including, where appropriate, an arrangement for sufficient union members to remain available during the meeting to enable the employer's operation to continue.

(c)

- (d) Work shall resume as soon as practicable after the meeting.
- (e) TEU shall supply the employer with a list of members who attended and shall advise the employer of the time the meeting finished.

3.6 Access to Premises

Subject to the Employment Relations Act 2000, any authorised officer of TEU will be entitled at all reasonable times to enter the premises for purposes related to the employment of their members or union business or both

3.7 Branch Chairperson

- (a) The employer shall recognise the TEU branch chairperson as the union representative in the Institute in which he/she is employed. Notice of the appointment of the chairperson shall be given to the employer in writing.
- (b) TEU and the employer have agreed that on an annual basis a 0.2 (i.e. one day per week) time allocation will be made to the Waiariki Branch Chair, plus provision for relief staffing for branch officers to attend agreed Institute committee meetings.

3.8 Employment Relations Leave

Employment relations leave is an entitlement under Part 7 of the Employment Relations Act 2000 and the allocation of this leave in accordance with sections 73 and 77 of the Act is assigned to TEU.

3.9 Leave on Union Business

The parties agree to an exchange of letters each year to establish the quantum of, and arrangement for, leave available to any members of the union's National Executive and Te Roopu Whakau for the purposes of attending scheduled union meetings.

PART 4 TERMS OF APPOINTMENTS

4.1 Categories of Appointment

4.1.1 Academic Staff Members and Tutorial Assistants may be appointed according to the categories set out in subclauses 4.1.2 to 4.1.4.

4.1.2 On a tenured basis as follows:

- (a) As a fulltime employee.
- (b) As a proportional employee, of not more than 0.8 of a fulltime position.

4.1.3 On a limited tenure basis (~~ie.i.e.~~ fixed term) as follows:

- (a) As a fulltime employee for a specified period of time.
- (b) As a proportional employee, of not more than 0.8 of a fulltime position, for a specified period of time.

The length of the appointment shall include a minimum of one week for preparation and administration before the start of teaching and one week for marking and administration after the conclusion of teaching.

In the case of new employees without previous teaching experience, a minimum of two weeks shall be included at the start of a fixed term appointment for course induction, health and safety induction, initial tutor training and other preparation time.

Limited tenure/fixed term appointments shall only be entered into for the following reasons:

- (c) filling a vacancy pending an appointment;
- (d) relieving for a tenured employee on approved leave;
- (e) ~~trialing~~ trialling new courses for a period not exceeding two years;
- (f) undertaking finite projects for a period not exceeding two years;
- (g) for other reasons as may be agreed to by the parties prior to advertising.

The options under the surplus staffing provisions of this Agreement will not apply at the conclusion of the specified term of employment in the case of fixed term appointments.

4.1.4 (a) On a casual basis when appointed for periods of less than six weeks at any one engagement, or longer than six weeks when employed for hours which are not more than 0.5 of fulltime in terms of clause 6.1 of this Agreement. An employee who exceeds these maxima on an irregular basis only may continue to be classified as a casual employee. (Refer also to clause 5.4 of this Agreement).

- (b) Outworkers supporting a distance learning programme are deemed to be casual employees for the purposes of this Agreement.

4.2 Tutorial Assistants

- (a) The terms and conditions contained in this Agreement shall apply to tutorial assistants unless otherwise specifically provided.
- (b) No existing staff member shall be displaced by the appointment of a tutorial assistant.

4.3 Advertising of Positions

- (a) Permanent positions and limited tenure positions for periods greater than one year's duration will, when practicable, be advertised externally in a manner to allow suitably qualified people to apply.
- (b) Notwithstanding subclause 4.3 (a) above, where the status of a position is changed to tenured and the position is substantially the same as those being performed by a number of non-tenured incumbents, the position need only be advertised internally.
- (c) Other Positions

Where the proportionality of a position is altered by agreement between the employer and the employee, the incumbent will have automatic right to the position, and TEU will be notified.

4.4 Equal Opportunities

- (a) The employer will appoint staff in accordance with an equal employment opportunities programme developed, implemented, monitored and reviewed in consultation with the local branch of TEU.
- (b) For the purposes of this Agreement an equal employment opportunities programme means a programme that is aimed at the identification and elimination of all aspects of policies and procedures and other institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality in respect to the employment of any persons or group of persons on the basis of their gender, race, colour, ethnic or national origin, sexual orientation, marital status, family responsibilities, religion, disability or age.

4.5 Termination of Employment

- (a) Employees other than those appointed on a limited tenure or casual basis shall be given two months' notice of termination of employment. This provision shall not apply in the event of a surplus staffing situation when the provisions of Part 11 shall apply.
- (b) The employment of an employee on a limited tenure or casual basis may be terminated with two weeks' written notice by either party.
- (c) In addition to the provision of subclause (b) above, the employment of an employee employed on a limited tenure basis may be terminated at the end of the specified period of employment.
- (d) Nothing in this clause shall remove the employer from her/his obligation to observe the principles set out in clause 4.6 prior to applying any

notice to an employee in the event of a termination of employment resulting from disciplinary action.

- (e) Notwithstanding the above any employee may be peremptorily dismissed for serious misconduct.
- (f) An employee appointed to a tenured position shall give at least two months' written notice of resignation.

4.6 Disciplinary Procedures for Employees

- (a) Principles to be observed

In any disciplinary action the following principles shall be observed:

- (i) The employee must be advised in writing of the specific problem and given reasonable opportunity to respond
- (ii) Before any substantive disciplinary action is taken, an appropriate investigation is to be undertaken by the employer
- (iii) The response of the employee must be considered before a decision is made
- (iv) The employee must, if appropriate in all of the circumstances, be advised of any improvement required, given reasonable opportunity and assistance to change, and advised of the consequences if the problem continues
- (v) The notification of complaint and results of any action are to be recorded in writing, and sighted and signed by the employee as having been seen
- (vi) The employee must be advised by the employer of their right to request union assistance, and/or representation at any stage.

- (b) Suspension of Employees

Nothing in this clause prevents the suspension with or without pay, temporary placement on other duties, or dismissal without notice, in the case of serious misconduct. Where an employee has been suspended and the allegation is subsequently found to be without substance, the employee must be entitled to resume the position from which they were suspended and be reimbursed for any loss of pay.

4.7 Incapacity

- (a) If as a result of physical or mental incapacity the employee is unable to perform the duties of the position, the employer will engage with the employee and TEU in implementing the Waiariki Employee Incapacity Procedure on the PMF.
- (b) Should any conflict arise between the working of this procedure and the clauses in the Collective Agreement, the Collective Agreement will take precedence.

PART 5 CAREER PROGRESSION AND REMUNERATION

5.1 Salary Rates

Academic Staff Members and tutorial assistants covered by this Agreement shall be paid the rates set out in the First Schedule of this Agreement for the duties in which they are engaged.

5.2 Starting Salaries

The employer shall develop and make available a policy in respect of the determination of starting salaries for employees covered by this Agreement. The local branch of the union shall be invited to participate in the development of this policy.

5.3 Proportional Employees

Salary shall be paid on a proportional basis which will be arrived at by the following calculation:

Fulltime salary rate x the pre-determined proportion of a fulltime position as specified in the advertisement.

5.4 Casual Employees

- (a) Casual employees shall be paid rates set out in the First Schedule of this Agreement for every hour of work for which they have been employed, provided that when an hour of work involves timetabled teaching there shall be an agreed amount of additional paid work credited which shall not be less than 0.2 of an hour for each teaching hour.
- (b) Outworkers supporting a distance learning programme shall be paid 1/1700 (inclusive of holidays) of the annual salary of the grade and step to which they have been appointed, for each script marked.

5.5 Increments

Subject to clauses 5.5, 5.6 and 5.7 of this Part, an employee shall be paid salary for the next higher step of that grade on 01 January each year until the maximum for that grade is reached.

5.6 Double Increments

- (a) A double increment may be approved by the employer in recognition of the need to provide for:
 - (i) Recognition of meritorious performance;
 - (ii) Equitable salary relativities within the Institute;
 - (iii) Retention.
- (b) The new increment date is from the effective date of the double increment.

5.7 Withholding of Increments

An employer may decline to pay an increment in salary to any employee whose work for the previous year has, in the opinion of the employer, been unsatisfactory. The employer shall notify the employee concerned of the decision and the reasons for it.

5.8 Progression ~~Within~~ within Grade T2

(a) Placement in Range

Employees may, upon appointment, be placed at any point within the appropriate upper and lower salary limits in the range applicable to the position. Factors to be taken into consideration by the employer in deciding the actual rate payable are:

- (i) previous work or other relevant experience;
- (ii) relevant educational or other qualifications;
- (iii) the ease or difficulty in recruiting the specific skills and/or experience required for the position.

(b) Movement in Range

(i) The employer shall apply the factors specified below to decide from time to time (no less than once per annum) within the upper and lower salary limits of the appropriate grade applying to any position, the actual salary that, subject to any other conditions of employment, is to be paid to the holder of a position:

- particular skills and on-the-job experience;
- effectiveness as an educator;
- achievements as measured against the goals of the position described in the job description/current statement of accountability or as otherwise specified in writing;
- contributions to achievement of the stated aims of the work unit including the specific requirements of the job description;
- the ease or difficulty in recruiting and/or retaining the specific skills and/or experience required for the position.

(ii) Such criteria, where appropriate, to be supported by an assessment procedure developed in consultation with the local branch of the union.

(iii) Further to the salary review described in clause 5.8(b)(i) above, the employer decides to increase the salary payable to any

individual employee, that increase shall not be less than increments of:

- 1 1% subject to certified satisfactory performance (e.g. a performance rating of effective)
- 2 2% subject to certified outstanding performance (e.g. a performance rating of highly effective or exceptional)
- 3 Nil increment for unsatisfactory performance (e.g. performance rating of needs improvement with the proviso that 1% increment will not be withheld unless performance problems have been previously raised with the employee)

- (iv) The certification of performance and associated pay increments will usually occur through performance and development review processes as per Waiariki Institute of Technology procedures; with the proviso that no employee will be disadvantaged by these procedures not being followed or being followed incorrectly. In the event of this occurring, an alternative method of establishing an employee's level of performance will be made available by the employer.

5.9 Progression Between Grades

Progression between grades shall be by regrading, or appointment to an established position.

5.10 Acting in a Higher Position

- (a) Subject to the provisions of subclauses (b) and (c) of this clause, a tenured employee who relieves for another employee holding a position to which a higher salary is payable, shall be paid for the period which the employee is so relieving at a rate agreed between the employer and the employee.
- (b) The employee must perform the extra duties and undertake the responsibilities of the higher position for a period of at least five consecutive days.
- (c) Leave periods including special leave shall not be counted as part of, or deemed to interrupt the qualifying period specified in subclause (b) of this clause if the employee continues in the higher position immediately after the period of leave.
- (d) An employee who does not resume in the higher position immediately after the leave and who is being paid additional salary in a relieving position on the day preceding the leave is to be paid the additional salary during the leave for a period equal to one-fourth of the period of employment in the higher position or until the end of the leave period, whichever is the shorter period.

5.11 Salaries for Positions of Leadership or Advanced Teaching

Staff employed in defined positions involving leadership or advanced teaching may be paid a salary above the top of T2, as determined by the employer.

5.12 Special Responsibility Allowance

- (a) An employee who is required by the employer to undertake special responsibilities, which are over and above that normally expected of an employee (as defined by the employer), shall be paid an allowance at a level sufficient to reflect the nature of the responsibilities, being not less than at the rate of \$1,000 per annum and not more than 20% of the employee's base salary.
- (b) The following conditions shall apply:
 - (i) The granting of the allowance by the employer shall be communicated to the employee in writing specifying the time period for which the payment will apply and the nature of the responsibilities for which the allowance is to be paid.
 - (ii) The allowance shall be paid for such period as the employer determines in each case, but in each case shall be subject to annual review and shall be terminated by the employer by giving one month's notice in writing.

5.13 Market Allowance

A recruitment or retention allowance may be paid on an annual or ongoing basis to reflect difficulty in recruiting or retaining specific skills and/or experience for any specified position. This allowance may, but not necessarily as a matter of course, be abated by salary increases, including incremental progression or promotion.

5.14 Payment of salary

5.14.1 Pay Periods

- (a) The salaries of employees shall be paid fortnightly.
- (b) The gross salary for the pay period shall be calculated at 14/365ths of the annual salary rate.
- (c) Payment shall be made either by cheque or by lodgement to an employee's current bank account.
- (d) Payment for the holiday periods may combine more than one pay period.

5.14.2 Entitlement to Payment

An employee, other than a casual employee, shall be entitled to payment of salary from the day of commencing duty until the day on which duties cease (apart from periods of leave without pay) subject to the following conditions:

- (a) Payment includes all statutory holidays, leave periods and intervening weekends.
- (b) On resignation or retirement, an employee who completes the normal full working week shall receive payment for the Saturday, Sunday and all statutory holidays immediately following.

- (c) Annual and discretionary leave due on resignation or retirement shall be payable as follows:
 - (i) An employee who resigns at the end of the polytechnic year shall receive payment up to the end of any period of leave due.
 - (ii) An employee who resigns during the year shall receive payment as set out in clause 7.9 of this Agreement.

PART 6 HOURS OF WORK AND WORKLOAD

6.1 Weekly Duty Hours

- (a) No employee shall ~~undertake more than 36 hours of duty in any one week; and, unless the employee consents or any conditions of employment agreed to at the time of their appointment otherwise specify, the employee shall not~~ be required to be on duty for more than ~~34~~37.5 hours in any one week.
- (b) Subject to clauses (i) and (ii) of this subclause, an employee may be required to undertake duty between the hours of 8.00am and 9.30pm, Monday to Friday inclusive, provided that:
 - (i) An employee may not be required to undertake duty for more than a total of eight hours a week after 5.00pm or on more than two nights each week.
 - (ii) An employee may consent to undertake duties after 5.00pm in excess of those prescribed in subclause (i) above.
- (c) An employee may consent to undertake duties at weekends.
- (d) An employee shall not be required to undertake duty on more than five consecutive days.
- (e) Where an employee completes the maximum weekly duty hours in less than five days the remaining days shall be regarded as duty days even though no duty shall be required on them.

6.2 Daily Duty Hours

- (a) Subject to subclauses (b) and (c) of this clause, except for field trips or approved off-campus teaching duties, an employee shall be on duty for no more than eight hours in any one day.
- (b) An employee shall take a meal break of not less than thirty minutes and not more than one hour after each period of five hours of continuous duty.
- (c) An employee shall not undertake duty within 11 hours of completing duty on the previous day.

6.3 Travelling Time ~~To~~to Count Towards Duty Hours

Hours spent travelling from a site on campus to either a site off campus or on another campus or where overnight accommodation is required, may be counted as directed duty hours to a maximum of 10 duty hours in any day.

6.4 Timetabled Teaching Hours (TTH) - refer definitions Part 2

The following TTH maxima apply to full time staff —(see clause 6.5 for proportional staff) within these maxima, TTH will vary in recognition of different teaching activities and other workload factors.

(a) per year (ie.e. 01 January to 31 December), for:

| | |
|--------------------------------|----------|
| Academic staff members | 825 TTH |
| Tutorial Assistants | 1000 TTH |
| employees on first appointment | 660 TTH |

(b) per quarter (ie.e. the year 01 January to 31 December divided into four equal periods), for:

| | |
|-------------------------------|---------|
| Academic staff members | 300 TTH |
| Tutorial Assistants | 360 TTH |
| employee on first appointment | 240 TTH |

(c) the TTH maxima in subclause (b) above will be reduced whenever a day of professional development time, approved leave, or a statutory holiday is taken as follows:

| | |
|------------------------|-----------------|
| Academic staff members | 4.5 TTH per day |
| Tutorial Assistants | 5.5 TTH per day |

The TTH maxima in subclause (a) above will be so reduced whenever a day of approved leave other than annual leave or discretionary leave is taken.

(d) Timetabled teaching for any employee will be spread over no more than 185 teaching days in the year.

(e) Where programmes with exceptional timing factors cannot be accommodated by the quarterly TTH maxima, alternative arrangements may be agreed in consultation with TEU.

(f) For employees with increased workload because of

- (i) special responsibilities referred to in clause 5.12; or
- (ii) supervising or directing a tutorial assistant,

the maximum timetabled teaching hours or the maximum hours of teaching duties for distance learning will be reduced by an amount determined by the employer and which is consistent with the employee's workload being maintained at an equitable and reasonable level.

6.5 Proportional Employees

~~(a)~~ The maximum duty hours for a proportional employee shall be a predetermined proportion (specified in the advertisement for the position) of the maximum duty hours for a fulltime employee being ~~34~~ 37.5 hours in any week.

~~(b)~~ —

(a)

~~(e)~~(b) The timetabled teaching hour maximum or the maximum hours of distance learning teaching duties for a proportional employee shall be a predetermined proportion, as specified in the advertisement, of the fulltime maximum except that where a proportional employee is appointed for a period of less than the number of days for which the maximum applies the maximum hours shall be averaged out over the available teaching days.

~~(e)~~(c) Notwithstanding subclauses (a) and (b) above a proportional employee may consent to work as a fulltime employee for a proportion of the year not exceeding the predetermined proportion, specified in the advertisement, of the available duty days; provided that if the employee's employment is prematurely terminated payment shall be made for the necessary number of additional days to bring the workload back to the predetermined proportion of fulltime.

6.6 Health Sciences Clinical Teaching Duties

Notwithstanding clause 6.1 of this Agreement, employees engaged in clinical teaching duties may be required to undertake such teaching duties for up to 90 hours outside the hours of 8.00 am to 5.00 pm. in any period containing not more than 37 teaching days other than days set aside for development in terms of Part 8 of this Agreement.

6.7 Employee Workload

The employer is to ensure that employees are allocated a workload that is equitable, reasonable and safe at all times.

PART 7 LEAVE

GENERAL

7.1 Application

The following leave provisions do not apply to casual employees and shall be limited as specifically provided in other cases.

7.2 The Leave Year

7.2.1 For the purpose of calculating leave, the leave year shall be 01 January to 31 December.

7.2.2 Leave must be taken in the year that it falls due or it shall be forfeited unless there is prior written approval from the employee's line manager, provided that approval will not be unreasonably withheld.

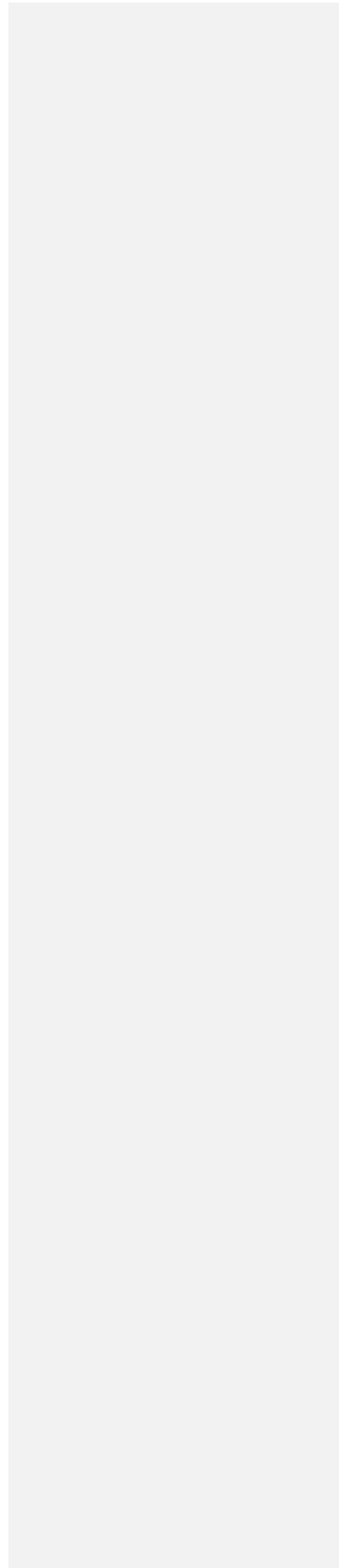
7.3 Leave Timetabling and Approval

- (a) Annual and discretionary leave shall be negotiated, planned and approved in advance by the employee and their line manager by 31 March each year.
- (b) Variations to the agreed plan may be made with agreement of both parties, with the approval of variations not unreasonably withheld.
- (c) Initial planning, and any subsequent variation will be made taking the operational requirements of Waiariki into consideration.
- (d) The employees right to take all entitled leave in the year it accrues shall be taken into account during initial planning and in any subsequent variations.
- (e) Employees are entitled to not less than four weeks of leave in one block. Any statutory holidays which fall within that four week block may constitute part of the four week block but will not be forfeit as part of any statutory leave entitlement.
- (f) Notwithstanding (b) above, the leave plan produced from subclause (a) above will be the approved leave for that year.

7.4 Leave of Absence to Count as Days and Half-Days

For any employee in the Institute, absence for any session (being a morning, afternoon or evening session) in one day shall count as absence for one half-day but absence for two or more sessions in one day shall count as absence for one day.

|



7.5 Statutory Holidays

The following days shall be observed as whole holidays, in addition to annual leave and discretionary leave:

- (a) New Year's Day
- (b) The day after New Year's Day
- (c) Christmas Day
- (d) Boxing Day
- (e) Good Friday
- (f) Easter Monday
- (g) Easter Tuesday
- (h) Anzac Day (when this day falls on a day when the Institute would normally be open)
- (i) The Sovereign's birthday observance
- (j) Waitangi Day (when this day falls on a day when the Institute would normally be open)
- (k) The day appointed for the observance of the Anniversary Day of the province
- (l) Labour Day (the fourth Monday in October)

7.6 Annual Leave

Employees shall be entitled to take five weeks' annual leave in each year.

- (a) Employees are entitled to not less than two weeks of annual leave in one block. Any statutory holidays which fall within that two week block may constitute part of the two week block but will not be forfeit as part of any statutory leave entitlement.
- (b) The remainder shall be taken in periods of not less than one day at a time.
- (c) Within the above constraints the timing of annual leave shall be fixed having regard to the operational requirements of the Institute, provided that such timing shall not prevent the employee taking the leave entitlement in the current leave year.
- (d) An employee may apply to carry forward leave of up to 10 working days, for up to one year.

7.7 Discretionary Leave

- (a) Each employee shall be entitled to four weeks per leave year which shall be used at the employee's discretion, and shall not be duty with the following exceptions:
 - (i) Up to three weeks for initial tutor training as provided in Part 8 of this Agreement.
 - (ii) For any employee who teaches primarily in courses leading to degrees and whose duties include research, discretionary leave may be individually negotiated out of conditions, provided that timetabled teaching is spread over no more than 148 teaching days for the employee and the employee's maximum timetabled

teaching is reduced to 120 hours over any period containing not more than 37 teaching days.

(iii) Any employee who is identified by the Institute's formal review and appraisal procedures as requiring remedial assistance to meet normal performance standards, may be required to use discretionary leave for directed development aimed at improvement in the areas where performance inadequacies have been identified.

(b) Exchange of Discretionary Leave

(i) The employee and the employer may agree in writing to exchange or convert the quantum of discretionary leave either in full (i.e. four weeks per leave year) or in part in week blocks. The employee will be advised of his or her right to seek advice from TEU prior to any agreement. No employee will be required to exchange or convert his or her discretionary leave.

(ii) Application for any exchange of discretionary leave is expected to be made in conjunction with the annual workload planning process by the end of November.

(iii) The employee shall be paid 2% of the employee's annual salary for each week of discretionary leave that is reduced pursuant to this provision and will be compensated by way of an allowance, pro-rata throughout the year. This allowance will attract any increases negotiated by TEU and;

(iv) In the event that the employee and the employer agree to reinstate all or part of the previously reduced discretionary leave, or subclause (viii) applies, the allowance will be reduced accordingly, including any increases negotiated on the allowance by TEU effective at the date of written agreement of reinstatement of discretionary leave.

(v) The exchange or conversion of discretionary leave does not affect the workload provisions relating to teaching days or teaching hours (refer to clause 6 and to the employer's Workload Policy).

(vi) Where the employee who wishes to exchange all or part of their discretionary leave entitlement holds a substantive position of programme leader, any exchange, if made, may not be reinstated without written agreement of both employer and employee.

(vii) Where the employee who wishes to exchange all or part of their discretionary leave entitlement is a tutor who has Programme Co-ordination responsibilities, any exchange, if made, will be for the period that the Programme Co-ordination responsibilities

and SRA have been allocated, unless there is written agreement of both employer and employee to end or amend the exchange earlier.

- (viii) Where the employee wishes to exchange all or part of their discretionary leave entitlement for any other reason, the agreed exchange will be for a leave year and for an agreed purpose. On expiry of the agreed term the employee's original remuneration and conditions of service, including the original terms of the discretionary leave, will apply unless a new agreement is signed.
- (ix) Subclause 7.7(b) is not available if the employee has not had recognised tutor training as defined in clause 8.2.
- (c) Discretionary leave shall be used in blocks of not less than one week, unless the employee consents otherwise, and shall be timed having regard to the operational requirements of the Institute.
- (d) Periods of discretionary leave and annual leave may be continuous.
- (e) Discretionary leave will not apply to a non-teaching academic staff member appointed after 01 January 2007. Compensation for the lack of discretionary leave shall be at a rate not less than 8% of the employee's annual salary.

7.8 Calculation of Annual and Discretionary Leave

Each complete week of leave taken shall be recorded as five days' leave. The period commences on the first working day of absence and ends on the last working day of absence.

7.9 Annual and Discretionary Leave for Employees with Short Service

- (a) Combined leave for employees who have less than twelve months full service in any year, as a result of a late start or an early finish or a period of leave without pay of more than five working days, shall be granted as 0.21 of the period worked, less any leave used during the year.
- (b) Notwithstanding subclause (a) of this clause, where employees are entitled to annual leave only or reduced discretionary leave, and they have less than twelve months full service in any year as a result of a late start or an early finish or a period of leave without pay of more than five working days, the leave shall be granted on the following basis:
 - 5 weeks' leave entitlement = .11 of the period worked, less any leave taken;
 - 6 weeks' leave entitlement = .14 of the period worked, less any leave taken;
 - 7 weeks' leave entitlement = .16 of the period worked, less any leave taken;
 - 8 weeks' leave entitlement = .18 of the period worked, less any leave taken.
- (c) Employees with short service shall retain sufficient leave to cover any periods when the Institute is closed.
- (d) Employees with short service who have not been granted leave since appointment shall be paid in full for the period of any recess between the one year and the next and any other period when the Institute closes

completely, even though the normal entitlement is insufficient to cover these periods.

7.10 Casual Employees

Casual employees receive payment for annual leave and discretionary leave which is included in their hourly rates. Payment for statutory holidays shall be made only if the employee would have worked the day in question as part of their normal timetable.

7.11 Appointments from Teaching Service

When an employee is appointed during the year from a State primary or secondary school, previous service in that year in the primary or secondary school shall be included in determining the annual leave and discretionary leave entitlement, but the number of days for which holiday pay has already been paid to the employee shall be deducted from the employee's annual leave and discretionary leave.

7.12 Travelling Time for Leave Purposes

Where specifically provided in this Agreement, travelling time with pay for a period up to seven days (exclusive of public holidays) shall be granted, subject to the following conditions:

- (a) Leave for travelling can only be granted if the employee is required to travel when the Institute is open.
- (b) The quickest and most direct means of travel must be used.
- (c) No travelling time is granted for a journey that is preceded by leave without pay or for a return journey that is followed by a period of leave without pay.

7.13 Special Leave ~~Without~~ Pay

Except as specified elsewhere in this Agreement special leave without pay, not exceeding two years, may be granted to an employee by the employer.

7.14 Leave for Proportional Employees

Standard leave provisions as for tenured, fulltime employees shall apply. The employee continues to be paid on a proportional basis during leave.

7.15 Application of Holidays Act

Provisions under clauses 7.16, 7.18, 7.19, 7.20, 7.21 and 7.23 are inclusive of any special leave entitlements under the provisions of the Holidays Act 2003 and amendments.

7.16 Sick Leave

- (a) Each employee will be entitled to paid sick leave in accordance with the clauses below reduced by the number of days already taken during the employee's service.

~~(b)~~ The employee's accrued entitlement to sick leave will be reduced by one day for every day of absence due to sickness.

(b)

- (c) All employees appointed on or after 01 October 2003 will be entitled to:
- (i) Five days on appointment.
 - (ii) Another five days after four months
 - (iii) Another five days after eight months
 - (iv) Another five days after 12 months
 - (v) thereafter the employee's entitlement will then be increased by five days every six months thereafter. After 50 increments of five days have been made, the increments will cease and the total entitlement will remain at 260 days less the total amount of sick leave with pay that the employee has already taken during their service.
- (d) Employees appointed before 01 October 2003 will retain their current entitlement and commence accruing five days of sick leave per six months from their next anniversary or half yearly anniversary date accruing to a maximum of 260 days.
- (e) Any public or institute holiday which occurs within an unbroken sick leave period is not counted for the purposes of calculating sick leave.
- (f) In exceptional circumstances the employer may grant leave with pay in excess of the entitlement in subclauses (c) or (d) above in anticipation of future entitlements.
- (g) The employer may require the employee to produce a medical certificate for absences of more than three days.

7.17 Accident Compensation

- (a) Attention is drawn to the Accident Compensation Act 1977. The provisions of this Act shall apply.
- (b) Sick Leave Entitlement Arising from Accident Compensation
- (i) An employee's sick leave entitlement under this Agreement shall not be used in respect of absence on work accident leave.
 - (ii) In respect of a non-work accident leave with pay shall be:
 - a charge against sick leave entitlement for this first week;
 - and after the first week and for a period of up to 26 weeks from the date of the accident, a proportionate charge against sick leave entitlement;
 - leave without pay shall be granted when sick leave entitlement has been exhausted.

7.18 Leave for Sickness in the Home

The employer may grant an employee leave on pay as a charge against a sick leave entitlement when the employee must be absent from work to attend to a member of the household who through illness becomes dependent on the employee. Members of the household may include the employee's family or household. The production of a medical certificate or other evidence of illness may be required.

7.19 Disregarded Sick Leave

Means any sick leave on pay which is not debited from the sick leave entitlement. Total disregarded sick leave granted must not exceed an overall aggregate of two years. Sick leave shall be disregarded in the following cases:

(a) Sickness Caused by Working Conditions

Where ACC or the employer's insurance declines to accept liability for illness directly attributable to working conditions, the employer may approve the disregarding of sick leave.

(b) Epidemic Disease

When an epidemic occurs, the sick leave of employees who contract the disease shall be disregarded for the time necessary for the disease to run its normal course.

(c) Infectious Diseases

When an employee contracts an infectious disease or has been in contact with a sufferer from an infectious disease and is thereby prevented by direction of the appropriate health authority from attending the Institute, leave will be disregarded or the period covered by the direction. In the case of hepatitis, however, the period of disregarded sick leave is the time that the employee's doctor decides is necessary for the employee to remain away from the Institute.

7.20 Leave for Family Reasons

An employee may be granted leave for family reasons with or without pay in the following circumstances. This provision shall be administered in a culturally sensitive manner and approval shall not be unreasonably withheld.

- Serious illness of a family member
- Marriage of a close relative
- Other important family occasions

Travelling time with pay may be allowed in terms of clause 7.12.

7.21 Bereavement/Tangihanga Leave

Death in New Zealand or Overseas

An employee shall be granted special bereavement leave on full pay to discharge their obligation and/or pay their respects to a deceased person with whom they have had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga, or its equivalent.

If a bereavement occurs while an employee is absent on annual leave, sick leave on pay, or other special leave on pay, such leave may be interrupted and bereavement leave granted as above. This provision will not apply if the employee is on leave without pay.

In granting time off therefore, and for how long, the employer must administer these provisions in a culturally sensitive manner, taking into account the following points:

- (a) The closeness of the association between the employee and the deceased; (NOTE: This association need not be a blood relationship).
- (b) Whether the employee has to take significant responsibility for any or all of the arrangements to do with the ceremonies resulting from the death.
- (c) The amount of time needed to discharge properly any responsibilities or obligations.
- (d) Reasonable travelling time should be allowed, but for cases involving overseas travel that may not be the full period of travel.
- (e) A decision must be made as quickly as possible so that the employee is given the maximum time possible to make any arrangements necessary. In most cases the necessary approval will be given immediately, but may be given retrospectively where necessary.
- (f) If paid special leave is not appropriate then annual leave or leave without pay should be granted, but as a last resort.

7.22 Parental Leave

Parental leave may be taken by both women and men following the birth, legal adoption, or Whaangai of a child under five years of age. Under this Agreement, parental leave includes both unpaid and paid leave and is available to both partners, either concurrently or consecutively.

7.22.1 Notice required to take parental leave

~~(a)~~ An employee intending to take parental leave is required to give at least three months' notice in writing and the application is to be accompanied by a certificate signed by a registered medical practitioner certifying the date of delivery.⁵

~~(b)~~ _____

(a)

(e)(b) Except that leave for a pregnant woman may commence at any time during pregnancy, subject to the employee giving the employer one month's notice in writing supported by documentation from a doctor or midwife. A shorter period of notice will be accepted on the recommendation of a medical practitioner.

(e)(c) An employee intending to legally or Whaangai adopt a child (subject to satisfactory evidence) is entitled to parental leave during the child's first year with the new family. The requirement of one month's notice does not apply.

7.22.2 Duration of leave

The length of entitlement to parental leave from the date of birth or date of assuming responsibility for the child is:

- (a) For an employee with 12 months' or more service, 12 months' parental leave from the date of birth or the date of assuming responsibility;
- (b) For an employee with less than 12 months' service, the entitlement is six months' parental leave from the date of birth or the date of assuming responsibility, but up to six months' additional leave may be granted at the discretion of the employer.

7.22.3 Return to work

An employee must give the employer at least one month's notice of intention to return to work before parental leave expires. When an employee suffers a miscarriage or stillbirth, or an adoption becomes null and void, a request to return early to work shall be granted. Should an employee wish to return to work early for other personal reasons, agreement shall not be unreasonably withheld.

An employee returning from a period of parental leave is entitled to resume work in the same or similar position to that occupied at the time of commencing parental leave.

The employer will give due consideration to an employee's request for temporary proportional tenure, resulting in a reduction of hours for a period of time to be negotiated with the employee after the return from a period of parental leave.

Breastfeeding women shall have the right to one or more daily breaks to attend to their child. The timing of these breaks shall be negotiated with their line manager, provided that such agreement shall not be unreasonably withheld.

7.22.4 Sick leave during pregnancy

Periods of illness due to pregnancy, prior to cessation of duties, may be charged against the employee's sick leave entitlement. Parental leave is not to be granted as sick leave, with or without pay.

7.22.5 Annual leave

Annual leave due will not be required to be taken before the employee proceeds on parental leave, but may be held over and taken when the employee returns to work.

7.22.6 Paid parental leave

Where an employee is entitled to parental leave as above, the first six weeks of parental leave shall be paid at the substantive salary. Such paid leave is available to employees at the time they elect to take parental leave, which may or may not be at the time of the birth.

An employee who has, because of pregnancy, requested temporarily proportional tenure, resulting in a reduction of hours, will be paid the six weeks leave at the rate and proportion that existed immediately prior to the temporary reduction in hours.

Where a female employee elects to resign after the birth/adoption, such resignation will be deemed to take effect six weeks after the birth/adoption and parental leave shall be paid during this period.

If, for the period of any portion of the parental leave period, the rate of salary payable is later the subject of a retrospective increase, a sum representing the applicable weekly increase shall be paid to the employee on application.

If both partners are employed at the institution and are eligible for paid leave, they are entitled to six weeks paid leave between them and they may choose who will receive it, or they may choose to apportion it between them.

7.22.7 Employee choice of either Paid Parental Leave or a Grant

An employee who is entitled to paid parental leave may apply instead, at the time of submitting the parental leave application, for an ex gratia payment on the following basis:

- (a) The grant will be payable to an entitled employee on production of the certificate of the birth of the child, (whether live or stillborn) or on production of satisfactory evidence of a legal or whaangai adoption placement.
- (b) The grant will be of six weeks full salary at the effective date parental leave commenced.
- (c) The full grant equivalent to six weeks salary as in (b) above will be payable regardless of whether an employee returns to work before the expiry of six weeks parental leave. Receipt of salary will not affect the payment of the full grant.

7.22.8 Legislative change

The payment of parental leave in this Agreement is in addition to any entitlement under paid parental leave legislation. Should at some time in the future, amendment to that legislation, or new paid parental leave legislation requires the employer to pay all or part of parental leave, the provisions in clause 7.22.6 will be inclusive of what the employer is required to pay.

7.23 Special Leave

Special leave of absence with or without pay may be granted to an employee at the employer's discretion. Leave will not be unreasonably withheld in the following circumstances:

- (a) cultural, community and sporting activities involving national or provincial representation.
- (b) educational activities pertaining to an employee's work noting that:
 - (i) For recognised travelling award, scholarships and fellowships, leave with pay shall normally be approved;
 - (ii) Examination leave shall be on full pay.
- (c) Upgrading qualifications at the request of the employer.
- (d) Marriage of the employee.
- (e) Involvement in recognised civil defence and search and rescue activities.
- (f) Attendance at meetings of recognised local authorities as a member.
- (g) Attendance, as an elected officer of the union, at meetings of TEU.

7.24 Leave ~~For~~ for Approved Statutory Authorities

The employer shall grant leave on full pay to an employee who is required to attend as a member of, or in a formal capacity at, any of the following statutory authorities with the proviso that any fees due to the employee from the authority shall be paid to the Institute:

- (a) a polytechnic council
- (b) a college of education council
- (c) a university council
- (d) Government Superannuation Board
- (e) NZ Qualifications Authority
- (f) disputes and grievance committees established under Part ~~X-12~~ of this Agreement or any bodies replacing them in function
- (g) hearings of the Labour Court or any body established to replace the Labour Court
- (h) NZ Polytechnic Programmes Committee.

The period with pay is for the time necessary to travel to, to attend and return from the meeting.

PART 8 TRAINING AND PROFESSIONAL DEVELOPMENT

8.1 Intent

The following provisions recognise the obligations of employees to maintain and enhance their competence both in their teaching area and as educators, including new technologies and the responsibility of employers to ensure that employees under their control receive timely and appropriate training and opportunities for professional development.

8.2 Training

- (a) Every tenured Academic Staff Member shall undergo recognised tutor training which may be for up to 12 weeks provided that Academic Staff Members with appropriate prior training or experience may have this recognised as fulfilling all or part of the requirements of this clause.
- (b) Appropriate training opportunities for limited tenure employees shall be provided having regard for the length of their appointments.
- (c) Up to three weeks of discretionary leave may be used for CAT and beginning CALT or their equivalents in each of the first two years of a Academic Staff Member's appointment, provided that a Academic Staff Member may not be required to use discretionary leave for training if the Academic Staff Member has already had prior training or experience recognised for subclause (a) above.
- (d) Academic Staff Members in each of their first two years of employment in a polytechnic may be required to use up to five days of professional development time in meeting the requirements for tutor training set out above.

8.3 Professional Development

- (a) Employees shall be allocated 10 duty days for approved development activities in each full year for which they are employed, subject to:
 - (i) the submission by the employee of a proposed programme of development activities which accounts for this time or its equivalent;
 - (ii) the approval of the employer for such programmes, but such approval shall not be unreasonably withheld;
 - (iii) reasonable notice being given of proposed activities, and the timing of the programme being made with due regard to the Institute's operational requirements;
- (b) Provided that the requirements of subclause (a)(iii) of this clause are met the following activities shall be approved as part of a programme:
 - attending staff development or training programmes sponsored or run by the Institute;
 - attending work related conferences;

- undertaking work related study of not less than two weeks.
- (c) If, in the opinion of the employer, a proposed programme of development activities is inappropriate, or if a proposal is not submitted, the employee may be required to undertake such duty as the employer directs for any part or all of the 10 days so affected.
- (d) Employers may allocate a grant in aid towards expenses.
- (e) Professional development days may be accumulated according to any conditions which may be agreed between the employer and the employee.
- (f) Where the employer has directed an employee to take an advanced programme of study, the employer agrees to pay the fees which are payable for that programme of study.
- (i) Should the employee leave within 12 months of the fees being paid, the employee can be required to pay back to the employer the amount of the fees which is over \$1,000. Should the employee leave after 12 months and before 18 months of the fees being paid, the employee can be required to pay back to the employer 50% of the amount of the fees which is over \$1,000.
- (ii) Repayment shall be waived in the following circumstances:
- Redundancy
 - Death
 - Resignation necessitated by ill health.
- (g) The employer recognises the unique and important role that tribal hui or significant Maori hui play in the personal and professional development of Maori employees. In recognising this all Maori staff may be entitled to paid leave to attend culturally significant hui. Culturally significant hui may include but are not limited to the following:
- (i) Hui Whanau Whakawhanaunga or Hui-a-iwi
- (ii) Kingitanga
- (iii) Hui-a-Tau
- (iv) Te Ra Whakanui I te Whakaputanga
- (v) Hahi

PART 9 ALLOWANCES, EXPENSES AND GRANTS

9.1 Travelling Expenses and Allowances

- (a) An employee required to travel within New Zealand and/or overseas on official business shall be paid travelling expenses and allowances as follows:
- (i) Accommodation – employees may claim reimbursement of their accommodation costs on an actual and reasonable basis.
 - (ii) Meals – employees may claim reimbursement of their meal costs on an actual and reasonable basis.
 - (iii) Employees who elect to stay privately may claim reimbursement on an actual and reasonable basis on production of receipts up to the following maximums:
 - (iv) ~~a~~Accommodation costs – up to ~~\$31.09~~\$31.56 from 01 January 2012 and \$32.03 from 01 January 2013.
 - (v) ~~m~~Meals – up to ~~\$60.37~~\$61.28 from 01 January 2012 and \$62.19 from 01 January 2013 for each completed 24 hour period.
 - (vi) Incidentals – employees may claim the incidentals allowance of ~~\$7.74~~\$7.86 from 01 January 2012 and \$7.97 from 01 January 2013 for each 24 hour period and for any additional part of less than 24 hours spent travelling
- (b) The following items are permitted to be reimbursed under subclause 9.1(a)(iii):
- (i) Meals, food and/or alcohol for people other than the employee
 - (ii) Vouchers for the above items
 - (iii) Gifts for the person(s) stayed with.

9.2 Meal Allowance

Where an employee's hours of duty span two meal breaks, the employee shall be paid one meal allowance of ~~\$12.40~~\$12.92 as of 01/01/~~07~~12, increasing to ~~\$12.73~~\$13.11 as of 01/01/~~08~~13. The standard meal breaks shall be breakfast, lunch and dinner.

9.3 Tea Allowance

The employer shall provide free morning and afternoon tea to employees.

9.4 Private Motor Vehicle

- (a) An employee required to travel on official business is required to use a Waiariki vehicle if one is available in the first instance. If a Waiariki vehicle is not available, the employee must discuss with their manager, the option of using a rental car. If a rental car is not available, the employee may, with the approval of the manager, use their private motor vehicle for Waiariki Institute of Technology business.

- (b) The reimbursement rate for using a private vehicle for Waiariki business is ~~50-74~~ cents per ~~kilometer~~kilometre, as per the IRD rates.
- (c) Where the employee chooses to use their private motor vehicle instead of using a Waiariki vehicle or rental car if that is the option, then no reimbursement of travel shall be made.
- (d) Where an employee transports students because of sickness or other exceptional circumstances, reimbursement of costs shall be approved.
- (e) Exceptional circumstances shall arise when an employee makes a vehicle booking in advance of the travel time, and through no fault of their own, the booked vehicle is unavailable, or where the employee is requested to travel at short notice by the line manager, and there is no Waiariki vehicle available, and the notice is too short to organize a rental car.
- (f) Employees will cover the cost of their own travel to and from work each day, provided that where the work-base varies from time to time, the employer will pay any additional costs incurred. The employer may operate a policy by which this is accomplished.

9.5 Relocation Expenses

- (a) Relocation expenses shall be paid when an employee's normal place of work, within the Institute, is moved to a location out of the local area and the employee elects to relocate within twelve months of the change in workplace;
- (b) Employees shall be paid actual and reasonable costs of relocation, such costs to include:
 - (i) provision of temporary accommodation pending acquisition of permanent accommodation, for up to three months;
 - (ii) packaging, freight and storage of furniture and personal effects;
 - (iii) travel costs for the employee's immediate family and other dependent members of the household;
 - (iv) legal fees and land agent's commission in respect of both the sale of a home at the former location and the purchase of a home at the new location (home shall include land purchased for the purpose of building a house);
 - (v) any penalty attached to the early repayment of the mortgage.
- (c) Where relocation expenses are paid the maximum payment shall be \$25,000.
- (d) In any case other than that specified in subclause (a) a payment towards relocation expenses may be made by agreement at the time of making the appointment.

9.6 Reimbursements

Reimbursement shall be made in full upon application to the employer according to the following provisions:

- (a) (i) Subscriptions to professional associations where membership is mandatory.
- (a) (ii) Reimbursement shall be made to proportional and fulltime employees for the cost of annual practising certificates or registrations, where these are required, either to undertake the work for which the employee has been employed, or to maintain membership of a recognised professional association in terms of subclause (a)(i) of this clause.
- (b) Expenses incurred in attendance at courses or conferences required by the employer. Reimbursement shall be for actual and reasonable expenses for travel and the daily travelling allowances set out in clause 9.1 of this Agreement shall be paid.
- (c) Travelling away from the Institute on Institute business and curriculum activities.
- (d) Loss or damage to personal property or clothing in the course of duty, provided that this is not the result of the employee's negligence or misconduct, and provided that, where appropriate, payment may be less than replacement cost.
- (e) Expenses incurred attending courses at regional tutor training units, in accordance with the following limits:
 - (i) one return fare from their home; together with travel costs to return home at weekends, met up to the level it would have cost to keep the employee at the course centre over the weekend;
 - (ii) in addition, an employee with dependents is entitled to one visit home per month at official expense;
 - (iii) accommodation, meal and incidental expenses; and
 - (iv) travel expenses for observation and other visits.
- (f) Expenses incurred in attendance at approved meetings outside the normal hours of duty which may be required of an employee.
- (g) Temporary Relocation of Employees

In special circumstances e.g. rebuilding of the Institute, where the work location of staff is temporarily relocated, employees may be reimbursed for additional expense incurred in this situation. Payment shall be on the basis of public transport.
- (h) Expenses Incurred in Caring for Dependants

When an employee attends a course or is travelling on official business or is required to work abnormal hours, the employer has the discretion to approve the actual and reasonable cost of expenses incurred by employees in caring for dependents where the situation is such that the

employee cannot make alternative arrangements for the care of his/her dependents without incurring extra expenses.

9.7 Compassionate Grant on Death of Employee

- (a) In the event of the death of an employee while employed in a tenured teaching position in the Institute, including employment during any probationary period, there shall, with the approval of the employer, be paid to a near relative of the employee, or to some person approved by the employer on behalf of a near relative of the employee, an amount calculated as follows:
 - (i) In the case of an employee with 10 years' and under 20 years' service, a sum equal to one-twelfth of the annual salary computed at the total rate payable to the employee at the time of his/her death;
 - (ii) In the case of an employee with 20 years' service or more, a sum equal to one-eighth of the annual salary computed at the total rate payable to the employee at the time of his/her death.
- (b) For the purposes of this clause, the term "near relative" means the spouse or partner of the deceased employee or any dependent child or children of the deceased employee under the age of 18 years, or any other relative dependent upon the employee, and the term "service" means full time service in a polytechnic or any other service which is included in the service of a teacher for the purposes of the Education (Salaries and Staffing) Regulations 1957.

PART 10 PROTECTION AND SAFETY PROVISIONS

10.1 Working Conditions

The good employer provisions of the State Sector Act 1988 and the provisions of the Health and Safety in Employment Act 1992 and amendments will apply insofar as they relate to the working conditions of employees.

10.2 Health and Safety Obligations

- (a) The employer has a duty to take all practicable steps to provide a safe and healthy work environment. The employer will maintain health and safety policies and procedures that promote healthy and safe working practices and comply with the employer's obligations.
- (b) The employee agrees to take all practicable steps to protect herself/himself, other employees, students and others from harm.
- (c) The employer will inform the employee of all hazards in their workplace, and the appropriate procedures associated with these hazards
- (d) Should the employee identify any new hazards in their workplace, they will notify the employer as soon as practicable.

10.3 Hearing Protection

Where the employee is working in noisy conditions the relevant health and safety requirements for hearing protection will be applied, including the supply by the employer of earplugs and earmuffs as required.

10.4 Eye Protection

Where the employer considers that an employee is working in an "eye danger" area the employer will provide the employee with either:

- (a) standard safety glasses with neutral lenses, OR
- (b) specially hardened neutral "clip on" safety glasses to be worn over normal optical glasses, where the employee works only occasionally in an "eye danger" area, OR
- (c) specially hardened optically correct lenses in a safety frame, fitted by an optometrist, where the employee works for substantial periods in an "eye danger" area.

10.5 Protective Clothing ~~And~~ and Safety Footwear

Employees shall be issued with protective clothing and footwear under the following circumstances:

- (a) Where in the opinion of the employer, the nature of an employee's work is more than normally destructive to clothing, suitable protective clothing shall be issued.
- (b) Protective clothing may be issued on a permanent basis or on temporary loan as is decided by the employer.

- (c) Protective clothing issued on temporary loan shall be laundered at the employer's expense.
- (d) Where the employer considers that it is necessary for employees to wear safety boots or safety shoes in the course of work, the employer shall provide suitable safety footwear at no charge.
- (e) All protective clothing will be replaced when it becomes ineffective

10.6 Issue ~~Of~~ of Uniforms

- (a) Where the employer considers that an employee is required to wear a uniform, appropriate uniforms will be issued and will remain the property of the employer. They will be replaced on a fair wear and tear basis.
- (b) All uniforms soiled in the course of duty will be laundered or dry-cleaned, at the employer's expense.

10.7 Immunisation - Hepatitis B

- (a) The parties agree in principle that responsibility for pre-exposure immunisation of employees rests with employers who should accept responsibility for safety in the workplace, advised as necessary by the Ministry of Health.
- (b) In situations where employees may be at significantly increased risk of acquiring hepatitis B because of the nature of their job, the situation shall be assessed on an individual basis to decide if immunisation would be appropriate. If immunisation is deemed to be appropriate the employer shall meet the cost of immunisation.
- (c) In all situations where a risk of being infected by the hepatitis B virus exists it shall be the duty of the employer to require safe working practices on the part of the employee and to ensure appropriate hygiene measures to reduce such risk to a minimum, whether or not immunisation is considered advisable.
- (d) Should an employee refuse the offer of immunisation, the employee acknowledges and bears the risk of possibly contracting Hepatitis B. This however does not take away the employer responsibility to continue to minimise this hazard through safe work practices.

PART 11 SURPLUS STAFFING PROVISIONS

11.1 Consultation

In accordance with the principles contained within these clauses, the National Secretary of the Tertiary Education Union and the Chairperson of the local branch of the Union will be notified by the employer:

- (a) prior to the commencement of any reviews of the whole, or part of the Institute's organisational structure or function, which may result in significant changes to either the structure, staffing or work practices affecting existing employees;
- (b) when there has been a reduction in demand for a course or group of courses sufficient to affect the structure, staffing or work practices of existing employees.

The employer will provide the union with an opportunity to be involved in any review.

11.2 Intent

The employer recognises the serious consequences that the loss of employment can have on individual employees and seeks to minimise those consequences by means of this Agreement. These provisions apply to employees who for all intents and purposes have an ongoing expectation of employment. They will not apply to employees who have reached the expiry of a short-term appointment or to casual employees.

11.3 Definition

A surplus staffing situation exists when, as a result of the processes described in clause 11.1 above, the employer requires a reduction in the number of employees, or employees can no longer be employed in their current position, at their current grade (ie. the terms of appointment to their present position), then the options in clause 11.5 below shall apply.

11.4 Notification

Where a surplus staffing situation in terms of clause 11.3 arises the employer shall advise the National Secretary of TEU, the Chairperson of the local branch of the Union and the employees affected not less than two months prior to the date by which the surplus staff are to be discharged. This date may be varied by agreement between the parties.

At that time the employer will provide the Union with the following details:

- (i) the location(s) of the surplus staff;
- (ii) the number of surplus staff;
- (iii) the date by which the surplus needs to be discharged;
- (iv) the salary grade and step, names and ages and teaching areas of the affected employees.

The ~~Institutes of Technology and Association of~~ Polytechnics ~~in~~of New Zealand shall also be supplied with this information.

On request TEU will be supplied with additional information wherever available.

11.5 Options

The following are the options to be applied in staff surplus situations:

- (i) attrition;
- (ii) redeployment;
- (iii) enhanced early retirement;
- (iv) retraining;
- (v) severance.

The aim will be to minimise the use of severance. Where the other options are inappropriate to discharge the surplus the option of severance will be made available. Employees who are offered a position within the Institute which is directly comparable to their existing position, which does not require a change in residential location, and who decline appointment will not have access to severance.

11.6 Conditions applying to options

11.6.1 Attrition

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

11.6.2 Redeployment

Employees may be redeployed to a new job at the same or lower salary within the Institute. The following conditions will apply:

- (a) Where the new job is at a lower salary, an equalisation allowance will be paid to preserve the salary of the employee at the rate paid in the old job at the time of redeployment.

The salary can be preserved in the following ways:

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

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- (b) ~~Where~~Where the new job is at a location outside the local area, the employee shall be entitled to relocation expenses as set out in subclause 9.5(a) of this Agreement.

11.6.3 Enhanced Early Retirement

This option provides for an employee to be paid the money available under the severance option which may, if the employee so desires, be used to make up the actual superannuity payable. Employees are eligible if they have 10 years total service. Service does not have to be continuous nor is membership of a superannuation scheme relevant to eligibility.

Enhanced early retirement may be made available at the discretion of the employer at any time to eligible employees not declared surplus if they are replaced by a surplus employee seeking redeployment or reassignment.

11.6.4 Retraining

The employer may, following application from the employee, offer the option of retraining with financial assistance up to the maintenance of full salary plus appropriate training expenses in order to enhance the employee's prospects of re employment. The total cost to the employer, including any costs other than salary in respect of the training which may be paid by the employer, shall not exceed 110% of the value of the severance payment the employee would be entitled to.

The parties agree that retraining is a worthwhile and efficient option, and should not be unreasonably withheld.

11.6.5 Severance

- (a) For the purposes of these provisions, salary is defined as taxable salary, exclusive of allowances other than those provided for in clauses 5.13 and 7.7(b).
- (b) "Service" for the purposes of this subclause 11.6.5 and for employees appointed after 01 April 1988 means continuous service in the employment of any New Zealand polytechnic including correspondence institutes, community colleges and senior technical divisions, REAP community education centres, the Pacific Islanders' Educational Resource Centre and the Multicultural Educational Resource Centre.

For employees appointed before 01 April 1988 service also includes other relevant Government service. For the purpose of this subclause, "other relevant Government service" means:

- (i) ~~e~~Continuous service as a teacher in any public school, manual training centre, post-primary school, teachers' training college, specialist teaching service, or any school or teaching service under the control of the Department of Education;
- (ii) ~~e~~ontinuous-continuous service as a teacher in the Cook Islands or Western Samoa or under any school of cooperation with the Government of Fiji or the Government of Tonga;

- (iii) continuous service as an inspector of schools or as an officer employed by the Department of Education to supervise or direct the work of teachers or give teachers professional assistance.
 - (iv) Continuous service as a teacher or educator in an operation which has since transferred by a decision of Government to the polytechnic service (e.g. nursing training) is counted as continuous service for the purposes of this subclause regardless of whether the transfer takes place before or after 01 April 1988.
- (c) All service recognised under subclause 11.6.5 (b) excludes service which has been taken into account for the purposes of calculating any entitlement to a redundancy/severance/early retirement or similar payment from any of the above services or from any polytechnic employer.
- (d) "Continuous service" for the purposes of subclause (b) above includes all periods of paid leave and maternity/paternity leave and is not broken by, but does not include periods of approved leave without pay and breaks of not more than three months between periods of employment within the polytechnic service, or one month with other service(s) approved under (b) above.
- (e) Payment will be made in accordance with the following:
- (i) 16 percent of salary for the preceding 12 months subject to finishing on an agreed date. This payment is made regardless of length of service.
 - (ii) 12 percent of salary for the preceding 12 months, or part thereof for employees with less than 12 months service; and
 - (iii) Four percent of salary for the preceding 12 months multiplied by the number of years of service minus one, up to a maximum of 19; and
 - (iv) where the period of total aggregated service is less than 20 years, 0.333 percent of salary for the preceding 12 months multiplied by the number of completed months in addition to completed years of service.
- (f) Outstanding annual and discretionary leave shall be separately cashed up.

11.7 Rights of Employees Declared Surplus

11.7.1 Time off to Attend Interviews

The employer shall give employees reasonable time off to attend interviews for alternative employment, subject to the operational requirements of the Institute being met.

11.7.2 References

The employer shall supply to all surplus employees a letter of reference.

11.7.3 Counselling

Counselling for affected employees and family may be made available as necessary.

11.7.4 Employees on Leave

An employee who is declared surplus and who is on maternity leave, absence due to extended illness, Accident Compensation, approved special leave without pay or secondment shall be covered by the surplus staffing provisions of this Agreement.

11.8 Employee Protection Provision

11.8.1 Introduction

In any case of restructuring, as defined in the Employment Relations Amendment Act (No. 2) 2004, where it is proposed that the business (or part of it) is to be sold or contracted out, the employer will notify TEU and the affected employee(s) that restructuring is a possibility, as soon as is practicable, subject to the requirements to protect commercially sensitive information.

11.8.2 Definitions

For the purposes of these provisions "affected employee", "restructuring" and "new employer" shall have the same meaning as in the Employment Relations Amendment Act (No. 2) 2004. "Employer" shall mean the original employer party to this Collective Agreement.

11.8.3 Consultation

These employee protection provisions are to be read in conjunction with the surplus staffing consultation and restructuring provisions in this Agreement that appear in Section 11 "Surplus Staffing Provisions". When consulting, the employer will provide TEU with relevant information about the restructuring proposal and details of how and when it is likely to impact on the affected identified employees.

11.8.4 Terms of Employment

In the course of negotiating a sale or purchase agreement or a contract for services, the employer will endeavour to obtain employment for affected employees and will raise in discussions with the new employer the following matters:

- (a) whether or not the new employer will make offers of employment to the employer's employees and if so, whether employees will be offered employment in the same capacity;
- (b) whether the conditions of employment offered will be the same or no less favourable than the employee's conditions of employment; and

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- (c) whether service with the employer will be treated as continuous service with the new employer.

11.8.5 New Employment Opportunities

The employer will subsequently advise TEU and affected employees as to whether employment opportunities exist with the new employer and, if so, the nature of those opportunities. The employer will also advise employees and explain the implications of their right to accept or decline to transfer to the new employer.

11.8.6 Implications for redundancy compensation of election to transfer

Those employees who are offered a position with the new employer on the same terms and conditions, and performing the same duties, with full recognition of service-related entitlements as above, shall not be entitled to redundancy compensation from the employer because of the transfer.

PART 12 RESOLVING EMPLOYMENT RELATIONS PROBLEMS

12.1 Procedure for Resolving Employment Relationship Problems

The Employment Relations Act 2000 requires that all Collective Agreements contain a plain-language explanation of the services and processes available to resolve any employment relationship problems. The Waiariki Institute of Technology and TEU have agreed on the following procedure and wish to draw it to the attention of all existing staff.

12.2 Employment relationship problems include:

- (a) Concerns and problems relating to or arising out of your employment relationship with the Waiariki Institute of Technology except matters relating to the fixing of new terms and conditions of employment.
- (b) A personal grievance (a claim of unjustifiable dismissal, unjustifiable disadvantage, discrimination, sexual or racial harassment, or duress in relation to membership or non-membership of a union or employee organisation).
- (c) A dispute (about the interpretation, application or operation of an employment agreement).

You have the right to seek the support and assistance of TEU or to seek information from the Department of Labour Mediation Service at any time.

12.3 Initial Action

12.3.1 If you believe there is a problem with your employment relationship with the Waiariki Institute of Technology, you should tell your manager, either personally or through TEU as soon as possible:

- (a) that there is a problem; and
- (b) the nature of the problem; and
- (c) what you want done about the problem.

12.3.2 If for any reason you feel unable to raise the matter with your immediate manager, other suggested contacts are:

- (a) Head of School;
- (b) Academic Director;
- (c) Support Services Director;
- (d) Maori Advancement Director;
- (e) Kaumatua;
- (f) Human Resource Director; or
- (g) Chief Executive.

12.4 Process

- 12.4.1 The employer will try to resolve the matter through discussion with you and/or TEU within 14 days of you raising the matter.
- 12.4.2 In the case of a personal grievance, you must raise the matter with the employer within 90 days of the grievance occurring or coming to your notice, whichever is the later. A written submission is preferable but not necessary.
- 12.4.3 If the problem cannot be resolved through discussion, then either you or the employer can request assistance from the Department of Labour which may provide mediation services.
- 12.4.4 If the problem is not resolved by mediation, you may apply to the Employment Relations Authority for investigation and determination.
- 12.4.5 In certain circumstances the decision of the Employment Relations Authority may be appealed by you or the Waiariki Institute of Technology to the Employment Court.

PART 13 TRANSITIONAL PROVISIONS

13.1 Technical Refresher Leave

- (a) Technical refresher leave shall stop accumulating for existing staff and will not apply to staff appointed subsequent to 10 May 1991.
- (b) Employees who have accumulated six weeks or more technical refresher leave, as at 10 May 1991 shall be entitled to take this leave, subject to meeting the normal terms and conditions as contained in the Third Schedule to this Agreement, provided that:
 - (i) accumulated TRL and professional development time shall not exceed the quantum of TRL carried forward.
 - (ii) Any employee so entitled who does not have a TRL proposal approved by 31 October 1992, shall forfeit the entitlement.
- (c) Notwithstanding subclause (a) of this clause TRL entitlement, in respect of proposals already under consideration by the employer or approved by 10 May 1991, shall be retained and used according to the terms of the approval which may have been, or may be granted.

Appendix A

Rates of Pay

| Annual Salaries | | | | Casual Hourly Rates | | | |
|-----------------|----------|----------|----------|---------------------|----------|----------|----------|
| | 1-Jan-11 | 1-Jan-12 | 1-Jan-13 | | 1-Jan-11 | 1-Jan-12 | 1-Jan-13 |
| | 4.00% | 1.50% | 1.50% | | 4.00% | 1.50% | 1.50% |
| SASM max | \$85,772 | \$87,059 | \$88,364 | SASM max | \$56.49 | \$57.34 | \$58.20 |
| SASM min | \$66,539 | \$67,537 | \$68,550 | SASM min | \$43.82 | \$44.48 | \$45.14 |
| ASM 10 | \$63,909 | \$64,868 | \$65,841 | ASM 10 | \$42.10 | \$42.73 | \$43.37 |
| 9 | \$62,017 | \$62,947 | \$63,891 | 9 | \$40.84 | \$41.45 | \$42.07 |
| 8 | \$60,127 | \$61,029 | \$61,944 | 8 | \$39.59 | \$40.18 | \$40.79 |
| 7 | \$58,233 | \$59,106 | \$59,993 | 7 | \$38.37 | \$38.95 | \$39.53 |
| 6 | \$56,340 | \$57,185 | \$58,043 | 6 | \$37.12 | \$37.68 | \$38.24 |
| 5 | \$54,448 | \$55,265 | \$56,094 | 5 | \$35.86 | \$36.40 | \$36.94 |
| 4 | \$52,556 | \$53,344 | \$54,145 | 4 | \$34.61 | \$35.13 | \$35.66 |
| 3 | \$50,664 | \$51,424 | \$52,195 | 3 | \$33.36 | \$33.86 | \$34.37 |
| 2 | \$48,772 | \$49,504 | \$50,246 | 2 | \$32.13 | \$32.61 | \$33.10 |
| 1 | \$46,879 | \$47,582 | \$48,296 | 1 | \$30.88 | \$31.34 | \$31.81 |
| TA 8 | \$41,677 | \$42,302 | \$42,937 | TA 8 | \$28.41 | \$28.84 | \$29.27 |
| 7 | \$40,463 | \$41,070 | \$41,686 | 7 | \$27.58 | \$27.99 | \$28.41 |
| 6 | \$38,988 | \$39,573 | \$40,166 | 6 | \$26.58 | \$26.98 | \$27.38 |
| 5 | \$37,509 | \$38,072 | \$38,643 | 5 | \$25.56 | \$25.94 | \$26.33 |
| 4 | \$36,034 | \$36,575 | \$37,123 | 4 | \$24.56 | \$24.93 | \$25.30 |
| 3 | \$34,556 | \$35,074 | \$35,600 | 3 | \$23.55 | \$23.90 | \$24.26 |
| 2 | \$33,080 | \$33,576 | \$34,080 | 2 | \$22.56 | \$22.90 | \$23.24 |
| 1 | \$31,605 | \$32,079 | \$32,560 | 1 | \$21.55 | \$21.87 | \$22.20 |

| Annual Salaries | | | | Casual Hourly Rates | | | |
|-----------------|----------|----------|------------|---------------------|----------|----------|------------|
| | 1-Jan-09 | 1-Jan-10 | 1-Jan-11 | | 1-Jan-09 | 1-Jan-10 | 1-Jan-11 |
| | | 1.5% | see note 1 | | | 1.5% | see note 1 |
| SASM max | \$81,254 | \$82,473 | | SASM max | \$53.52 | \$54.32 | |
| SASM min | \$63,034 | \$63,980 | | SASM min | \$41.51 | \$42.13 | |
| ASM 10 | \$60,543 | \$61,451 | | ASM 10 | \$39.88 | \$40.48 | |
| 9 | \$58,751 | \$59,632 | | 9 | \$38.69 | \$39.27 | |
| 8 | \$56,960 | \$57,814 | | 8 | \$37.51 | \$38.07 | |
| 7 | \$55,166 | \$55,993 | | 7 | \$36.34 | \$36.89 | |
| 6 | \$53,372 | \$54,173 | | 6 | \$35.16 | \$35.69 | |
| 5 | \$51,580 | \$52,354 | | 5 | \$33.97 | \$34.48 | |
| 4 | \$49,788 | \$50,535 | | 4 | \$32.79 | \$33.28 | |

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|----|---|----------|----------|------------|---|----------|----------|
| | 3 | \$47,995 | \$48,715 | | 3 | \$31.61 | \$32.08 |
| | 2 | \$46,203 | \$46,896 | | 2 | \$30.43 | \$30.89 |
| | 1 | \$44,410 | \$45,076 | | 1 | \$29.25 | \$29.69 |
| | | | | | | | |
| | | 1 Jan 09 | 1 Jan 10 | 1 Jan 11 | | 1 Jan 09 | 1 Jan 10 |
| | | | 1.5% | see note 1 | | | 1.5% |
| TA | 8 | \$39,482 | \$40,074 | TA | 8 | \$25.64 | \$26.02 |
| | 7 | \$38,332 | \$38,907 | | 7 | \$24.89 | \$25.26 |
| | 6 | \$36,934 | \$37,488 | | 6 | \$23.98 | \$24.34 |
| | 5 | \$35,533 | \$36,066 | | 5 | \$23.07 | \$23.42 |
| | 4 | \$34,136 | \$34,648 | | 4 | \$22.16 | \$22.49 |
| | 3 | \$32,736 | \$33,227 | | 3 | \$21.25 | \$21.57 |
| | 2 | \$31,338 | \$31,808 | | 2 | \$20.35 | \$20.66 |
| | 1 | \$29,940 | \$30,389 | | 1 | \$19.44 | \$19.73 |

Note 1

The actual % change for 2011 will be confirmed as soon as practicable after the CPI for the 2010 calendar year is established.
 If the CPI is under 2% then the % movement from 1 January 2011 will be 2% on all printed and actual rates.
 If the CPI is over 2% then the % Movement from 1 January 2011 will be the CPI% on all printed and actual rates.

When applying the casual rates, subclause 5.4(a) of this Agreement must be applied where an hour of work involves timetabled teaching.

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APPENDIX B

Review Process Guidelines

- (1) Initial discussion (Paid Union official(s) with HR)
 - (a) signalling date(s) for meetings with staff to discuss the review; and
 - (b) indicative timeframe (with the intention to confirm that meeting dates are possible) for representatives
- (2) Formal Notification
 - (a) Unions
 - (b) Branch Chairs
 - (c) Members by letter from HR + cc to Paid Union official(s), including any meeting times agreed as above
- (3) Initial discussion/meeting with the staff with Managers and HR – information which shows the nature and scope of the problem or issue should be available at this meeting
 - (a) with Paid Union official(s)
 - (b) with Branch Chairs
- (4) Paid Union official(s) and Branch Chairs meet with members to:
 - (a) discuss the meeting; and
 - (b) proposed timeframe of review; and
 - (c) the process of the review; and
 - (d) information required to make submission(s); and
 - (e) identifying any stakeholders.
 - (f) discuss submission preparation
- (5) Further discussion between HR, and Paid Union official(s) to establish:
 - (a) process;
 - (b) info required and by when
 - (c) timeframes
 - (d) consultation (a minimum of fifteen working days after receiving all information requested)
 - (e) submissions due
 - (f) results due

(f) ~~results due~~

(6) Staff sent confirmation of the timeframe By HR/HOS

(a) cc to Paid Union official(s)

(b) cc to Branch Chairs

(7) Submissions sent to the decision maker(s)

(8) Initial results of review made known to

(a) Paid Union official(s)

(b) Staff – including if there are surplus positions, by HR/HOS.

this is usually by meeting(s) of affected staff, however the results and rationale/reasons should also be in writing.

(9) Staff in areas directly affected by the report are invited to submit a proposal which contains suggestions that may prevent positions being disestablished.

(10) Outcome of review made known to

(a) affected staff

(b) Paid Union official(s)

should be in writing, by HR/HOS, identifying what structure, staffing and/or work practices that are changing.

(11) Timeframe for surplus staffing action determined with consultation with Unions

(12) Develop criteria to be used in voluntary and/or compulsory selection in consultation with Unions (Paid Union official(s) + members)

(13) If surplus not resolved, then apply the criteria to select staff

(14) The surplus staff shall be notice of termination in accordance with their Collective Agreement

Notification also to:

(a) Paid Union official(s)

(b) Branch Chairs

Individuals affected should be told first, followed by the group which had been earlier identified as affected

(15) The options in the Collective Agreement apply

(a) Initial discussion with Paid Union official(s) and member(s) affected.

APPENDIX C

Leave

The following statement is agreed between Waiariki and TEU concerning Leave

In recognition of the concerns raised in relation to the previous agreed statement, Waiariki acknowledges that reason for ordering of leave is not to reduce leave entitlements but as an incentive for all leave to be planned and taken in any one leave year.

These further points clarify the previous statement:

- (1) Annual Leave shall be planned before Discretionary Leave.
- (2) After the initial planning of leave and if the employer requests or requires any of the planned leave to be taken at a different time than what was originally planned, the following is agreed:
 - (a) At the time of the request or requirement being agreed to, the leave in question will be arranged to be taken within the year at a mutually agreed time
 - (b) Should it not be practical for the leave to be taken, that the leave will be carried over into the next leave year, irrespective of the form of leave in question.
- (3) After the initial planning of leave and if the employee requests any of the planned leave to be taken at a different time than what was originally planned, the following is agreed:
 - (a) At the time of the request, the leave in question will be arranged to be taken within the year at a mutually agreed time. (this does not restrict an employee having a plan of leave which involves more than one leave year in the normal planning cycle as long as it is agreed).
- (4) After the initial planning of leave where the employee has the necessity to be on any form of leave contained in clauses 7.16 - 7.24 of the Collective Agreement inclusive the following is agreed:
 - (a) The annual and/or discretionary leave affected will be replanned to be taken within the leave year as soon as practicable. If need be, the affected leave will be carried over.

FIRST SCHEDULE

Technical Refresher Leave

Extract from Award 2137, registered 24 October 1990

7.68 Introduction – the purpose of the technical refresher leave scheme is to enable tutors holding short-term, proportional and permanent full-time positions in technical institutes to update their skills and knowledge of current techniques and developments in the areas in which they are teaching. The experience must be beneficial to the tutor and students.

7.69 Entitlement

- (a) Entitlement to technical refresher leave is:
- six weeks TRL after the completion of the first three years' total service
 - six weeks TRL after the completion of the first five years' total service.
 - six weeks TRL upon completion of every five years' service thereafter
- (b) Only full-time continuous permanent service as a tutor in a technical institute shall be recognised for service in relation to a TRL entitlement except that:
- (i) Credit shall be given to tutors whose salaries were translated from the secondary scales on the establishment of new technical institutes or community colleges.
 - (ii) Tutors of health science subjects in technical institutes shall credit continuous full-time service as a tutor in the health and/or education service.
 - (iii) Service as a short-term or proportional tutor in a technical institute shall be deemed to be permanent service for the purpose of technical refresher leave.
 - (iv) Awards may be for periods of up to 12 weeks at the approval of the employer.
 - (v) The 12 weeks of the award may be taken in intermittent periods, the minimum period being one week but applications may be considered in special circumstances.
 - (vi) The actual period into which the award may be split shall be at the request or with the consent of the tutor but subject to the convenience and approval of the employer.
 - ~~(vii)~~ A tutor shall not anticipate a TRL entitlement before the service requirement is completed.
 - (vii)

- (viii) A tutor shall not accumulate more than 12 weeks' TRL at any one time. A tutor forfeits any unused entitlement in excess of 12 weeks.

NOTE: Continuous service means unbroken service as a tutor. Previous periods of service which are not continuous with the current period of service cannot be counted for this purpose.

7.70 General conditions

- (a) At the time of applying for TRL a tutor shall submit:
 - (i) A detailed itinerary; and
 - (ii) Objectives which are to be attained by TRL
- (b) As tutors receive normal salary while on TRL any additional remuneration received shall be paid into the consolidated fund at the end of the TRL period. Tutors shall give a written undertaking to the employer to this effect.
- (c) Where TRL involves a return to the workforce tutors shall keep the same hours as employees with whom they are working. Otherwise normal duty hours shall apply while a tutor is on TRL. Any departure from this shall have the approval of the employer. Tutors shall keep a log book setting out the daily hours and the type of activity upon which they are engaged.
- (d) At the conclusion of their awards tutors shall submit reports to their employer. In these reports tutors shall confine themselves to an evaluation of the experience gained in terms of the objectives set out in the original application.
- (e) Leave on pay shall be granted for travelling time on the basis of the time required to travel to and from the tutor's destination by the most direct route. The travelling time is part of the TRL entitlement and is not additional to it.
- (f) Institutes may allocate tutors money as a grant in aid towards expenses. Tutors on overseas TRL shall not receive a greater contribution from institutes than tutors on TRL in New Zealand.

7.71 Contracts taken Overseas - Technical refresher contracts may be taken up overseas under the following conditions:

- (a) The tutor's application to the employer shall specify why the experience sought overseas would be preferable to that available in New Zealand.
- (b) Applicants shall enter into an agreement with their employer absolving the employer and the New Zealand Government from all responsibility in the event of death, injury or sickness while outside New Zealand.

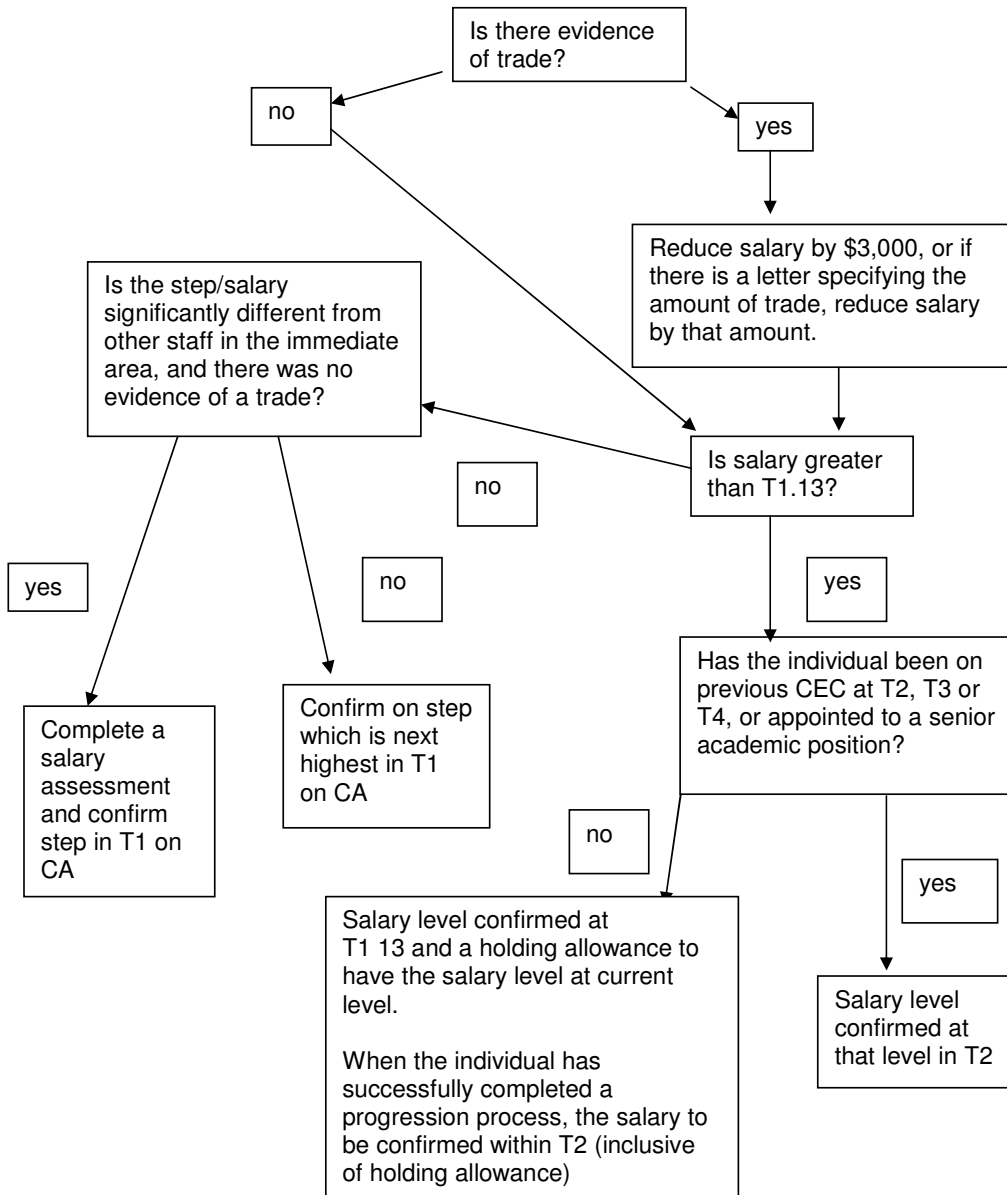
SECOND SCHEDULE

Other matters

- 1 The parties agree to review how the workload guidelines are working, focusing on the 'additional workload factors' in s5.2 and the TTH expectations in s5.3. Should this review show inconsistency with the principles in the guidelines, the parties agree to review the guidelines so that any changes will be implemented for workload setting in 2011. To this end, it is agreed that the parties will meet to start this process mid/late November 2010.
- 2 Members who are on Grade T1 step 10 will in addition to the % increases received, be paid 1% of their salary as a lump sum on 1 January 2010 if they receive "effective" in their performance appraisal for 2009.
- 3 Members who are on Grade T1 step 10 will in addition to the % increases received, be paid 1% of their salary as a lump sum on 1 January 2011 if they receive "effective" in their performance appraisal for 2010.

THIRD SCHEDULE

Translation process for placing staff employed by Waiariki onto the pay scales within the Collective. This process is applicable for those staff, who are covered by the coverage clause of the Collective Agreement and who are on individual agreements/contracts, but who join TEU after 11 March 2002. The pay scale references refer to the steps in the collective agreement with expiry 30th September 2008.



FOURTH SCHEDULE

The specific translation process for current employees joining TEU and being placed on the pay scales within the Collective Agreement.

1. Those Programme Leaders who hold this role as at 17 October 2006 and who at that date were not TEU members, but subsequently join TEU are deemed to have already exchanged discretionary leave as per clause 7.7(b) and will have their current salary level confirmed.
2. Those Academic Advisors who hold this role as at 17 October 2006 and who at that date were not TEU members, but subsequently join TEU are deemed to be in the category of non-teaching Academic Staff Member and have already been compensated for the lack of discretionary leave and will have their current salary level confirmed.
3. Those employees who have entered into an exit agreement with Waiariki prior to 17 October 2006 and who at that date were not TEU members, but subsequently join TEU are deemed to have already been compensated for the lack of discretionary leave and will have their current salary level confirmed.
4. Should any Programme Leader described in (1) above, and the employer agree to reinstate all or part of discretionary leave, the following formula shall be used:

New Salary = current salary – (current salary x Y)

1 week discretionary leave y = .0196078

2 weeks discretionary leave y = .0384615

3 weeks discretionary leave y = .0566037

4 weeks discretionary leave y = .074074

SIGNATORIES

I accept the terms and conditions as outlined in this Agreement

.....
Signed by:

~~Dr Pim Borren~~ John Snook

Acting Chief Executive Waiariki Institute of Technology – Whare Takiura

.....
Date

.....
Signed by:

~~Sharn Riggs, National Secretary~~ Irena Brorens

National Industrial Officer

For and on behalf of the New Zealand Tertiary Education Union - Te Hautū Kahurangi o Aotearoa (TEU).

.....
Date

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