



Kirimana Tōpū Kaimahi TEU

TEU Kaimahi Collective Agreement

Effective from: 1 April 2023
Expires: 31 March 2024



TEU | TE HAUTŪ
KAHURANGI
TERTIARY EDUCATION UNION

Membership application form

1. Personal details

Title Prof Assoc Prof Dr Ms
 Miss Mrs Mr None

Surname _____

First names _____
(Please underline preferred name)

Home address _____

Postcode _____

Postal address if different from home address _____

Email: _____

Home Phone _____ Mobile _____

Date of birth ____/____/____

Gender Female Male Other

Ethnicity Pakeha/NZ European Pasifika Asian

Māori Iwi _____

Other (and/or) _____

2. Employment details

Institution _____

Position _____

Campus _____

School/Department _____

College/Faculty _____

Work phone _____

Work email _____

Date employed ____/____/____

3. Employment status

Please indicate your current position

Permanent Fixed-term Casual

If fixed term please provide the expiry date of your agreement

Is your job covered by the Collective Agreement?

Yes No I don't know

Are your current hours of work:

Full-time Part-time/Proportional

Is your area of work:

Academic staff General/professional/allied

Medical/dental Joint clinical

Maintenance/cleaning Other _____

4. Subscription methods

If you wish your subscription to be paid out of your pay
please GO TO SECTION 5

Your subscription deduction will continue to be in force until
you withdraw your authority in writing to your employer.

If salary deduction is not possible what other payment option
would you prefer?

Automatic payment/direct debit

Annual Invoice Quarterly Invoice

Casual Membership (only if you are earning less than \$15,00 a year)

What is your annual gross salary/wage: _____

5. Authorisation

I hereby apply to become a member of the New Zealand Tertiary Education
Union (TEU) or any succeeding organisation.

The TEU is a union registered under the employment Relations Act 2000
("the act") and is accordingly entitled to represent its members in any matter
involving their collective interests as employees.

I authorise the TEU (or any successor organisation) as my sole
representative to settle, subject to ratification, a collective agreement
binding on the TEU and my employer in relation to me and any employment
relationship problem, dispute or personal grievance.

I give the TEU sole authority under sections 18(3) and 236 of the act to represent
my individual rights as an employee, and to exercise any other rights and
powers given to me under the act or otherwise in relation to my employment.

I agree that my rights and obligations relating to bargaining and
representation under the act or otherwise shall be exercised and carried
out in accordance with the TEU rules and policies.

**In accordance with TEU policy, I agree that the TEU is not obliged to act
on my behalf in any matter that arose prior to this application.**

I authorise the TEU to hold and use any information that I provide for
any purpose that is in accordance with stated TEU objects. Occasionally
TEU provides names and contact details from its membership database
with affiliated organisations that share its objects or goals, for example
HealthCarePlus. I consent to TEU providing such information about me with
such organisations.

I also authorise my employer to deduct my TEU subscription from my salary
at a rate advised by the TEU.

This authority will remain in force for all periods of employment until
revoked by me in writing. (A copy of the original is deemed to be sufficient
authorisation to the employer).

Signed: _____ Date: ____/____/____

For office use

Membership No. _____

Date entered: _____

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PART A – ALL KAIMAHI

Section 1 – Hei whakamārama | Explanatory Note for this Collective Agreement

1.1 Purpose

Te Pūkenga and TEU have included this explanatory note to assist kaimahi and management in understanding the collective agreement.

1.2 Overview of this Collective Agreement

This collective agreement is made up of five parts as follows.

	Explanation
Part A – All kaimahi	These sections apply to all existing and new kaimahi covered by this agreement. Where a specific provision is different in a particular division, this is explained within these sections with reference to the applicable schedule.
Part B – Academic kaimahi	These sections apply to all existing and new academic kaimahi covered by this agreement. Where a specific provision is different in a particular division, this is explained within these sections with reference to the applicable schedule.
Part C – Allied kaimahi	These sections apply to all existing and new allied kaimahi based at the MIT, Otago and UCOL divisions covered by this agreement. Where a specific provision is different in a particular division, this is explained within these sections with reference to the applicable schedule.
Part D – Division Schedules	This comprises specific provisions, contained in schedules, that existed prior to this collective agreement coming into force and remain in force. Kaimahi will continue to be covered by this collective agreement and the specific provisions contained in the schedules, which applied to them prior to this collective agreement coming into force.
Part E – Signatories	This comprises the signatories to all five parts of this collective agreement.

1.3 Applicable Division Schedule

The applicable schedules relate to those collective agreements that were in place within each Te Pūkenga division at the date this Collective Agreement was signed by both parties and are as follows:

Te Pūkenga Division Schedules
Ara Institute of Canterbury Academic (Ara)
Eastern Institute of Technology Academic (EIT)
Manukau Institute of Technology Academic (MIT Academic)
Manukau Institute of Technology Allied (MIT Allied/General)
Nelson Marlborough Institute of Technology Academic (NMIT)
Northland Polytechnic Ltd Academic (North Tec)
Open Polytechnic Academic (TOPNZ)
Otago Polytechnic Academic (Otago Academic)
Otago Polytechnic Allied/General (Otago Allied/General)
Southern Institute of Technology Academic (SIT)
Tai Poutini Polytechnic Limited Academic (TPP)
Toi Ohomai Institute of Technology Academic (Toi Ohomai)
Unitec New Zealand Limited Academic (Unitec)
Universal College of Learning Academic (UCOL Academic)

Universal College of Learning Allied/General (UCOL Allied/General)
Waikato Institute of Technology Academic (Wintec)
Wellington Institute of Technology Ltd Academic (WelTec)
Western Institute of Technology at Taranaki Academic (WITT)
Whitireia Community Polytechnic Ltd Academic (Whitireia)

1.4 Application of Schedules

- 1.4.1 Kaimahi who are employed by Te Pūkenga prior to the commencement date of this Agreement.
- Kaimahi continue to be covered by the Schedule that they were employed under prior to the commencement of this agreement.
- 1.4.2 Kaimahi who are employed by Te Pūkenga from the commencement date of this Agreement.
- Kaimahi are covered by the Schedule that most closely aligns to the division they are primarily employed to work for.
 - Where kaimahi are employed to work equally across multiple divisions, or in regional or national roles, they will be offered the schedule that mostly closely aligns to their place of residence.
 - Where there is any doubt about application, Te Pūkenga and TEU will agree in good faith on which Schedule applies.
- 1.4.3 Kaimahi who change roles or locations.
- Where kaimahi change roles or locations, they will have parity in their terms and conditions with local kaimahi and be covered by the local schedule. Where there is ambiguity the parties will discuss and agree.

Section 2 – Ngā Whakamāramatanga | Definitions and Interpretation

These are the definitions for this collective agreement, and they are to be read in conjunction with the definitions in the applicable divisional schedule.

Academic Staff Member (ASM)	A person employed in a teaching position or a non-teaching academic position. The term ASM includes academic staff members, senior academic staff members (SASM), and principal academic staff members (PASM) unless it is used to refer to the basic salary grade. Terms such as Tutor and Lecturer are generic terms which can refer to Academic Staff Members.
Non-teaching Academic Staff Member/Academic Specialist Person	A non-teaching ASM is defined as having less than 50 timetabled teaching hours per year but whose position draws substantively on the criteria listed in the divisional schedules often titled 'Characteristic of ASM', 'Teaching Characteristics', or similar.
Tutorial Assistant	Means a person who assists the learning process under the supervision of an ASM. The ASM will delegate appropriate task provided that the day-to-day learning and teaching programmes, the assessment of the ākonga learning outcomes, and any development of course and curriculum content, remain the responsibility of the ASM.
Casual kaimahi	Means a kaimahi who has no set hours or days of work and who is normally asked to work as and when required. Each engagement undertaken by the casual kaimahi is a standalone engagement and, the employment shall be at an end at the completion of the work required. Previously defined as hourly paid/part-time (academic).

Fixed Term kaimahi	Has the same meaning as given in s66(1) of the Employment Relations Act and broadly means an employee engaged in a defined task or project of a temporary nature, including acting in a relieving capacity.
Permanent Kaimahi	Means a kaimahi engaged for an indefinite period of employment either in a full-time or part-time capacity.
Part-time kaimahi	Means a kaimahi employed to undertake a specified fraction of the work of a full-time kaimahi. Previously defines as proportional.
Full-time kaimahi	Means a kaimahi who undertakes the duties of a position for the for the full span of normal hours of work.
Kaimahi or Employee	Means a person employed in terms of the coverage clause.
Ākonga	Student, learner.
Affected kaimahi, restructuring, new employer	For the purposes of these provisions “affected kaimahi”, “restructuring” and “new employer” shall have the same meaning as in the Employment Relations Amendment Act (No. 2) 2004. “Te Pūkenga” or “employer” shall mean the original employer party to this Collective Agreement.
Blended Delivery	Means delivery of course content is a blend of online and face to face delivery.
Online Delivery	Means delivery where all or almost all of the course content is delivered wholly online.
Distance Learning	Means a method of studying in which teaching is conducted online, without the kaimahi need (or with limited need) to attend face to face courses.
Clinical Teaching	Means off-campus health science teaching involving patient/client care.
Teaching Day	Means any duty day on which teaching is timetabled or on which distance learning teaching duties are undertaken.
Timetabled Teaching Hours (TTH)	Means in relation to any Academic Staff Member or Tutorial Assistant a period of one hour spent in timetabled class instruction and/or includes any timetabled hour of structured learning activity for which the ASM is responsible for.
Duty	Refers to any time when an academic staff member may be required by the employer to be on duty at the polytechnic 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.
Service	Means (a) (i) Continuous service in the employment of any NZ Polytechnic, REAP Community (ii) Education Centre, or any organisation which is now a Polytechnic or Institute of Technology and (iii) Continuous service as a teacher or educator in any operation which has been absorbed into the polytechnic sector and (iv) Periods of continuous full-time service, or part-time service with any of the employer parties bound by this collective agreement which are aggregated for full-time equivalent service for the purposes of this definition and (v) Any other service the employer agrees to recognise at the time of appointment.
Continuous Service	For the purposes outlined above, includes all periods of paid leave and parental leave and is not broken by but does not include any: (i) Approved leave without pay; (ii) Breaks of not more than three months between employment within the polytechnic service.

Research	Is as defined by the New Zealand Qualifications Authority for the purposes of the approval and accreditation of programmes leading to qualifications.
Employer	Means the Chief Executive of Te Pūkenga.
TEU/Union	Means Te Hautū Kahurangi Tertiary Education Union.
Whaangai whāngai	Means to foster/adopt a child within customary practice of Māori.
Nine/Eleven hour break	Means a period off duty of nine or eleven consecutive hours depending on the schedule.
Unbroken work	Means ordinary work which is separated from the preceding period of ordinary work by less than a nine (eleven for UCOL) hour break.
Overtime	means the authorised time worked outside the provisions of this employment agreement.
Week	means the number of days of the week on which the employee normally works.

Section 3 - Te Tiriti o Waitangi

In accordance with the charter as outlined in Schedule 13 of the Education and Training Act 2020, Te Pūkenga is committed to ensure that its governance, management, and operations give effect to Te Tiriti o Waitangi.

The parties acknowledge the provisions within the schedules and their commitment to continue to explore opportunities to give effect to Te Tiriti o Waitangi both within this and subsequent collective agreements.

The parties commit to working together in good faith and in a manner that recognises this commitment.

Section 4 – Tā te Kirimana Whānuitanga, Whakaritenga hoki | Coverage and Application of the Agreement

4.1 Parties

The parties to this agreement are:

- The Chief Executive of Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga or the “employer”); and
- The Tertiary Education Union, Te Hautū Kahurangi o Aotearoa (the “union” or “TEU”).

4.2 Coverage

4.2.1 Academic Coverage

This Collective Agreement shall cover ‘academic kaimahi’ who are employed to undertake one or more of the “academic” activities as described below:

- a) Teaching and development of ākonga and kaimahi,
- b) Assisting in the teaching and development of ākonga,
- c) Design and development of learning materials, courses, programmes, and curriculum for programmes of study,
- d) Leading, coordinating and facilitating academic programmes
- e) Undertaking research or providing Academic Consultancies,
- f) Non-teaching academic positions which primary focus is on the academic or learning support or advice for ākonga, or their pastoral care.

4.2.2 Allied Coverage

This Collective Agreement shall cover ‘allied kaimahi’ based at the MIT, Otago and UCOL divisions who are employed to undertake one or more of the “Allied” or “Non-Teaching Academic” activities as described below:

- a) Administrative and secretarial (i.e. financial, marketing, human resources, payroll, marketing student support, reception, personal assistants),

- b) Customer Services,
- c) Library services,
- d) Technical support,
- e) Mail processing and delivery,
- f) Counselling,
- g) and supervisory roles in any of the above or similar areas.
- h) General Hands (MIT only),
- i) Research Assistants (UCOL only),
- j) Liaison Officers (UCOL only),
- k) Facilitators (UCOL only),
- l) Academic and Learning Advisors (UCOL only),
- m) Ground keeping (Otago only),
- n) Health Services (Otago only),
- o) Property Services including Security (Otago only),
- p) Facility management and maintenance (Otago only), and
- q) Management roles in any of the above or similar areas (Otago only)

4.2.3 This Collective Agreement covers members of the TEU who are employees of Te Pūkenga regardless of the term or number of hours employed for, including casual workers.

4.2.4 This Collective Agreement excludes from cover kaimahi who are employed to undertake one or more of the activities as described below:

- a) Senior position within Te Pūkenga as described in the Section 594 for the Education and Training Act,
- b) Academic Leadership positions where a core part of their roles is to manage teams or functions,
- c) Kaimahi development roles traditionally based within People, Culture & Wellbeing,
- d) Teachers in Early Childhood Centres,
- e) Direct reports to an Executive General Manager (MIT Only)
- f) Any manager above the Team Leader or equivalent (UCOL Only)
- g) The Division tier 1 and 2 kaimahi (Otago only – see divisional schedules)
- h) Doctors (Otago only – see divisional schedules)

4.2.5 This Collective agreement excludes from cover kaimahi in the division formally known as Work Based Learning.

4.2.6 Where there is ambiguity around whether a role falls within this coverage clause then Te Pūkenga and the TEU will jointly assess and agree whether the role is within coverage or not.

4.2.7 Amendments to coverage during the term of this Collective Agreement will be by agreement between both parties.

4.3 Application of the Terms and Conditions of the Agreement

4.3.1 When kaimahi are appointed to any role whose activities are described within the coverage clause of this Collective Agreement, Te Pūkenga will:

- a) inform them that this Collective Agreement exists and covers the work to be done by them; and
- b) provide them a copy of this Collective Agreement; and
- c) inform them that they may join TEU, which is a party to this Collective Agreement; and
- d) inform them how to contact TEU; and
- e) inform them that if they join TEU, they will be bound by this Collective Agreement.

- 4.3.2 During the first 30 days of employment in any role whose activities are described within academic coverage clause of this Collective Agreement, the terms and conditions of this Collective Agreement will apply.
- 4.3.3 If the kaimahi agrees, Te Pūkenga will inform TEU within ten working days that they have accepted employment with Te Pūkenga.
- 4.3.4 In respect of all TEU members covered by this Agreement, the employer will deduct TEU fees, with the consent of the TEU member.

4.4 Variation of this Agreement

This Agreement may be varied during its term by agreement in writing by the parties subject to the ratification process of the Union.

4.5 Term of the Agreement

This Collective Agreement takes effect from 01 April 2023 and expires 31 March 2024.

4.6 Inadvertent Omission

Any matters inadvertently omitted from this Collective Agreement shall be the subject of further discussions between the parties.

4.7 Savings

Nothing in this Agreement shall operate so as to reduce the wages and conditions of employment of any kaimahi employed under this Agreement.

4.8 Consultation on Policy Development

- 4.8.1 Te Pūkenga may introduce and update policies and procedures, some of which may relate to working conditions of kaimahi.
- 4.8.2 Any changes to policy and procedures held by Te Pūkenga relating to changes to working conditions may be made only after due consultation and the best endeavours to reach agreement with affected kaimahi and TEU.
- 4.8.3 If there is an inconsistency between a policy or procedure and the collective agreement, the collective agreement will apply. If the policy or procedure is more favourable, then then the policy or procedure will apply.

Section 5 – Ngā take ā-Uniana | Union Matters

5.1 Union recognition

Subject to the Employment Relations Act 2000 Te Pūkenga recognises TEU as the representative of all kaimahi who come within the coverage of this Agreement and who are members of TEU.

5.2 Union information

- 5.2.1 Te Pūkenga, when requested in writing by the Secretary of TEU, shall, within one month after receipt of such a request, supply to the union a list of the names, addresses and designations of all kaimahi who are covered by this Agreement and in their employ (but such request shall not be made to the employer at intervals shorter than six months).
- 5.2.2 Te Pūkenga shall undertake to provide each kaimahi at the time of appointment with an application form for membership of the Tertiary Education Union.

5.3 Union fees

- 5.3.1 Te Pūkenga 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.
- 5.3.2 The manner of deduction and of remittance shall be determined by agreement between the national secretary of TEU and Te Pūkenga.

5.4 Union meetings

- 5.4.1 Subject to the sub clauses (5.4.2) and (5.4.5) below, Te Pūkenga shall allow every kaimahi covered by this Agreement to attend on paid leave, two union meetings (each a maximum of two hours duration) with TEU in each year.
- 5.4.2 The union shall give Te Pūkenga at least 14 days' notice of the date and time of any meeting to which sub-clause (5.4.1) applies.
- 5.4.3 The union shall make such arrangements with Te Pūkenga as may be necessary to ensure that Te Pūkenga business is maintained during any union meeting, including, where appropriate, an arrangement for sufficient kaimahi to remain available during the meeting to enable the operation of Te Pūkenga to continue.
- 5.4.4 Work shall resume as soon as practicable after the meeting.
- 5.4.5 TEU shall supply Te Pūkenga with a list of kaimahi who attend, and the time that the meeting started and finished.

5.5 Branch President

TEU and Te Pūkenga have agreed to the following time allocation for branch presidents or their nominee per division:

Division	Time allocation per week
Ara	Half day a week
EIT	0.4
MIT	0.4
NMIT	0.2
Northtec	0.4
Otago	0.5
SIT	0.2
Tai Poutini	0.2
TOPNZ	0.2
Toi Ohomai	0.4
Unitec	0.2
UCOL	0.6
Wintec	0.4
Weltec	0.2
WITT	0.3
Whitireia	0.2

5.6 Union Allocated Employment Relations Education Leave (EREL)

Employment Relations Education Leave is an entitlement assigned to TEU under Part 7 of the Employment Relations Act 2000. TEU is entitled to allocate Employment Relations Education Leave to eligible kaimahi according to the provisions of that Act.

5.7 Leave on TEU business

5.7.1 TEU and Te Pūkenga agree to an exchange of letters each year to establish the quantum of and arrangements for, leave available to the TEU President and members of the national Council and committees elected and/or nominated to represent the TEU.

5.7.2 Leave on TEU business shall be granted according to the provisions determined under sub-clause (5.7.1) of this clause.

5.8 Joint Consultative Committees

Consultative Committees will be established to meet regularly and consult on matters of mutual interest, including the application of the collective agreement.

5.9 Union Benefit/Pass On

5.9.1 TEU agrees that Te Pūkenga may pass on to any kaimahi employed on individual employment agreements any of the terms of employment under negotiation, or that have been negotiated, for inclusion in the proposed new collective agreement, but only if the following conditions are met:

- a) A period of at least six months must have elapsed between the commencement date of this new collective agreement and the date that the terms, or any of them, are offered to any kaimahi covered by an individual employment agreement. A period of six months must also be observed from the effective date for any terms agreed to come into effect after the commencement date.
- b) In the case of any such term which provides for an increase in salary, allowances, or any other aspect of kaimahi remuneration, the increase must not be backdated to any date before the date on which the offer is made to the person covered by the individual employment agreement.

5.10 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.

Section 6 - Tikanga Kopounga | Terms of Appointment

6.1 Categories of Appointment

6.1.1 The categories of appointment are:

- a) Permanent (full time or part time).
- b) Fixed term (full time or part time).
- c) Casual (as and when required, paid on an hourly basis).

6.1.2 Part time appointments must not be less than 0.2 and not more than 0.8 of a full-time position.

6.1.3 Where a fixed term appointment is made, the following will apply:

- a) Fixed term appointments will be made for genuine reasons on reasonable grounds and may be defined as ending at the conclusion of a specified period of time, or at the end of project or event.

- b) Where a fixed term appointment is made for the purposes of teaching a full year's programme, that appointment shall be made for a period of not less than 12 months.
- c) For fixed term appointments involving less than a full year's programme, the length of the appointment shall, wherever practicable, include a reasonable period for preparation, administration and marking.
- d) In the case of fixed term appointments, the options under the surplus staffing provisions of this Agreement will not apply at the conclusion of the specified term or employment.

6.2 Appointment Procedures

Having regard to clauses 11.3 and 11.10.2 of this agreement Permanent vacant positions, and fixed term vacant positions for periods greater than one year's duration will, where practicable, be advertised in a manner to enable suitably qualified applicants to apply.

6.3 Equal Employment Opportunities (EEO)

6.3.1 In recognition to our commitment to Te Tiriti, equity and inclusiveness, Te Pūkenga shall engage with kaimahi on an equal employment opportunities programme to be developed, implemented, monitored and reviewed with the TEU.

6.3.2 The equal employment opportunities programme shall identify and eliminate all aspects of policies, procedures and practices which may directly or indirectly lead to inequitable outcomes and do not embrace diversity and manaakitanga, especially those concerning kaimahi appointments, pay, flexible working arrangements, health and safety, promotions and career development.

6.4 Termination of employment/Notice of resignation

6.4.1 Permanent employment may be terminated by either party with two months' written notice for kaimahi included in "Academic Coverage" (4.2.1) or one month's written notice for kaimahi included in "Allied Coverage" (4.2.2). A shorter notice period may be agreed by Te Pūkenga.

6.4.2 Fixed term employment may be terminated with two weeks written notice by either party. In any event, fixed term employment shall terminate on the end date of the fixed term agreement without separate notice needing to be given.

6.4.3 Where kaimahi give written notice, which is longer than the notice period required, Te Pūkenga shall not be required to accept such longer notice period.

6.4.4 On giving notice of termination Te Pūkenga may elect to pay to the kaimahi concerned salary in lieu of notice for all or any part of the notice period.

6.4.5 Nothing in this clause will remove from Te Pūkenga the obligation to observe the principles set out in clause 6.6.1 prior to applying any notice to kaimahi in the event of a termination of employment resulting from disciplinary action.

6.4.6 Notwithstanding the above any kaimahi may be summarily dismissed for serious misconduct.

6.5 Medical Review Process

6.5.1 If as a result of physical or mental incapacity a kaimahi is unable to perform the duties of the position, Te Pūkenga will:

- a) consult with the kaimahi and TEU.
- b) Require the kaimahi to undergo a medical examination, at the expense of Te Pūkenga, by a registered medical practitioner nominated by Te Pūkenga, or if the kaimahi wishes, two

registered medical practitioners, one nominated by Te Pūkenga and the other by the kaimahi.

- c) Take into account any report and/or recommendation made available as a result of the medical examination(s) or any other medical reports and/or recommendations which are provided by the kaimahi, and apply one or a combination of the following options:
 - i. no further action under this clause.
 - ii. Redeployment.
 - iii. Agreed flexible working arrangements, such as a reduction in hours.
 - iv. An agreed period of leave without pay up to one year.
 - v. Terminate employment by giving two (2) months written notice except for the UCOL division which is set out in its schedules.

6.5.2 Where employment may be terminated under this clause, kaimahi will be entitled to remain in employment until their sick leave is used, or to end their employment immediately and be paid all their remaining sick leave.

6.6 Disciplinary Procedures

Principles to be Observed

6.6.1 In any disciplinary process, the following principles shall be observed:

- a) Kaimahi will be advised in writing of the specific concern and the process that will be followed to address the concern.
- b) Kaimahi will be advised by Te Pūkenga of their right to request union assistance, and/or representation at any stage.
- c) Before any decisions are made or disciplinary outcome is acted upon, an appropriate investigation is to be undertaken by Te Pūkenga.
- d) Kaimahi will be provided with an opportunity to respond to the concerns.
- e) The response of kaimahi concerned will be considered before a decision is made.
- f) Depending on the nature of the concern, Kaimahi will be advised of any improvement required, given reasonable opportunity and assistance to change, and advised of the consequences if the problem continues.
- g) The outcome of the investigation, including any disciplinary action and/or remedial requirements, will be recorded in writing and provided to the kaimahi concerned.

6.7 Suspension

6.7.1 Where Te Pūkenga considers allegations regarding kaimahi behaviour warrant it, the kaimahi concerned may be suspended either on pay or without pay.

6.7.2 Prior to any proposed suspension the kaimahi concerned will be advised of their rights to express their view on the suspension before it is implemented.

6.7.3 Any period of suspension will be regularly reviewed, noting such suspension is to protect both the kaimahi concerned and Te Pūkenga until it is ascertained whether there is any validity to the allegations.

Section 7 – Whakapiki Aramahi me te Utu | Career Progression and Remuneration

Career progression and remuneration provisions are contained within the divisional schedules, with the exception of the following provisions.

7.1 Payment of Salaries

7.1.1 Pay Periods

- a) The salaries of kaimahi shall be paid in equal fortnightly instalments.
- b) Payment shall be made by electronic transfer to a bank account nominated by the kaimahi.
- c) Payment for the holiday periods may combine more than one pay period.

7.1.2 Entitlement to Payment

Kaimahi, other than casual kaimahi, 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, kaimahi who complete the normal full working week shall receive payment for all statutory holidays immediately following.
- c) When the employment ceases the kaimahi will receive payment of any outstanding pay within 10 working days of cessation of employment.
- d) Annual and discretionary leave due on resignation or retirement shall be payable as follows:
 - i. Kaimahi who resign at the end of the Te Pūkenga year shall receive payment up to the end of any period of leave due.
 - ii. Kaimahi who resign during the year (kaimahi with short service) shall receive payment as set out in their divisional schedule.

7.2 Salary Profile within Te Pūkenga

A profile of salaries paid to kaimahi under this agreement is to be made available to TEU annually. The profile will list salary rates, gender, ethnicity and length of employment. Other information on salary profiles will not be unreasonably withheld. Where it is necessary to protect individual privacy, information may be supplied in a way which prevents identification of an individual.

Section 8 – Whakamatuatanga | Leave

8.1 Casual Kaimahi Leave

Casual kaimahi are entitled to the minimum statutory leave entitlements provided in the Holidays Act 2003. Payment for statutory holidays will be made only if the kaimahi would have worked the day as part of their normal timetable. The following leave provisions do not apply to casual kaimahi.

8.2 Statutory and Te Pūkenga holidays

- 8.2.1 In addition to any other type of leave, kaimahi are entitled to the following days as paid public holidays:
- a) New Year's Day
 - b) The day after New Year's Day
 - c) Waitangi Day
 - d) Good Friday
 - e) Easter Monday
 - f) ANZAC Day
 - g) The Sovereign's birthday observance
 - h) Matariki
 - i) Labour Day
 - j) The Provincial Anniversary Day (as locally observed, where the kaimahi primarily resides)
 - k) Christmas Day
 - l) Boxing Day

- 8.2.2 In addition to the above, kaimahi shall also receive the below Te Pūkenga holiday:
a) The Tuesday immediately after Easter Monday
- 8.2.3 For kaimahi included in “Academic Coverage” (4.2.1), if kaimahi are required by their manager to work on part, or all, of a public or institution holiday then they will be paid at a rate of time and a half of their normal hourly rate for any time worked. In addition, kaimahi will receive a full paid day in lieu to be taken at an agreed later date.
- 8.2.4 For kaimahi included in “Allied Coverage” (4.2.2), additional provisions including working on a public holiday are found in Part C, Section 5.2.
- 8.2.5 Included within their respective schedules are additional Institution days for kaimahi from Otago, UCOL and TOPNZ.

8.3 Annual Leave

- 8.3.1 Annual Leave entitlements for Academic kaimahi is found in Part B, Section 3.1.
- 8.3.2 Annual Leave entitlements for Allied kaimahi is found in Part C, Section 5.3.
- 8.3.3 The leave year starts on 01 February and ends on 31 January.
- 8.3.4 With the agreement of their manager, kaimahi should plan and take all of their annual leave within the leave year and in accordance with their workplan and operational requirements. Where it is not possible to mutually agree scheduling annual leave, their manager may direct kaimahi to take annual leave, and at least a months’ notice will be provided. Any annual leave in excess of four weeks that is not taken in the year of entitlement may be carried forward provided that the kaimahi manager has given their prior written approval.
- 8.3.5 With approval, for those with a low annual leave balance, up to two weeks’ annual leave may be taken in advance of it being accrued.
- a) Kaimahi should maintain enough of a balance, or take annual leave in advance, to cover any annual close down period.
 - b) The minimum block of annual leave kaimahi can take is half a day. There is no maximum, though blocks of annual leave longer than four weeks may require additional considerations around the operational impacts. Kaimahi are entitled to one block of leave of at least four weeks.
 - c) Casual kaimahi will have their annual leave payments included in their pay at 8%.
 - d) Kaimahi based at MIT (Academic), NorthTec and TPP, have additional annual leave terms in their schedules.

8.4 Sick Leave

Sick leave is intended for use by Te Pūkenga kaimahi to attend to their own physical or mental wellness needs or those of their whānau or others who are normally dependant on them for such care.

8.4.1 Entitlement

- a) Kaimahi will receive 10 (ten) days sick leave from their first day of employment and will receive a further 5 (five) days sick leave every six months thereafter up to a maximum accumulation of 260 (two hundred and sixty) days sick leave.
- b) (Transitional provision) Any kaimahi transferring to Te Pūkenga on 1st January 2023 or earlier will maintain their current sick leave balance as at the date of their transfer.

- c) With approval, sick leave may be anticipated in advance up to a maximum of 10 (ten) days.
- d) Kaimahi may be required to provide a medical certificate for any sick leave which goes beyond 5 (five) calendar days.
- e) Sick leave during a Public or Te Pūkenga holiday will not impact sick leave balances.
- f) If sick or injured during any annual leave period kaimahi may request that their annual leave, be reinstated and converted to sick leave. A medical certificate may be requested.
- g) In circumstances where kaimahi do not have any sick leave balance available, they may agree to other leave options, including on unpaid leave.

8.5 Extraordinary Sick Leave

- 8.5.1 Extraordinary sick leave does not impact kaimahi sick leave balance and is used in the following circumstances:
- a) For the first week of work-related accidents covered by ACC; or
 - b) Epidemic Disease - when kaimahi contracts a disease declared epidemic by the appropriate health authority; or
 - c) Notifiable Infectious Diseases - when kaimahi contracts an infectious disease or has been in contact with someone diagnosed with an infectious disease, and is prevented by direction of the appropriate health authority from attending work; or
 - d) in other circumstances at the discretion of Te Pūkenga.
- 8.5.2 Any extraordinary sick leave granted will be reviewed periodically taking into account relevant public health and medical information.
- 8.5.3 Included within their respective schedules are provisions relating to disregarded sick leave for illnesses directly attributable to working conditions for Ara, EIT, MIT Academic, NMIT, NorthTec, Otago, SIT, Toi Ohomai, UCOL Academic, Unitec, WelTec, Whitireia, Wintec and WITT.

8.6 ACC Leave

- 8.6.1 ACC leave starts after the first week of an accident covered by ACC.
- 8.6.2 The week of leave immediately prior to ACC leave will be covered in the following manner:
- a) for non-work-related accidents sick leave may be used; or
 - b) for work-related accidents extraordinary sick leave will be used.
- 8.6.3 ACC leave does not impact kaimahi sick leave balance, and after the first week is proportionate up to a maximum of 80% base pay.
- 8.6.4 The proportion of any accident-related absence not covered by ACC leave may be covered by sick leave, annual leave, leave without pay, or approved extraordinary sick leave.

8.7 Tangihanga | Bereavement Leave

- 8.7.1 Kaimahi will be granted bereavement/tangihanga leave on pay to attend to obligations and/or pay respects to a deceased person with whom they have had a close association or as a result of a pregnancy loss by way of miscarriage or still-birth. If a bereavement occurs while kaimahi are absent on another form of paid leave, they may apply to have their leave converted to bereavement leave. This may not apply if kaimahi are on leave without pay.
- 8.7.2 In granting bereavement/tangihanga leave Te Pūkenga will administer these provisions in a culturally sensitive manner, taking into account the following points:
- a) The closeness of the association between the kaimahi and the deceased (this association need not be a blood relationship).
 - b) The miscarriage or still-birth suffered by kaimahi, their spouse or partner; or kaimahi planning to have a child through surrogacy or adoption where the pregnancy has ended by miscarriage or still-birth.

- c) Whether the kaimahi has to take significant responsibility for any or all of the arrangements to do with the ceremonies resulting from the death.
- d) The amount of time needed to attend to any legal, whānau, or cultural responsibilities or obligations.
- e) Reasonable travelling time should be allowed, but for cases involving overseas travel that may not be the full period of travel.

8.7.3 A decision will be made as quickly as possible so that the kaimahi is given the maximum time possible to make any arrangements necessary. In most cases, the necessary approval will be given immediately, though may be given retrospectively where necessary.

8.7.4 If bereavement/tangihanga leave is not appropriate, then annual leave or leave without pay will be granted.

8.8 Parental Leave

Parental leave may be taken by kaimahi of any gender following the birth or legal adoption of a child under five years of age. Adoption shall include whāngai or informal adoption of children. Under this Agreement, parental leave includes both unpaid and paid leave and is available to both partners, either concurrently or consecutively.

8.8.1 Notice required to take parental leave

- a) Kaimahi intending to take parental leave are 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 such as a midwife certifying the expected date of delivery, or proof of adoption as may be appropriate.
- b) Parental leave may commence at any time during pregnancy, subject to the kaimahi giving Te Pūkenga one month's notice in writing supported by documentation from a registered medical practitioner. A shorter period of notice will be accepted on the recommendation of a registered medical practitioner.
- c) Kaimahi intending to legally adopt or whāngai 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.

8.8.2 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) Kaimahi who have completed one year of continuous service or more are entitled to up to 52 weeks unpaid leave;
- b) Kaimahi with more than 6 months service but less than 12 months service are entitled to unpaid leave of up to 26 weeks, but up to six months' additional leave may be granted at the discretion of the employer,

8.8.3 Return to work

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

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

Te Pūkenga will give due consideration to a request for flexible working including a temporary reduction of hours to, be agreed with the kaimahi after the return from a period of parental leave.

Breastfeeding kaimahi shall have the right to one or more paid breaks per day to breastfeed their child or express breastmilk. The timing of these breaks shall be negotiated with their line manager, provided that such agreement shall not be unreasonably withheld.

8.8.4 Sick leave during pregnancy

Periods of illness due to pregnancy, prior to cessation of duties, will be taken as sick leave. Parental leave is not to be granted as sick leave, with or without pay.

8.8.5 Annual leave

Annual leave owing will not be required to be taken before kaimahi commences parental leave; but may be held over and taken when kaimahi return to work.

8.8.6 Paid parental leave or a Grant

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

Kaimahi who have, because of pregnancy, requested a temporary 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 primary carer 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 existing kaimahi, and to former kaimahi on application.

If both partners are employed at Te Pūkenga and are eligible for paid parental 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.

Kaimahi who are 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 kaimahi 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 kaimahi returns to work before the expiry of six weeks parental leave. Receipt of salary will not affect the payment of the full grant.

8.8.7 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, an amendment to that legislation,

or new paid parental leave legislation require Te Pūkenga to pay all or part of parental leave, the provisions in this clause will be inclusive of what Te Pūkenga is required to pay.

8.9 Special Leave

- 8.9.1 Special leave of absence with or without pay (of up to two years) may be granted to kaimahi at the discretion of Te Pūkenga. 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 kaimahi work noting that:
 - i. For recognised travelling awards, 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 Te Pūkenga.
 - d) Marriage of the kaimahi.
 - 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.

8.10 Leave for Family Reasons

- 8.10.1 Kaimahi may be granted leave for family reasons with or without pay in the following circumstances:
- a) Serious illness of a family member.
 - b) Marriage of a close relative.
 - c) Other important family occasions.
- 8.10.2 This provision shall be administered in a culturally sensitive manner and approval shall not be unreasonably withheld.
- 8.10.3 Travelling time with pay may be allowed in terms of clause 8.10.

8.11 Leave for Approved Statutory Authorities

- 8.11.1 Te Pūkenga shall grant leave on full pay to kaimahi 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 kaimahi from the authority shall be paid to Te Pūkenga:
- a) The council of Te Pūkenga – The New Zealand Institute of Skills and Technology
 - i. Any other representative group of Te Pūkenga the member is elected to
 - b) A university council
 - c) Government Superannuation Board
 - d) New Zealand Qualifications Authority (NZQA)
 - e) Hearings of the Employment Relations Authority or Court
 - f) Te Pūkenga Programmes Committee and Moderation panels
 - g) Waitangi Tribunal or Māori Land Court.

8.12 Family Violence Leave

- 8.12.1 Te Pūkenga recognises the seriousness of the issue of family violence and the impacts it may have in the workplace.
- 8.12.2 Te Pūkenga is committed to reducing barriers to maintaining stable paid employment for people affected by family violence and assisting any staff in finding pathways out of violence and rebuilding their lives.

- 8.12.3 Family violence may impact on kaimahi attendance or performance at work. The employer will support kaimahi experiencing family violence. This support includes:
- a) For those experiencing family violence, up to 10 days of paid leave, from the commencement of employment, in any calendar year to be used for medical appointments, legal proceedings and other activities related to family violence. This leave is in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day and can be taken without prior approval.
 - b) To support safety planning and avoidance of harassing contact, Te Pūkenga will approve any reasonable request from kaimahi experiencing family violence for:
 - i. Changes to their span or pattern of working hours, location of work or duties; a change to their work telephone number or email address; and any other appropriate measure including those available under existing provisions for flexible work arrangements.
 - ii. Kaimahi experiencing family violence will have direct access to the Employee Assistance Programme.

8.13 Jury Service

- 8.13.1 Any full time, proportional, or part time kaimahi required to attend a court on Jury Service will, on the production of a statement from the registrar of the court, be paid their normal gross ordinary daily pay for the days involved in Jury Service. The kaimahi will reimburse to Te Pūkenga all payments received from the court excluding any reimbursing payment for travel, accommodation or meals.
- 8.13.2 Kaimahi shall return to work as soon as possible if not selected for Jury Service.
- 8.13.3 If Jury Service will significantly compromise operational requirements, Te Pūkenga may require kaimahi to seek exclusion from Jury Service and Te Pūkenga will supply a written letter of support for that application for exclusion.
- 8.13.4 The period with pay is for the time necessary to travel to, to attend and return from the meeting.

Section 9 – Utu tāpui me ngā Whakapaunga | Allowances and Expenses

9.1 Employment expenses

- 9.1.1 Te Pūkenga will make reimbursements to kaimahi so that they do not incur personal costs as a result of requirements of Te Pūkenga. Reimbursement will be according to:
- a) the following provisions for reimbursements, allowances and expenses, or
 - b) the policies, procedures and practices Te Pūkenga establishes for any matters not specifically covered by the provisions of this agreement.
- 9.1.2 Travelling away from the workplace on Te Pūkenga business and curriculum activities.
- 9.1.3 Expenses incurred in attendance at approved meetings outside the normal hours of duty which may be required of kaimahi.

9.2 Travelling Allowances

Kaimahi required to travel on official business shall be paid a travel allowance as set out in their division's schedule.

9.3 Meal Allowances

9.3.1 Where kaimahi are required to commence work at or before 6.30 am and their duties continue beyond 1.30 pm or commences approved duties before noon and continues beyond 7.00 pm, a meal allowance as per their division's schedule shall be paid. The meal allowance shall not be payable to kaimahi who receive a Travelling Allowance in accordance with the provisions of clause 9.2.

9.3.2 Te Pūkenga shall provide free morning and afternoon tea to kaimahi.

9.4 Motor Vehicle Allowances

9.4.1 Kaimahi using their own motor vehicle for travel relating to their work shall be reimbursed in accordance with the IRD mileage rates which shall be published by Te Pūkenga from time to time. Such travel must be approved by Te Pūkenga and is defined as approved activities directly related to Te Pūkenga business.

9.4.2 Kaimahi shall cover the cost of their own travel to and from the work base each day provided that where the work base may vary from time to time, Te Pūkenga shall pay the difference between home and fixed base and home and variable base, in accordance with and as defined by Te Pūkenga policy.

9.5 Relocation Expenses

9.5.1 Relocation expenses shall be paid when a kaimahi normal place of work is moved to a location out of the local area and the lecturer elects to relocate within 12 months of the change of workplace.

9.5.2 Kaimahi shall be paid actual and reasonable costs of relocation, such costs to include:

- a) provision of temporary accommodation pending acquisition of permanent accommodation, for up to three months.
- b) packing, freight and storage of furniture and personal effects.
- c) travel costs for the kaimahi immediate family and other dependent members of the household.
- d) legal fees and land agents' 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).
- e) any penalty attached to the early repayment of the mortgage.

9.5.3 Where relocation expenses are paid the maximum payment shall be \$25,000.

9.5.4 In any case other than specified in sub-clause (a) a payment towards relocation expenses may be made by agreement at the time of making the appointment.

9.5.5 Clause 9.5.3 does not apply to kaimahi based at the former Otago division whose provisions are laid out in the applicable schedule; or to TOPNZ who have no entitlement to relocation expenses.

9.6 Reimbursements

9.6.1 Reimbursement to kaimahi of personal costs incurred relating to Te Pūkenga business will be made in full upon application to Te Pūkenga according to the following provisions:

- a) Subscriptions to professional associations where membership is a requirement for the role

- b) The cost of annual practicing certificates or registrations, where these are required, either to undertake the work for which kaimahi have been employed, or to maintain membership of a recognised professional association in terms of sub-clause (a) of this clause.
- c) Loss or damage to personal property in the course of duty when not due to negligence or misconduct by the Kaimahi and provided that, where appropriate, payment may be less than the replacement.
- d) In accordance with Te Pūkenga policy, Te Pūkenga has the discretion to approve the actual and reasonable cost of expenses incurred by kaimahi in the following situations:
 - i. when kaimahi attend a course
 - ii. are travelling on official business, are temporarily relocated; or
 - iii. are required to work abnormal hours.
- e) Where kaimahi cannot make alternative arrangements for the care of their dependents without incurring extra expenses. Prior approval must be given by the manager.

9.7 Compassionate Grant

- 9.7.1 Upon the notice of the death of a permanent kaimahi, Te Pūkenga may pay to the next of kin an ex-gratia amount as follows:
- a) For kaimahi with at least 10 years' but less than 20 years' continuous service, one-twelfth of the annual salary
 - b) For kaimahi with 20 years' continuous service or more, one-eighth of the annual salary.
- 9.7.2 For the purpose of this clause, the term 'next of kin' means:
- a) The spouse or partner of the deceased kaimahi; or
 - b) Where there is no surviving spouse or partner, a relative of the deceased kaimahi previously nominated by them and approved by Te Pūkenga.

Section 10 – Hauora me te haumarū | Wellbeing and Safety

10.1 Wellbeing and Safety Commitment

- 10.1.1 Te Pūkenga recognises there is potential for kaimahi to experience situations in the performance of their duties which may create a risk to their physical or mental safety and wellbeing. Te Pūkenga is committed to ensuring that kaimahi perform their duties safely and in an environment that values their physical and mental safety and wellbeing. This is consistent with Te Pūkenga obligation under the Health and Safety at Work Act 2015 as a Person Conducting a Business or Undertaking (“PCBU”), to ensure so far as is reasonably practicable, the health and safety of kaimahi within the work environment and to ensure that kaimahi are trained in health and safety procedures and practices.
- 10.1.2 Te Pūkenga is committed to developing and maintaining safety and wellbeing processes and practices which:
- a) Align to Te Pūkenga values of manawa nui (we reach out and welcome in), manawa roa (we learn and achieve together), and manawa ora (we strengthen and grow the whole person), and any amendments to the values.
 - b) Align with Te Pūkenga charter, policies and procedures.
 - c) Comply with relevant legislation, including the Health and Safety at Work Act 2015, the Education and Training Act 2020, and the Employment Relations Act 2000.

- d) Align with current and accepted health and safety practice both generally and across the range of work that kaimahi perform.

10.2 Protective Clothing and Equipment

10.2.1 In meeting its obligation to provide a safe and healthy work environment, Te Pūkenga will:

- a) Where there is a requirement to wear specific protective clothing, provide kaimahi with sufficient, fit-for-purpose clothing and equipment which is necessary for the nature of the work performed. In relation to protective or specialist equipment and clothing:
 - i. Te Pūkenga will provide such clothing and equipment (which may include prescription safety glasses) based on individual requirements at its cost or will reimburse kaimahi for reasonable and pre-approved expenses.
 - ii. Such equipment and clothing remain the property of Te Pūkenga and must be returned once it is no longer required or the kaimahi employment ends.
 - iii. It will be replaced on a fair wear and tear basis at the cost of Te Pūkenga.
 - iv. It will be laundered or cleaned at Te Pūkenga cost on a fair and reasonable basis.
- b) Monitor the risk of infection or disease associated with particular jobs inclusive of establishing 'baseline' levels in areas like hearing, lung function etc. Kaimahi are also entitled to have all information associated with health monitoring reports in respect of their individual results; and
- c) Meet the cost of immunisation where kaimahi are considered to be at a higher-than-normal risk of infection or adverse health effects arising from their work e.g. influenza, hepatitis.

10.3 Kaimahi Engagement, Participation, and Representation Agreement

Te Pūkenga and TEU view the safety and wellbeing of kaimahi as paramount. Accordingly, the parties agree to maintain a Kaimahi Participation Agreement (the Worker Participation Agreement or WPA) in accordance with Part 3, Subpart 1 of the Health and Safety at Work Act 2015. Te Pūkenga will encourage kaimahi engagement in health and safety work practices through participation and representation processes and mechanisms. Te Pūkenga will ensure that kaimahi and the TEU have reasonable opportunities to participate in ongoing processes for the improvement of health and safety in the workplace.

Section 11 – Te Panoni Whakahaerenga | Organisational Change

11.1 Notification

Te Pūkenga will as early as is practicable notify the National Secretary, and local Organiser of TEU of any review of the organisational structure or function, which may result in significant changes to either the structure, staffing or work practices affecting members. Te Pūkenga will ensure that any potential affected kaimahi are clearly identified.

11.2 Intent

Te Pūkenga recognises the serious consequences of the loss of employment for kaimahi and seeks to minimise those consequences through these provisions. Where possible Te Pūkenga will use its national reach and scope to provide employment and make every attempt to minimise the consequences of loss of employment through surplus staffing situations. These provisions aim to enable the placement of as many surplus kaimahi as possible in alternative positions within Te Pūkenga and minimise the use of compulsory redundancy.

11.3 Application

- 11.3.1 These provisions apply to kaimahi who, for all intents and purposes, have an ongoing expectation of employment.
- 11.3.2 This includes kaimahi who meet these criteria and are on approved leave.
- 11.3.3 They will not apply to kaimahi who have reached the expiry of a fixed term appointment, or to casual kaimahi.

11.4 Definition

A surplus staffing situation may arise following consultation with affected kaimahi where Te Pūkenga establishes a requirement to reduce the number of positions or substantially change the nature of the work undertaken by kaimahi. The reasons may be as a result of reduction in funding changes in course or service demands, organisational changes or other identified factors.

11.5 Consultation

- 11.5.1 Kaimahi will be notified in writing of any review and Te Pūkenga will advise kaimahi in writing of their right to assistance from the union.
- 11.5.2 Te Pūkenga will provide the union with an opportunity to be involved in any review directly affecting its members.
- 11.5.3 The consultation period will be a minimum of 28 days to allow for TEU and kaimahi to prepare and submit individual and/or collective submissions on the proposal to Te Pūkenga. The parties may agree to a lesser period. Te Pūkenga will consider any submissions prior to any decisions as to the outcome of the proposal.
- 11.5.4 Throughout the review process, both parties will be open and receptive to opportunities that enable on going employment.

11.6 Information

Te Pūkenga will take all practical steps to provide relevant information requested by TEU.

11.7 Selection Criteria

- 11.7.1 Where it affects members and selection criteria are to be used, Te Pūkenga will consult with TEU and the affected kaimahi on any selection criteria to be used.
- 11.7.2 Selection criteria will either be included with the proposal materials for consultation where possible or provided separately for consultation once a decision has been made on the proposed changes.
- 11.7.3 The selection criteria must be fair, objective and consistent with the purpose of determining which kaimahi will be declared surplus.
- 11.7.4 The selection criteria shall recognise the need of Te Pūkenga to retain necessary skills, knowledge and experience for the operational needs of the organisation.
- 11.7.5 Affected kaimahi will be given a copy of the selection process outcome as it relates to their assessment and will be given the opportunity to correct any information (if required) prior to the selection outcomes being confirmed.

11.8 Support

- 11.8.1 Te Pūkenga will provide appropriate and reasonable support to kaimahi impacted by a review.
- 11.8.2 Te Pūkenga recognises that appropriate support will vary by individual. Kaimahi may request additional support if required.

11.9 Determination

- 11.9.1 As a result of the processes above, when specific positions are identified as surplus, Te Pūkenga will advise affected kaimahi, and TEU.
- 11.9.2 If any positions are identified as surplus, Te Pūkenga will:
- a) Provide no less than two months' notice (except for the UCOL Allied kaimahi where it is one month's notice) of the final date of employment. The date may be varied by agreement between the parties.
 - b) Work with impacted kaimahi on ongoing employment options as outlined in the options below.
- 11.9.3 At this time Te Pūkenga will also provide TEU with the following details:
- a) The number and location(s) of the surplus positions.
 - b) The final date of employment.
 - c) The relevant details of affected members.
 - d) The position title, location, salary range and current recruitment status of current redeployment opportunities.

11.10 Options

Should any position/s be determined to be surplus to requirements, Te Pūkenga will work with kaimahi and the TEU organiser on the options below with the intent to minimise the use of compulsory redundancy.

11.10.1 Attrition

Through the normal process of staff turnover, the required reduction in staffing is achieved through resignations over time.

11.10.2 Redeployment

- a) Kaimahi may be redeployed to a comparable position at the same or lower salary within Te Pūkenga.
- b) Where a redeployment opportunity exists, kaimahi shall be given due consideration consistent with and appropriate to their skills and experience. The following conditions will apply:
 - i. Kaimahi may be redeployed on their existing salary, or if the role is at a lower salary band than the role that has been disestablished, kaimahi will be paid:
 - an equalisation allowance paid as a lump sum (of the equivalent of two years of their existing salary (the lump sum allowance will not take in to account any subsequent salary increases) OR
 - an equalisation allowance paid on a fortnightly basis for a period of two years (this allowance will decrease with any subsequent salary increases).

- c) Kaimahi will not be eligible for a redundancy payment if they are offered and decline a position within Te Pūkenga which is directly comparable to their existing position and which does not require a change in residential location.
- d) Te Pūkenga will be diligent in the consideration and application of its obligations under both the Employment Relations Act and The Education and Training Act in respect to the advertising of vacancies and its obligation and commitment to redeployment of kaimahi.
- e) When redeployment occurs outside of the local area, such that a change in residential address is reasonably required to take up the new position, kaimahi may be entitled to relocation expenses as set out in clause 9.5 of this agreement.
- f) Included within its schedule is Redeployment on a trial basis for kaimahi from TPP.

11.10.3 Voluntary Redundancy

- a) With the exception of areas where there is only one position under review, Te Pūkenga will call for expressions of interest from kaimahi within the area of review who wish to volunteer for redundancy to cover the surplus/es positions that have been identified.
- b) Should the number of volunteers exceed the number of surpluses, Te Pūkenga will apply selection criteria as defined in clause 11.7 to determine whose application for redundancy will be accepted.
- c) Should the number of volunteers not exceed the number of identified surpluses, the employer will accept all expressions of interest from those who have volunteered subject to the operational requirements of Te Pūkenga.
- d) Should there be no volunteers or insufficient volunteers to discharge the surplus, Te Pūkenga shall then apply the criteria set out in clause 11.7 to identify the kaimahi to be declared surplus.

11.10.4 Retraining

- a) In order to enhance the kaimahi prospects of re-employment, retraining is available for kaimahi following an application for retraining with financial assistance.
- b) The total retraining payment will not exceed an additional 10% of the gross lump sum redundancy payment that the kaimahi would be entitled to, noting the scheduled provision of EIT.
- c) This will not be a cash payment but would be subject to reimbursement claims, or payment on invoice to Te Pūkenga.
- d) There will be no requirement that kaimahi seeking this option are required to be re-employed by Te Pūkenga.
- e) The parties agree that retraining is a worthwhile and efficient option and should not be unreasonably withheld.

11.10.5 Redundancy

- a) Where kaimahi positions are confirmed as redundant and all previous options have been explored for on-going employment within Te Pūkenga without success, Te Pūkenga will pay redundancy to kaimahi in accordance with the calculation below:
 - i. 12% of salary for the preceding 12 months, or part thereof for kaimahi with less than 12 months' service; and

- ii. 4% of salary for the preceding 12 months multiplied by the number of years of service minus one, up to a maximum of 19; and
- iii. Where service is less than 20 years 0.333% of salary for the preceding 12 months multiplied by the number of completed months for the part year.
- b) In addition to the above, if any portion of the 2-month notice period is not worked Te Pūkenga will pay, in lieu of notice 16% of salary (or the appropriate proportion of this) for the preceding 12 months in lieu of the period of notice not worked, regardless of the length of service (except for the UCOL division where this clause does not apply).
- c) Included within their respective schedules are notice period and calculations for kaimahi from SIT, MIT Academic, and TOPNZ.
- d) Outstanding leave (annual and discretionary) entitlements will be cashed up separately.
- e) Kaimahi who through agreement have temporarily reduced their hours, or are on a period of unpaid leave, shall have their payment calculated for the 12 months service at the salary of their substantive position.
- f) Fixed term employment with the employer immediately prior to permanent employment, shall be counted as service for the purposes of this clause.

11.10.6 Support in Redundancy Situations

- a) In addition to the support made available during the review process, Te Pūkenga will provide access for kaimahi and their whānau to EAP as necessary.
- b) Where a kaimahi position has been made redundant and redundancy is to be applied Te Pūkenga will, in support of kaimahi seeking new employment, provide:
 - i. reasonable time off to attend interviews.
 - ii. a detailed certificate of service as a reference of employment; and
 - iii. access to career and outplacement support.
- c) Te Pūkenga recognises that appropriate support will vary by individual, additional support may be agreed between kaimahi and Te Pūkenga.

11.11 Statutory Employment Protection Provision

In any case of restructuring, as defined in the Employment Relations Act 2000, where it is proposed that Te Pūkenga (or part of it) is to be sold, contracted out, or transferred to another entity, Te Pūkenga will notify TEU and affected kaimahi that restructuring is a possibility as soon as is practicable, subject to the requirements to protect commercially sensitive information.

11.11.1 Definitions

For the purposes of these provisions "affected employee" ("affected kaimahi"), "restructuring" and "new employer" shall have the same meaning as in the Employment Relations Act 2000. "Te Pūkenga" or "employer" shall mean the original employer party to this Collective Agreement.

11.11.2 Consultation

These employee protection provisions are to be read in conjunction with the organisational change provisions in this Agreement that appear in Clause 11.5. When consulting on matters within this Employee Protection Provision, Te Pūkenga will provide TEU with relevant information about the proposal and details of how and when it is likely to impact on the affected identified members.

11.11.3 Terms of Employment

In the course of negotiating a sale or purchase agreement or a contract for services, Te Pūkenga will endeavour to obtain employment for affected kaimahi 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 Te Pūkenga kaimahi and if so, whether kaimahi will be offered employment in the same capacity.
- b) Whether the conditions of employment offered will be the same or no less favourable than kaimahi conditions of employment.
- c) Whether service with Te Pūkenga will be treated as continuous service with the new employer; and
- d) Any conditions relating to superannuation under the employment being terminated.

11.11.4 New Employment Opportunities

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

11.11.5 Implications for redundancy compensation of election to transfer

Kaimahi who are offered a position with the new employer on no less favourable 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 Te Pūkenga because of the transfer.

Section 12 – Te Whakatau Raruraru Mahi | Employment Relationship Problems

Kaimahi are advised to contact TEU in the event of any dispute or grievance.

We aim to provide a fair workplace for you. At times you may have concerns about your employment and how you are being treated. We would like you to talk to us if this happens.

If we cannot resolve things between us, you can get outside help. We have set out the services available to you for resolving employment relationship problems.

12.1 What is an employment relationship problem?

12.1.1 An employment relationship problem includes a personal grievance, dispute or other problem relating to your employment relationship with us.

12.1.2 It does not include any problem with the fixing of new terms for your employment.

12.1.3 Listed below are examples of employment relationship problems:

- a) You think you have been treated unfairly.
- b) A personal grievance.
- c) A breach of your employment agreement.
- d) A dispute over the interpretation, application or operation of your employment agreement.

- e) Unfair bargaining for an individual employment agreement.
- f) A question about whether you are a kaimahi or an independent contractor.
- g) A disagreement about arrears of wages or holiday pay, etc.
- h) You are not being allowed to attend union meetings or take employment related education leave; or
- i) You get a warning or are dismissed.

12.2 Who can help you with an employment relationship problem?

12.2.1 To help you solve your employment relationship problem you can contact:

12.2.2 Within your workplace

- Your manager/supervisor or their manager.
- Your People and Culture team.
- TEU National Office:
 - Email: teu@teu.ac.nz
 - Phone: 0800 278 348

12.2.3 Outside your workplace

- The Ministry of Business, Innovation and Employment offers free information and has a free mediation service which can provide us with assistance in working together and resolving the problem. You can contact the Department on 0800 20 90 20.

12.3 What is a personal grievance?

A personal grievance means any grievance that you have against us because of a claim that:

- You have been unjustifiably dismissed.
- Action we have taken disadvantages you in your employment or a term of your employment is unjustifiable.
- You are discriminated against in your job.
- You are sexually harassed in your job.
- You are racially harassed in your job; or
- You have been pressured in your job because of your membership or non-membership of a union or kaimahi organisation.

12.4 What can you do if you have a personal grievance?

To raise a personal grievance, you should make us aware of your problem (verbally or in writing) within 90 days of the personal grievance arising unless:

- We consent to you raising the personal grievance after 90 days; or
- you successfully apply to the Employment Relations Authority (“Authority”) for leave to raise the personal grievance after 90 days, in which case we must try to mutually resolve your grievance through mediation.

You have three years after raising the personal grievance to bring any action arising from it to the Authority or the Employment Court (“Court”).

12.5 Mediation services

If we cannot resolve your employment relationship problem between us then either or both of us may request help from the Ministry of Business, Innovation and Employment.

12.5.1 The Ministry provides mediation services which may include:

- information about rights and obligations.
- information about services.
- assistance in resolving problems; and
- fixing new terms of employment.

12.6 Problem not resolved at mediation

If we cannot resolve the problem at mediation, you can refer it to the Employment Relations Authority or the Employment Court.

PART B – ACADEMIC KAIMAHI

Where there is a conflict between Part A and this Part B, this Part B and the applicable schedule will apply.

Section 1 – Tikanga Kopounga | Terms of Appointment

1.1 Academic Induction

- 1.1.1 Kaimahi appointed for the first time to a permanent or fixed term position who have not previously taught in the tertiary education sector for more than one year's equivalent service will have for their first year of teaching, a reduction of teaching of 20% or an equivalent time (or relevant position) load of an academic staff members in the same area (e.g. gaining an adult teaching qualification).
- 1.1.2 In deciding whether an academic induction period, and the associated adult teaching qualification are required, or the duration of that, Te Pūkenga will take into consideration the needs of kaimahi to be successful in their new role including any previous service with a tertiary education provider, and current teaching qualifications.
- 1.1.3 During the induction period the kaimahi will regularly meet with their manager to discuss their progress.

1.2 Academic Freedom

- 1.2.1 Under the Education and Training Act 2020 all kaimahi have the freedom within the law, to question and test received wisdom, to put forward ideas, to state controversial or unpopular opinions, and to undertake research.
- 1.2.2 Te Pūkenga acknowledges the practice of academic freedom is essential to the professional conduct of teaching, research and scholarship. Te Pūkenga encourages all kaimahi to engage in the responsible pursuit of knowledge and to provide informed and accurate commentary within the scope of their expertise.
- 1.2.3 Academic freedom must be exercised in a professional, timely and lawful manner that shows respect for the opinion of others and recognises the statutory requirement for Te Pūkenga to account for the proper use of resources.

Section 2 – Hāora Mahi | Workload and Duty Hours

2.1 Intent

Te Pūkenga recognises the importance of setting equitable, reasonable and safe workloads, both for the effectiveness of its operations and services, and for the wellbeing of kaimahi.

Work allocation will be through an open and transparent process, based on sound principles and informed by appropriate quantitative measures.

2.2 Principles

Te Pūkenga will ensure that academic kaimahi are allocated a workload that adheres to the following principles:

- 2.2.1 The total workload must be equitable. "Equitable" means that kaimahi with comparable responsibilities should have similar workloads.

- 2.2.2 Total workload must be reasonable. “Reasonable” means the workload can be managed within the timeframes and deadlines set and that academic kaimahi will be able to maintain a balance between their professional and personal life, accepting that normal fluctuations will occur.
- 2.2.3 Total workload must be safe. “Safe” means that work will be allocated in a manner that minimises physical or mental harm to kaimahi and their ākonga, as far as reasonably practicable.
- 2.2.4 All aspects of workload must be taken into account in the allocation of work including:
- a) Timetabled teaching hours and all attendant duties including:
 - i. Preparation for teaching and facilitation.
 - ii. Routine administration and participation in Te Pūkenga processes.
 - iii. Ākonga assessment and moderation.
 - iv. Ordinary ākonga pastoral care and assistance.
 - v. Routine updating of courses and relevant material.
 - vi. Contribution to day-to-day maintenance of teaching areas.
 - vii. Maintaining skills and professional currency.
 - viii. Student supervision and mentoring.
 - ix. Requirements for research outputs/publications.
 - b) and all other relevant workload factors including:
 - i. class size.
 - ii. Course and programme development requirements.
 - iii. Assessment requirements.
 - iv. Ākonga support requirements.
 - v. Other demands of the teaching programme.
 - vi. Experience and skill level of the academic kaimahi.
 - vii. Particular requirements related to all delivery modes.
 - viii. Cultural requirements of Charter obligations.
 - ix. Management of external relationships including industry, professional bodies, and accrediting organisations.
 - x. EEdO/EEO obligations of the organisation.
 - xi. The need for breaks from timetabled teaching throughout the year.
 - xii. Participation in research projects as appropriate.
 - xiii. teaching and travelling across a range of courses/programmes/campuses.
 - xiv. Rapidly changing disciplines.
 - xv. Post-graduate supervision.
 - xvi. Consultancy approved by Te Pūkenga.
 - xvii. Requirement to upgrade qualifications.
 - xviii. Requirement to be on duty outside normal hours e.g. noho marae and field trips.
 - c) Kaimahi Māori
 In addition to the above when planning the allocation of work for kaimahi Māori the following will be considered:
 - i. specific skills kaimahi Māori bring to their employment situation.
 - ii. the accountabilities of kaimahi Māori to their iwi, hapu and whanau.
 - iii. acknowledgement of the cultural duties kaimahi Māori undertakes over and above their designated role.

- d) Calculation of the workload of online education and other flexible delivery modes must include the processes of design teaching and evaluation and take account of the differences of flexible delivery and classroom teaching.
- e) A full annual workload will be deemed to be the maximum timetabled teaching hours for the relevant position, specified in clause 2.3.1 below plus attendant duties above.

2.3 Timetabled Teaching Hours / Workload terms and conditions

2.3.1 The following TTH maxima apply to fulltime kaimahi (see clause 2.4.1 for part time kaimahi) within these maxima, TTH will vary in recognition of different teaching activities and other workload factors. Variations to TTH maxima for kaimahi based at MIT, Northtec, TOPNZ, TPP, SIT and UCOL are laid out in their respective schedules.

- a) Per year (i.e. 01 February to 31 January), for:
 - ASM 825 TTH
 - Tutorial Assistants 1000 TTH
 - Initial appointments ASMs 660 TTH
- b) Per quarter (i.e. the year 1 February to 31 January divided into four equal periods), for:
 - ASM 300 TTH
 - Tutorial Assistants 360 TTH
 - Initial ASMs 240 TTH
- c) The TTH maxima in (b) above will be reduced whenever a day of professional development time, approved leave, or a statutory holiday is taken as follows:
 - ASM 4.5 TTH per day
 - Tutorial Assistants 5.5 TTH per day

The TTH maxima in 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 with the Agreement Monitoring Committee.
- f) For ASMs with increased workload because of special responsibilities, 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 ASMs workload being maintained at an equitable and reasonable level.

2.4 Workload Provisions for Specific Types of Position

2.4.1 Part-time Kaimahi

- a) All TTH, associated workload, and the weekly duty hours maxima set out above will be reduced according to the predetermined proportion of fulltime employment for a part-time kaimahi.
- b) Notwithstanding clause 2.4.1(a) a part-time kaimahi may consent to work fulltime for a proportion of the year equal to the proportion for which they have been employed; provided that if the ASM's employment is prematurely terminated payment will be made

for the necessary number of additional days to bring the workload back to the predetermined proportion of fulltime.

2.4.2 Non-Teaching ASMs

- a) A non-teaching ASM shall not be required to use more than 80% of available duty time for defined tasks and functions of the position.
- b) The non-teaching ASM will exercise discretion over the use of a minimum of 20% of available duty time for professional requirements/activities/attendant duties related to the position, having due regard for the operational requirements of the polytechnic.

2.5 **Duty Hours**

The following limits on requirements to undertake duty apply for full-time kaimahi (see clause 2.4.1 for part time kaimahi).

2.5.1 Daily Duty Hours

Kaimahi will:

- a) be on duty for no more than eight hours in any day except when:
 - i. on field trips or approved off-campus teaching duties
 - ii. travelling in the course of duties, or on official business, when travelling time may be counted as duty up to a maximum of 10 total duty hours in one day.
- b) take a meal break of not less than 30 minutes and not more than one hour after each period of five hours of continuous duty.
- c) not undertake duty within 11 hours of completing duty on the previous day.
- d) 2.5.1 does not apply to kaimahi based at the former MIT, TOPNZ and Unitec whose provisions are laid out in the applicable schedules.

2.5.2 Weekly Duty Hours

- a) Kaimahi may be required to undertake duty each week between the hours of 8.00 am and 9.30 pm Monday to Friday inclusive, and for a total of no more than 37.5 hours. Variations to this clause for kaimahi based at Ara, EIT, MIT, NMIT, NorthTec, TOPNZ, SIT, Toi Ohomai, TPP, UCOL, Unitec, Wintec and WITT are laid out in their respective schedules.
- b) Within the total hours set out in (a) above kaimahi may be required to undertake duty for up to a total of eight hours a week after 5.00 pm and on no more than two nights each week. Variations to this clause for kaimahi based at NorthTec, UCOL, Unitec and Wintec are laid out in their respective schedules.
- c) Notwithstanding the variations in 2.5.2(a) and (b), kaimahi may consent to undertake duties:
 - i. after 5.00 pm in excess of the provisions in 2.5.1(a)(ii) above
 - ii. at weekends, provided that duty is spread over no more than five consecutive days except when it is part of an approved professional development programme
 - iii. before 8.00 am where this is necessary to meet the needs of the business of Te Pūkenga.

2.5.3 Exceptions for Clinical Teaching Duties

- a) Kaimahi engaging in clinical teaching duties may be required to undertake such duties for up to 450 hours outside the hours of 8.00 am and 5.00 pm in any year (1 February to 31 January).
- b) 2.5.3 does not apply to kaimahi based at the former Toi-Ohomai, whose provisions are laid out in the applicable schedule.

Section 3 – Whakamatuatanga | Leave

3.1 Annual Leave

3.1.1 Kaimahi will receive five weeks of paid annual leave each leave year.

3.2 Discretionary Leave

3.2.1 In addition to any other type of leave, kaimahi who transferred to Te Pūkenga from Ara, EIT, MIT, NMIT, Otago, SIT, Toi-Ohomai, Whitireia, and WITT, or start employment with Te Pūkenga based at one of those divisions, have discretionary leave provisions laid out in their respective schedules.

3.2.2 Included within their respective schedules are grandparented discretionary leave provisions for some kaimahi from UCOL, Unitec, WelTec, Whitireia and Wintec.

Section 4 – Kaupapa Whakangungu me te Whanaketanga Ngaioatanga | Training and Professional Development

4.1 Reciprocal Commitment

Kaimahi have an obligation to maintain and enhance their competencies, in their teaching areas, as educators, and cultural competence. Te Pūkenga has a responsibility to ensure that kaimahi receive timely and appropriate training and opportunities for professional development. Te Pūkenga recognises the unique and important role that hui Māori and taukiri Māori development (Māori identity development) opportunities play in the personal and professional development of the Tuakiritanga of kaimahi Māori.

4.2 Training

4.2.1 Permanent kaimahi will complete recognised training in the practice of adult and tertiary education. Te Pūkenga may accept that prior training or experience of kaimahi fulfils all or part of this requirement.

4.2.2 In each of the first two years of employment academic kaimahi may be required to use up to five days professional development time for initial academic kaimahi training.

4.2.3 Appropriate training opportunities will be provided to fixed term academic kaimahi, with consideration of the length of their appointment.

4.2.4 Te Pūkenga may require kaimahi to engage in other organisational training such as, but not limited to, cultural capability development in Te Tiriti o Waitangi, te reo Māori, tikanga Māori and mātauranga Māori.

4.3 Professional Development

4.3.1 Kaimahi will be entitled to professional development time, expenses and access to Te Pūkenga courses according to the provisions contained in their relevant schedules, and/or applicable policy.

4.3.2 This will be subject to:

- a) kaimahi submitting a proposed programme of development activities which accounts for this time or its equivalent.

- b) Te Pūkenga approving the proposed programme. Approval will not be unreasonably withheld.
 - c) reasonable notice being given of proposed activities and the timing of the programmes being negotiated with due regard to operational requirements.
- 4.3.3 Where approved professional development is undertaken outside of working hours, kaimahi may take the equivalent time as paid leave provided the provisions of 4.3.2 apply.
- 4.3.4 Provided that the requirements of subclause 4.3.2 are met the following activities will be approved as part of a programme:
- a) attending staff development or training programmes sponsored or delivered by Te Pūkenga or TEU.
 - b) attending work-related conferences.
 - c) undertaking work-related study of not less than two weeks.
 - d) attending professional work-related supervision.
 - e) development opportunities to ensure transition to different delivery models including (but not limited to) online teaching.
 - f) the attendance of Māori hui, these may include but are not limited to:
 - i. Hui Whanau Whakawhanaunga or Hui-a-iwi.
 - ii. Kingitanga.
 - iii. Hui-a-Tau.
 - iv. Te Ra Whakanui I te Whakaputanga Hahi.
 - v. Kura Reo.
- 4.3.5 If, in the opinion of Te Pūkenga, a proposed programme of development activities is inappropriate, or if a proposal is not submitted, the academic kaimahi may be required to undertake such duty as Te Pūkenga directs for any part or all of the 10 days so affected.
- 4.3.6 Upon application and approval, kaimahi may carry over all or part of their unused professional development days to the following year to a maximum of three years accumulated entitlements. Application for carryover will include a plan for how the carryover time will be used. Approval for carryover shall not be unreasonably withheld.
- 4.3.7 Unused entitlements for which there is no agreed plan for use of the entitlement shall be forfeited.
- 4.3.8 The provisions of this sub-clause shall not limit the operation of any Te Pūkenga policy relating to payment of tuition fees. In exercising its discretion to make any payment to, for or on behalf of kaimahi under such policy however, Te Pūkenga may take into account any payment it makes to, for or on behalf of kaimahi under this sub-clause.

PART C – ALLIED KAIMAHI

Where there is a conflict between Part A and this Part C, this Part C and the applicable schedule will apply.

Section 1 – Kaupapa Whakangungu me te Whanaketanga Ngaiotanga | Training and Professional Development

1.1 Professional Development

1.1.1 Full-time kaimahi shall be entitled to Professional development leave as follows;

- a) For kaimahi employed within the MIT or Otago division, up to 5 days (37.5 hours) per annum (pro rata for part timers)
- b) For kaimahi employed within the UCOL division, up to 10 day (75 hours) per annum (pro rata for part timers).

1.1.2 Entitlement to professional development leave is subject to the following:

- a) The kaimahi having submitted a written professional development plan to the employer.
- b) The employer having agreed to the plan; such approval shall not be unreasonably withheld.
- c) Reasonable notice being given of the proposed activities.
- d) Timing of the activities being set with due regard for the institute's operational requirements.
- e) The kaimahi being able to accumulate professional development time over a number of years for a specified professional development programme that the employer has agreed to.
- f) Te Pūkenga may allocate a grant to support actual and reasonable expenses.
- g) Unused development time not being able to be carried over to the following year except as pursuant to e) above.

Section 2 – Taumata Utu Kaimahi | Salaries

2.1 Rates

2.1.1 Rates of annual salaries to be paid to employees are listed in the applicable Schedule.

Section 3 – Ngā hāora mahi | Hours of Work

3.1 Duty Hours

3.1.1 Refer to applicable Schedule.

3.2 Work Breaks

3.2.1 The daily hours of work shall be continuous from the time of commencement and shall not be broken except for meal intervals, which shall not exceed one hour in duration.

3.2.2 A kaimahi shall be allowed two rest breaks of 15 minutes each day, in the morning, afternoon or evening, at times specified by the employee's supervisor.

3.2.3 Each kaimahi shall be allowed a minimum break of nine consecutive hours between spells of ordinary hours of duty. For those kaimahi within the UCOL division, the minimum break shall be eleven hours.

3.2.4 No kaimahi shall be required to work for more than four hours continuously without being allowed a meal break of not less than half an hour.

Section 4 – Hāora tuwhene/utu āpiti | Overtime / Penal Rates

4.1 Overtime Rates

4.1.1 Refer to applicable Schedule.

4.2 Time Off in Lieu of Overtime

4.2.1 Refer to applicable Schedule.

4.3 Overtime Limits

4.3.1 Refer to applicable Schedule.

4.4 Limits on Unbroken Work

4.4.1 Refer to applicable Schedule.

4.5 Call Back

4.5.1 Refer to applicable Schedule.

Section 5 – Whakamatuatanga | Leave

Subject to the following, leave shall be allowed pursuant to the provisions of the Holidays Act 2003 and its amendments.

5.1 Service for Leave Purposes

For the purposes of this clause, the following definitions apply:

5.1.1 In the case of kaimahi engaged by the employer as at 15 August 1992, service shall be deemed to include all prior service as defined in Clause 15 “Service for Leave Purposes” in the former New Zealand Polytechnic Allied Staff Award (document 152).

5.1.2 In the case of kaimahi engaged from 16 August 1992, service shall mean continuous service within the polytechnic sector.

5.1.3 “Continuous service”, for the purposes of the provisions for long service leave shall not include any period of less than six months unbroken service, or any period of service followed by a break of more than three months, other than an approved leave of absence without pay.

5.1.4 In any instance where kaimahi has received a benefit for severance or early retirement from a previous employer where such employment would otherwise qualify for “service” under subclauses 5.1.1 and 5.1.2 above, such employment which has been taken account of in calculating the benefit shall not be credited for “service” in any of the provisions of this Clause.

5.2 Public Holidays

5.2.1 In accepting this Agreement kaimahi agree to work on any public holiday or day of special leave if for them that day would otherwise be a working day.

5.2.2 If kaimahi does not work on a public holiday then, provided for them that day would otherwise be a working day, they will be paid not less than their relevant daily pay for the day.

5.2.3 If kaimahi does work on a public holiday they are entitled to payment for the time worked at time and a half (based on the appropriate portion of their relevant daily pay), except that kaimahi at the Otago division are entitled to be paid at double time rates. In addition, provided that day would otherwise be a working day for the kaimahi, then they are additionally entitled to a whole alternative holiday. However there is no entitlement to an alternative holiday for kaimahi who work for the employer only on public holidays.

5.2.4 The “alternative holiday” is to be taken by mutual agreement on a day that would otherwise be a working day for the kaimahi and should be taken as soon as possible after it is earned. Payment for the alternative holiday shall be at the relevant daily payrate for the kaimahi for the day on which the alternative holiday is taken.

5.2.5 If agreement cannot be reached, the alternative holiday may be taken on a date chosen by the kaimahi, having regard to what is convenient to the employer.

5.2.6 Kaimahi may request to exchange an alternative holiday for payment provided more than 12 months has passed since entitlement to the holiday arose. If the holidays are not taken within 12

months, then the employer may give notice of when the holidays are to be taken or may direct them to be cashed up.

5.2.7 Where a public holiday falls during a period of paid leave then the kaimahi will be additionally entitled to a whole alternative holiday.

5.3 Annual Leave

Annual leave entitlements for kaimahi are as follows:

5.3.1 For Kaimahi employed at the MIT division

Four weeks annual holidays paid in accordance with the Holidays Act 2003. Upon completion of six years of service kaimahi shall become entitled to five weeks annual leave in that and all succeeding years.

5.3.2 For Kaimahi employed at the Otago division

Five weeks annual holidays paid in accordance with the Holidays Act 2003.

5.3.3 For Kaimahi employed at the UCOL division

Four weeks plus one day per annum. Proportional employees will be paid according to their proportion.

5.3.4 Additional details on annual leave are in the applicable Schedule.

5.4 Te Pūkenga holidays

5.4.1 The following days are institute holidays and are days of paid leave in addition to annual leave and public holiday entitlements:

5.4.2 The three days between Christmas and New Year are paid leave. For Allied kaimahi at Otago these days are subject to kaimahi using their annual leave as per OP policy.


PART D – DIVISIONAL SCHEDULES


The CA and all Schedules will be available on the intranet, from your People and Culture team or the TEU.

Ara Institute of Canterbury Academic (Ara)
Eastern Institute of Technology Academic (EIT)
Manukau Institute of Technology Academic (MIT Academic)
Manukau Institute of Technology Allied (MIT Allied/General)
Nelson Marlborough Institute of Technology Academic (NMIT)
Northland Polytechnic Ltd Academic (North Tec)
Open Polytechnic Academic (TOPNZ)
Otago Polytechnic Academic (Otago Academic)
Otago Polytechnic Allied/General (Otago Allied/General)
Southern Institute of Technology Academic (SIT)
Tai Poutini Polytechnic Limited Academic (TPP)
Toi Ohomai Institute of Technology Academic (Toi Ohomai)
Unitec New Zealand Limited Academic (Unitec)
Universal College of Learning Academic (UCOL Academic)
Universal College of Learning Allied/General (UCOL Allied/General)
Waikato Institute of Technology Academic (Wintec)
Wellington Institute of Technology Ltd Academic (WelTec)
Western Institute of Technology at Taranaki Academic (WITT)
Whitireia Community Polytechnic Ltd Academic (Whitireia)

PART E – SIGNATORIES

The Chief Executive of Te Pūkenga and TEU undertake that this collective agreement will be administered in accordance with the true intent of its terms and provisions and will give to each other the fullest co-operation to the end that harmonious employment relations may be maintained.

Signed: 
_____ 23 June 2023
Peter Winder Date
Chief Executive Te Pūkenga

Signed: 
_____ 21 June 2023
_____ Date
Irena Brorens
Assistant National Secretary Industrial
For and on behalf of the Tertiary Education Union Te Hautū Kahurangi o Aotearoa (TEU)

UCOL Academic Schedule

The provisions within this schedule apply to existing academic kaimahi (those in Groups A and B of 1.1 Coverage of Agreement) whose primary place of work is deemed to be the division known as the Universal College of Learning (UCOL) and were Academic kaimahi covered by the UCOL Staff Members' Collective Agreement (CA) expiring 28 February 2023; and new academic kaimahi who commence employment with Te Pūkenga UCOL from 1 March 2023.

All policies and procedures of the division, associated with the scheduled terms and conditions identified below will apply.

The definitions contained within this schedule only relate to this schedule and do not have any bearing on the wording within the body of the main CA, or other divisional schedules which make up this CA.

Clause Number in previous CA	Clause Heading
Part 3: all	GRANDPARENTED TERMS
Part 7: all	THE EMPLOYMENT RELATIONSHIP
Part 8: 8.1, 8.2, 8.3 (partially)	DUTY HOURS AND PLACE OF WORK
Part 11: all	EMPLOYEES' PERSONAL INFORMATION
Part 12: all	CONFIRMATION
Part 14: all	DEDUCTIONS
Part 15: all	STAFF BENEFITS
Part 16: 16.1.1, 16.4	ALLOWANCES AND EXPENSES
Part 17: all	INDEMNITY
Part 18: 18.1, 18.2, 18.3, 18.4, 18.5, 18.7, 18.8, 18.9, 18.11	REMUNERATION
Part 19: 19.2.3 (partial),	LEAVE
Part 20: 20.2, 20.4, 20.5, 20.6	TRAINING, PROFESSIONAL DEVELOPMENT, POST GRADUATE EDUCATION AND SABBATICAL
Part 21: 21.3	HEALTH AND SAFETY
Part 22: 22.7	Medical Examination for Incapacity
Part 25: all	RETIREMENT GRANT
Part 26: all	CONFIDENTIALITY AND SECURITY
Part 27: all	OWNERSHIP RIGHTS
Part 28: all	GENERAL
Part 29: all	INDIVIDUAL TERMS
Schedule Two: all	DEFINITIONS
Schedule Three: all	GRANDPARENTED TERMS
Schedule Four: all	EMPLOYEES BOUND BY GRANDPARENTED TERMS
Schedule Six: partial	SALARY RATES

PART 3: GRANDPARENTED TERMS

Clauses 3.1, 3.2, and 3.3 apply to Group A, B and C employees

- 3.1** The terms and conditions set out in Schedule Three shall apply to the employees listed in Schedule Four, as applicable to those employees, as an alternative to and not in addition to the terms set out in this Agreement.
- 3.2** The Schedule Three terms and conditions shall apply only to the employees listed in Schedule Four and not to any employee not listed or who becomes bound by this Collective Agreement after it comes into effect.
- 3.3** To the extent that there is any dispute regarding the interpretation, operation or application of the terms and conditions set out in Schedule Three, the parties may refer to the relevant expired agreement, being either the Manawatu Polytechnic Lecturers' CEC dated 01 December 1993 to 30 November 1994 ("MP CEC"), and/or the expired Wanganui Polytechnic Academic Staff Members' Collective Employment Agreement 02 March 2001 to 30 June 2002 (WRCP CEA) as a guide to interpretation. Except to this extent neither the expired MP CEC, nor the expired WRCP CEA shall apply.

PART 7: THE EMPLOYMENT RELATIONSHIP

- 7.1** This Agreement should be read in conjunction with each employee's letter of appointment, job description and UCOL's policies and procedures.
- 7.2** Where any term in this Agreement differs from or conflicts with UCOL policies and/or procedures the terms of this Agreement will override the policies and procedures, in respect of that point of difference, for the employees whose terms and conditions are covered by this Collective Agreement.
- 7.3 The Employee's Role and Responsibilities**
 - 7.3.1** UCOL may make reasonable changes to an individual employee's duties provided that it shall first undertake a process of consultation with the employee. Reasonableness in this context shall include a balanced consideration of the personal circumstances of the employee and the needs of UCOL. If the employee regards the changes as unreasonable, in terms of the definition contained within this clause, they may refer the matter to the Working Conditions Review Panel.
 - 7.3.2** Any new duties will be consistent with the skills, abilities and potential of the employee.
 - 7.3.3** Where necessary and with the employee's consent (which will not be unreasonably withheld), the employee may undergo further training (at the employer's expense) to ensure they are proficient with the changes.
- 7.4** The employee agrees at all times to:
 - 7.4.1** Carry out all work required by UCOL, that falls within their job description and within what can be considered a fair and reasonable workload when required and to the best of their ability and skill.
 - 7.4.2** Promote the interests of UCOL at all times and do nothing that may adversely affect the reputation of UCOL, recognising academic freedom as set out in the Education and Training Act and the Protected Disclosures Act.
 - 7.4.3** Comply with any reasonable directions given to them as an employee by UCOL.

- 7.4.4 Keep updated and comply with UCOL's policies and procedures as amended from time to time by UCOL.
 - 7.4.5 Comply with the obligations of UCOL, the Chief Executive and Board under the Education and Training Act, Public Services Act, Vulnerable Children Act, Health and Safety at Work Act and any other relevant legislation.
 - 7.4.6 Maintain appropriate standards of integrity and conduct him/herself in such a way as to ensure the wellbeing of students attending UCOL.
 - 7.4.7 Operate within delegated authorities and responsibilities that are within the scope of the employee's role.
- 7.5** The Employer agrees to:
- 7.5.1 Recognise the value of their staff and take into account internal and external relativities in ensuring UCOL maintains appropriate salaries and reward structures.
 - 7.5.2 Acknowledge increases in an employee's skill; additional effectiveness; outstanding achievements and contributions to UCOL and to do so in a way that is affordable and reflects an appropriate use of public money.
 - 7.5.3 Set out details of the employee's remuneration in their letter of appointment.
 - 7.5.4 At all times comply with the obligations of the Health and Safety at Work Act and Employment Relations Act.

PART 8: DUTY HOURS AND PLACE OF WORK

- 8.1** The employee's duty hours, days and place of work are set out in their letter of appointment. The employee's place of work may be at any UCOL campus within the North Island or a combination or more than one campus location.
- 8.2** The employee or employer may at times request that the employee change their hours, place, and days of work. Prior to changes being made, both parties will consult each other regarding this and consider their request in good faith.
- 8.3** **Duty Hours**
Set out below are clauses relating to full-time employee's hours of work. Proportional employees will be appointed according to their proportion. Some employees may fall outside these general parameters.
 - 8.3.1 Weekly Duty Hours**
 - (a) Employees will generally be required to undertake duty each week between the hours of 8.00am and 9.30pm. Monday to Saturday inclusive and will normally not be required to work on any more than five days per week and for a total of no more than 40 hours per week.
 - (b) Employees whose ordinary hours of work are between 8.00am and 6.00pm Monday to Friday will generally not be required to undertake duty for more than seven hours a week after 6.00pm and on no more than two nights per week.
 - (c) Except when employees agree otherwise, employees will have a period of two consecutive days *off* work each week.

PART 11: EMPLOYEES' PERSONAL INFORMATION

In the course of employment, UCOL may collect and retain personal information concerning any aspect of the employee's employment at UCOL. UCOL will ensure that the information is kept confidential and is not used for any purpose other than that for which it was collected, unless the employee's prior consent is obtained or disclosure is otherwise permitted or required at law. Under the Privacy Act the employee may access and request the correction of any information held by UCOL about their (unless it relates to any exception provided by the Privacy Act).

PART 12: CONFIRMATION

The employee confirms that any and all representations the employee has made as to qualifications, skills and experience are true and complete and that the employee has not failed to disclose to UCOL any matter that might have influenced UCOL's decision whether or not to employ the employee.

PART 14: DEDUCTIONS

Where an employee is absent from work without authority, or they have an authorised absence but an insufficient leave entitlement to cover the time off, the employee agrees that UCOL may deduct any overpayment from their salary. In any other circumstance where an overpayment is made or the employee is in debt to UCOL, their consent will be sought prior to any deduction being made.

PART 15: STAFF BENEFITS

- 15.1** UCOL invites its employees to participate in a number of staff benefits. These benefits are reviewed annually and may vary from time to time at UCOL's discretion. They are not part of the employee's remuneration.
- 15.2** Details of these benefits are available during the employee's orientation and/or as advised and updated by email or new/revised policies and/or procedures from time to time and/or available on the staff intranet.

PART 16: ALLOWANCES AND EXPENSES

16.1.1 Travelling

Actual and reasonable expenses associated with travel, accommodation and/or meals whilst on approved UCOL business.

- 16.4** The employer shall acknowledge where any employee is called upon by the employer to use Tikanga Maori and/or Te Reo Maori in circumstances outside their job requirements, as approved by a panel chaired by the Pouarahi/Director Maori and Pasefika Education. Where an employee is a TEU member, a TEU Maori representative will be included in the panel for those deliberations. This will be recognised by a payment to the approved employees from an annual ring fenced special responsibilities allowance pool that totals \$4,500.

PART 17: INDEMNITY

UCOL undertakes to have insurance which will indemnify its employees legitimately acting to carry out the necessary functions of their positions. The specific coverage will depend on the current insurance policy UCOL holds at the time of any incident invoking this indemnity provision. However as an indicator of the level of cover the insurance policy will provide for, it will not cover any criminal or intentional actions or those arising out of gross misconduct, negligence or non-performance by employees.

PART 18: REMUNERATION

Clauses 18.1 applies to all employees

- 18.1** Remuneration will be determined by UCOL for each employee by taking into account the following factors:
- Internal and external relativities;
 - The relevant skills, qualifications and experience of the employee;
 - The ease or difficulty in recruiting and/or retaining the specific skills and/or experience required for the position; and
 - Budget constraints.

Clauses 18.2, 18.3 and 18.4 applies to Group A and B employees.

- 18.2** The UCOL "Academic Career and Remuneration Framework" will apply
- 18.3** The appointment will be within the appropriate "category" within the "Career Progression and Remuneration Framework" as determined by UCOL.
- 18.4** During the initial appointment UCOL may agree to a reduction of workload for the first six months of the employment depending on the employee's circumstances. As a guide, for full-time employees a reduction of 0.2 in workload will generally be implemented during the initial appointment.
- 18.5** New employees in the "Beginner" and "Knowledgeable" category will receive an increase to their base salary of \$1,000 after 6 months continuous service and a further \$1,500 after 18 months service. These increases will be pro-rated for proportional employees.
- 18.7** The remuneration of permanent employees and fixed term employees, who have a tenure longer than 12 months, will be reviewed at least annually.
- 18.8** As required by section 54 (3) (a) (ii) of the Employment Relations Act, Schedule Six sets out the minimum salary rates payable to employees covered by this agreement.
- 18.9** **Special Responsibilities**
In the event that an employee agrees to perform special responsibilities, UCOL may at its discretion agree to pay a higher duties allowance. The granting of any higher duties allowance will be confirmed in writing to the employee. The confirmation will define the responsibilities and the period for which the allowance will be paid.
- 18.11** UCOL employees will be entitled to earn a minimum rate of pay of \$22.75 (gross) per hour. This does not apply to any employee who is eligible for youth wage rates.

PART 19: LEAVE

19.2.3 In addition to the above public holidays, employees shall also receive the following recognised UCOL holidays:

- The day after Boxing Day

PART 20: TRAINING, PROFESSIONAL DEVELOPMENT, POST GRADUATE EDUCATION AND SABBATICAL

20.2 Training/Support for Management Function

Employees undertaking management functions and/or leadership roles either by promotion, appointment or on request will receive appropriate training and/or support where required to undertake such functions and roles

20.4 Professional Development

20.4.1 Ten days per annum will be allocated to all employees for the purposes of:

- (a) attending staff development or training programmes sponsored or run by UCOL; and/or
- (b) attending teaching, subject or research related training or conferences; and/or
- (c) undertaking work related study to enhance their subject and or teaching/research knowledge; and/or
- (d) maintaining currency (in their profession or discipline) with local industry trends and practice.
- (e) Recognising the unique and important role that iwi hui or other significant hui play in the professional development of employees.
- (f) Aligning to UCOL staff capability objectives for academic and general staff.

20.4.2 And subject to:

- (a) the submission by the employee of a proposed programme of development activities which is in writing and which is appropriate to their position. The submission must account for the time and include a breakdown of any associated costs;
- (b) the approval of the employer for such programmes, but approval shall not be unreasonably withheld;
- (c) reasonable notice being given of proposed activities and the timing of the programmes being made with due regard to UCOL's operational requirements.

20.4.3 By way of clarification proportional employees will be entitled to 10 days' professional development time per annum, provided that this will be paid in accordance with their proportion.

20.4.4 Where the employee does not submit a proposed programme of development activities the employer reserves the right, within the employee's professional development allocation, to direct the employee to professional development activity relevant to the employee's position, and if necessary to require the employee to undertake such professional development activity.

20.4.5 The employer may reimburse reasonable expenses associated with employee's professional development subject to the employer's prior approval.

20.4.6 In the event that professional development time is not taken in any one year, it will be forfeited except for that accumulated in clause 20.4.7.

20.4.7 Notwithstanding clause 20.4.6 an employee may elect to have an annual allocation of up to five days' Professional Development time (instead of the 10 days referred to in this

clause), for two years and then take up to 20 days' professional development time every third year. Employees who want to have this alternative Professional Development time will need to agree on this with the Chief Executive.

20.4.8 A TEU representative can review and discuss any specific member's concerns and can complete a bi-annual desk audit of TEU members PD applications and provide feedback to the Executive Director of People and Capability.

20.5 Postgraduate Education

Clause 20.5.1 applies to Group A employees

20.5.1 Lecturers involved in teaching UCOL Bachelor Degrees will be expected to have a qualification that is one level above that in which they are lecturing. Existing staff will be supported to achieve industry specific degrees and degrees that relate to areas of strategic importance to UCOL.

Clauses 20.5.2, 20.5.3, and 20.5.4 apply to all employees

20.5.2 It is a fundamental requirement of the job that employees maintain the required qualifications. Whilst UCOL will provide support to employees in terms of the Post Graduate Education Policy, this remains the employee's responsibility, and employees are expected to maintain the appropriate qualifications.

20.5.3 Where UCOL requires an employee to upgrade their qualification the employee may be allocated a reduced workload that reflects the requirement for upgrading. Any reduction will be cognisant of the administrative and teaching requirements of the Faculty. In cases where the employee is required to upskill or upgrade their qualifications, the employer may agree to cover all or part of the costs.

20.5.4 The employer will maintain a contestable fund from which grants **will** be allocated towards expenses.

20.6 Sabbatical Leave

Clause 20.6 applies to Groups A and B, and Research Assistants

20.6.1 Sabbatical Leave is unpaid leave (except to the extent that the employee has accrued annual leave or professional development time) from normal teaching and administrative duties which may be granted to employees, under such conditions as may be determined in order that they may take leave for the purposes of rest, study and/or travel.

20.6.2 In respect of any sabbatical leave which is paid, proportional employees **will** be paid in accordance with their proportion.

20.6.3 Sabbatical leave may be granted on the basis set out below taking into account the needs of the employee and the operational requirements of UCOL:

Qualifying period of service	Leave entitlement
After four years current continuous service, for use during the fifth year	Three months (60 working days)
After three years current continuous service, for use during the fourth year	Two months (40 working days)
After two years current continuous service, for use during the third year	One month (20 working days)

- 20.6.4 For the purposes of clarification when an employee takes sabbatical leave in accordance with this clause, the period of their service shall be deemed to recommence at the end of the year of entitlement for the purposes of accruing further sabbatical leave.
- 20.6.5 Where sabbatical leave is granted in accordance with this clause, the employee's employment will be deemed to be continuous (including during the period of the leave) and except in the case of a redundancy situation, their position, or a comparable position, will be kept open.

PART 21: HEALTH AND SAFETY

- 21.3** Where an employee is engaged in VDU duties for at least half of a full-time position they shall be entitled to an eye test at UCOL's expense after the first year upon being assigned to such duties. Further tests shall be provided at not less than two yearly intervals upon application to the employer. If the test discloses that prescription spectacles are required for the normal viewing distance of a VDU, or where a change in lens prescription is required to continue the use of a VDU then the employer will meet the following:
- a) Cost of the eye test; and
 - b) Cost of standard lenses or standard replacement lenses. The employer may meet the cost of contact lenses up to the level of the costs which might otherwise be paid for single vision spectacles; and
 - c) Cost of spectacle frames.
 - d) The total value of (a, b and c) shall not exceed \$350 in any 24 month period.

PART 22: MEDICAL EXAMINATIONS FOR INCAPACITY

- 22.7** The employee's employment may be terminated pursuant to this provision notwithstanding that the employee may have accrued sick leave outstanding. Where this occurs the employee's employment will be terminated immediately and the employee will be paid one month's salary in lieu of notice as well as any unused sick leave to a maximum of 50 days.

PART 25: RETIREMENT GRANT

- 25.1** At any time during the course of the employee's employment under this Agreement, the employee is entitled to cease work to retire. At the Chief Executive's discretion, in such circumstances the employee may be entitled to receive, a retirement grant, in line with UCOL policy.
- 25.2** Outstanding annual leave will be cashed up separately.

PART 26: CONFIDENTIALITY AND SECURITY

26.1 Confidentiality

- 26.1.1 The employee acknowledges that, in the course of this Agreement, they may have access to information concerning UCOL and its business, students, suppliers and business partners.
- 26.1.2 The employee agrees to:
- (a) Ensure that they are acquainted with and complies with any UCOL policies regarding security of information, equipment, or business.
 - (b) Keep all such information absolutely confidential both during the term of this Agreement and subsequently.
 - (c) Not disclose any such information to any third party except as directed by UCOL in the course of the employee's duties under this Agreement. The employee further

agrees not to make use of any such information for any purpose whatsoever other than the discharge of the employee's duties under this Agreement.

- (d) Not use for their own benefit, or for the benefit of any other person, any information the employee gains in the course of this Agreement and not publicly available in New Zealand. This does not reduce any rights of academic freedom under the Education and Training Act.

26.1.3 This confidentiality requirement continues to apply after termination of employment for all information that the employee gained during the term of the employee's employment.

26.1.4 "Information" includes customer lists, financial statements, business plans, projections, strategies, new product development, acquisition or merger plans, and information on the affairs of UCOL or its employees, which is not already in the public domain.

26.2 Conflict of Interest

The employee must ensure that they are not knowingly involved (directly or indirectly) :

- a) In any other employment or business which may affect their ability to perform their duties;
or
- b) In an activity which involves a real or possible conflict with the interests of UCOL.

26.3 The employee must not accept payment or other benefit in money or kind from any person or organisation as an inducement or reward in connection with their duties.

26.4 If the employee is in any doubt they must seek prior written clarification from their manager.

PART 27: OWNERSHIP RIGHTS

27.1 The employee agrees that UCOL owns all intellectual property rights in relation to material, processes, concepts and products the employee produces individually or with others in the course of their employment. If the employee wants to develop any material, process, concept or product and obtain personal ownership of that material/process/concept/product separate to their employment the employee should approach UCOL and obtain the express written consent of the Chief Executive to retain personal ownership or a share of the ownership of that material, process, concept or product.

27.2 The employer's intellectual property policy sets out ownership rights in more detail.

PART 28: GENERAL

28.1 The terms of this Agreement constitute the full and entire agreement between the employer, the union and the employee, and supersede any prior discussions, agreements or representations made by either the employer, the union or the employee except as referred to in this Agreement.

28.2 The parties agree that the laws of New Zealand govern this Agreement.

28.3 If any provision or part of this Agreement is void or unenforceable for any reason, then that provision or part will be severed from the rest of the Agreement which shall be read as far as possible as if the severed provision or part never existed.

PART 29: INDIVIDUAL TERMS

Subject to the grandparented provisions pursuant to Schedule Three, the employee will not carry forward any other previously agreed terms with the employer on becoming bound by this Agreement.

Any previous terms will cease to apply on the day the employee becomes bound by this Agreement. Subsequent to becoming bound by this Agreement, the employee may negotiate additional terms with the employer provided such terms are not inconsistent with this Agreement.

SCHEDULE TWO

DEFINITIONS

"Lecturer" means a person employed in a teaching position.

"Casual" employees are engaged on an as required basis only and are untenured. Casual employees should not work regular hours and may have no legitimate expectation of ongoing employment. Casual employees are generally paid on an hourly rate.

"Duty" refers to any time when an employee is required by the employer to be on duty at UCOL or at another approved location.

"Duty day" means a day that is not approved leave, a holiday, or either of an employee's two designated days off per week.

"Fixed Term/Limited Tenure" employees are employed until a specified date, for a specified period, a specified event or a specified project. Fixed term employees may be employed on a full-time or proportional basis.

"Permanent/Tenured" employees are employed for an indefinite term.

"Proportional/Part time" employees are employed for up to 0.8 of a full-time position in either a permanent or fixed term position.

"Research and Knowledge Transfer" As defined by the NZQA and as described in the Purpose Statement of the Research and knowledge Transfer Strategy 2016-2018.

"Service" means continuous service with the employer, any service with a previous employer whose organisation has been incorporated with UCOL and any other service recognised by UCOL at the time of the employee's engagement. Approved leave without pay does not affect continuous service, but does not add to the length of service.

"Student Contact Time" is defined as:

That component of total workload that encompasses time spent in teaching or learning engagements with students that are either curriculum or student driven and that includes timetabled teaching hours as defined below.

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

"Timetabled Teaching Hour (TTH)" means one hour spent in timetabled class instruction including any timetabled hour of structured learning activity for which the employee is responsible.

"Tutorial Assistant" means a person who assists the learning process under the supervision of a lecturer. The lecturer will delegate appropriate tasks provided that the day-to-day learning and teaching programmes, the assessment of the students' learning outcomes, and any development of course and curriculum content, remain the responsibility of the lecturer.

SCHEDULE THREE

GRANDPARENTED TERMS

Unless expressly stated the terms in this schedule will apply to those employees listed in both Groups 1 and 3 in Schedule Four. Any references to clauses in the expired Manawatu Polytechnic (MP CEC), and Wanganui Regional Community Polytechnic (WRCP CEA) are only for the purposes of an interpretative aid to the clauses noted in this schedule . Except to this extent (interpretation), the clauses of the Manawatu Polytechnic, Wairarapa Community Polytechnic and Wanganui Regional Community Polytechnic expired Collective Contracts/Agreements will not apply.

Discretionary Leave

Clause 8.6 MP CEC

Clause 6.3.4 WRCP CEA

4 weeks per annum Discretionary Leave. This leave must be used taking into consideration the operational needs of UCOL and should be noted on the employee's annual leave plan.

The additional UCOL days noted in the statutory holiday provision and the entitlement to sabbatical leave in the Collective Agreement will not apply to employees listed in Schedule Four. This does not reduce the employees' entitlements to any Annual Leave or Statutory Holidays as provided for in the respective expired contracts.

Duty Hours

Part 5 MP CEC

Part 5 WRCP CEA

Employees in Group 1 shall not be required to undertake more than 34 duty hours in any week.

Employees in Group 3 shall not be required to undertake more than 34 duty hours in any week, except for ASMs and Tutorial Assistants who consent, or who have agreed at the time of appointment to work no more than 36 hours per week, and Non-Teaching ASMs who shall not be required to undertake more than 37.5 hours per week.

Subject to this clause, employees shall undertake duty between 8:00am and 9:30pm Monday to Friday provided that not more than eight hours per week is worked after 5:00pm and provided those hours are not split over more than two nights.

Employees may consent to undertake duty in excess of the terms noted above for duty after 5:00pm and on weekends.

Employees may be required to perform clinical teaching duties for up to 144 hours (Group 1) and up to 450 hours (Group 3), outside the hours 8:00am until 5:00pm.

Lecturers shall not undertake duty on more than five consecutive days.

Duty shall be for not more than eight hours per day except for field trips or approved *off-campus* teaching duties.

Lecturers shall have meal breaks of half - one hour after each five hours continuous duty. Duty shall not be undertaken within 11 hours of the previous duty.

Travelling time to another campus or where overnight accommodation is required can be counted as duty time of up to 10 hours.

Lecturers (full-time) shall not be required to undertake Timetabled Teaching Hours ("TIH") of more than 825 hours per annum.

Tutorial Assistants (full-time) shall not be required to undertake TTH of more than 1000 hours per annum.

TTH for Lecturers/Tutorial Assistants shall be spread over no more than 185 days per annum. The leave year will be divided into four and no lecturer shall undertake more than 300 TTH in any quarter (Tutorial Assistants 360 TTH per quarter).

Approved leave of any type or professional development time will reduce the annual TTH maxima by 4.5 h/d for Lecturers and 5.5 h/d Tutorial Assistants.

By agreement alternative arrangements may be made for certain programmes beyond the usual annual TTH.

Lecturers with Special Responsibilities Allowances have increased workloads because of the special responsibilities. In these cases the TTH maximum will be reduced to a level agreed with the employer to ensure workload is maintained at an equitable and reasonable level.

Where lecturers' workloads increase because of supervision of Tutorial Assistants a reduction in the lecturer's workload will be negotiated with the employer to ensure the workload remains equitable and reasonable.

Note: Non-Teaching ASMs are not required to use more than 80% of available duty time for defined tasks and functions of the position, and they will exercise discretion over the use of a minimum of 20% of available duty time for professional requirements/activities/attendant duties having due regard for the operational requirements of the polytechnic.

Sick Leave

Clause 8.14 MP CEC

Employees in groups 1 will maintain their current balances of accrued sick leave and shall be entitled to accrue sick leave to the following maxima:

Over 9 months and up to 5 years' service	46 days
Over 5 years and up to 10 years' service	92 days
Over 10 years and up to 20 years' service	154 days
Over 20 years and up to 30 years' service	229 days
Over 30 years' service	306 days

In exceptional circumstances the employer may grant sick leave in excess of the periods noted in the scales in advance of future entitlements provided that they do not exceed 306 days.

Clause 6.4.1 WRCP CEA

For employees in group 3 only, their current balances of accrued sick leave will be maintained and they shall be entitled to accrue sick leave to the following maxima:

The employee's entitlement will increase by five days every six months to a maximum of 260 days, less the total amount of sick leave with pay taken during service.

In exceptional circumstances the employer may grant sick leave in excess of the periods noted in the scales in advance of future entitlements provided that they do not exceed 260 days.

Annual and Discretionary Leave for Employees with Short Service

Clause 8.8MPCEC

Clause 6.3.7 WRCP CEA

Employees with less than 12 month's full service in any one year will have leave calculated at 21 percent of the period worked less any leave taken.

Where an employee has served less than 12 months and has negotiated a reduction in discretionary leave or has no discretionary leave entitlement, the leave calculation will be reduced according to the appropriate ratio below:

- Five weeks leave entitlement: (i.e. no discretionary leave) 11 percent of the period worked less any leave taken
- Six weeks leave entitlement: (i.e. five weeks annual leave and one week's discretionary leave) 14 percent of the period worked less any leave taken
- Seven weeks leave entitlement: (i.e. five weeks annual leave and two weeks discretionary leave) 16 percent of the period worked less any leave taken
- Eight weeks leave entitlement: (i.e. 5 weeks annual leave and 3 weeks discretionary leave) 18 percent of the period worked less any leave taken

For employees in Group1 only

Lecturers with short service shall retain sufficient leave to cover any periods when the Polytechnic is closed. Those with short service who have not been granted leave since appointment shall be paid in full for the period of any recess between one year and the next and any other period when the Polytechnic closes completely, even though the normal entitlement is insufficient to cover these periods.

For employees in Group 3

Employees with short service who have insufficient leave will be paid in full when the Polytechnic is closed.

Bereavement Leave

Clause 8.18 MP CEC

Clause 6.5.3 WRCP CEA

If bereavement occurs while the employee is on annual, sick or other special leave that leave may be interrupted and bereavement leave granted.

Disregarded sick leave

Clause 8.16 MP CEC

Clause 6.4.4 WRCP CEA

In certain circumstances paid sick leave will not be debited from the employee's entitlement. This will happen when an employee is declined ACC for an illness directly attributable to the workload or contracted in the course of the lecturer's duty. This will also occur in the event of an epidemic to allow the disease to run its course. This will also occur where a lecturer contracts an infectious disease or is in contact with someone who has such a disease and is prevented from working by the appropriate health

authority or their own doctor. This leave in any circumstance will not be granted for longer than an aggregate of two years.

ACC

Clause 12.3 MP CEC Clause 6.4.2 WRCP CEA

Sick leave may be used in the case of a work accident if ACC does not provide cover. In the case of a non-work accident the first week of paid leave will be from the employee's sick leave entitlement. For the next 26 weeks the employee may also claim a proportionate charge against any sick leave to which they are entitled. Leave without pay shall be granted when sick leave is exhausted.

Surplus Staffing

Part 11 MP CEC Part 10 WRCP CEA

For employees in Groups 1 and 3

Severance: In the event of severance, payments will be based on years of current continuous service as follows:

16% of salary for the preceding 12 months subject to finishing on an agreed date (regardless of length of service); By way of clarification this constitutes payment of the notice period, and no additional payment will be made in respect of notice.

12% of salary for the preceding 12 months, or part thereof for employees with less than 12 months service; and

4% of salary for the preceding 12 months multiplied by the number of years' service minus one, up to a maximum of 19 years; and

where the period of total aggregated service is less than 20 years, 0.333% of salary for the preceding 12 months multiplied by the number of completed months in addition to completed years of service.

Service for which severance is calculated is as defined in each of the respective expired Agreements.

Allowances and Reimbursement

Second Schedule MP CEC

Travelling allowance - where travelling on official business the following allowances are payable for overnight stays:

Employees in Group 1

Accommodation

Meals 10-24+ hours \$64.49 per day; up to 10 hours \$27.30

Employees in Group Group 3

Actual and reasonable travel costs

An allowance of \$32.24 per night if staying privately

Actual and reasonable meal costs up to \$64.48 per 24 hour period

An employee with dependants is entitled to one visit home per month at the employer's expense when away on official business

Transport Assistance - Employees in Group 1 only Clause 4.3 MP CEC and Second Schedule MP CEC

Where a lecturer's hours commence before or finish after normal public transport operation times the lecturer will be paid transport assistance according to the formula below; provided the lecturer lives in an area where there is public transport, lives more than two kilometres from the workplace and cannot get public transport within 30 minutes of the start or finish time of work. The allowance will only be payable to the public transport boundary. If payable the allowance will be paid whether or not the lecturer uses their own vehicle.

Km	\$	
2-4	1.41	One way for return trip paid on the basis of the shortest distance between the lecturer's home and work
4-6	2.04	
6-8	2.76	
8-10	3.39	
10-12	4.11	
12-14	4.77	
14-16	5.43	
Over 16	5.79	

Second Schedule MP CEC Section 8 WRCP CEA

Incidentals - up to \$7.80 per 24 hour period.

Meal allowance - where standard hours span two meal breaks allowance of \$13.36 payable.

Transport allowance - \$0.50 per km will be reimbursed to employees required to use their own vehicles for official business.

Vehicle allowance - \$0.50 per km where personal vehicle used for official business

Clause 3.12 MP CEC Clause 4.4.3 WRCP CEA

Special Responsibilities Salary Allowance - where required to take on special responsibilities over and above those normally expected an allowance of at least \$1,000 per annum will be paid provided it constitutes no more than 20% of the employee's base salary.

Clause 3.10 MP CEC Clause 4.4.2 WRCP CEA

Acting in a higher position - where a lecturer relieves in another a position for at least five days for which a higher salary is payable, they shall be paid a rate agreed with the employer for that period (provided leave cannot be counted as part of the 5 day period).

Group 2 and Group 3 only - Lecturers acting in a higher position will accrue leave at the higher salary.

Clause 4.9 (i) MP CEC Clause 8.9 WRCP CEA

Care of Dependants - actual and reasonable expenses may be reimbursed for care of dependants when an employee is attending a course, travelling on official business or required to work additional hours and alternative arrangements cannot be made without additional cost.

Reimbursement for:

- Mandatory Professional Association Subscriptions or those required for the role
- Actual and reasonable expenses incurred at courses or conferences
- Transport of students
- Travelling on UCOL business
- Loss of personal property during work business
- Temporary relocation costs
- Childcare costs if acting outside normal working hours on UCOL business

Safety Footwear where required:

Employees in Group 1

up to \$108 .70 per annum

Employees in Group 3

Actual and reasonable expenses

Clause 7.3 d WRCP CEA

Staff Development - Employees in Group 3 only

\$300 per annum for staff development. (pro rata for proportional staff

Compassionate grant on death

Clause 4.10 MP CEC

Clause 8.7 WRCP CEA

10-20 yrs service 1/12 annual salary at time of death 20+ yrs service 1/8 annual salary at time of death

Paid to closest relative

Relocation Expenses

Clause 4.8 MP CEC

Clause 8.6 WRCP CEA

Paid where the normal place of work is moved out of the local area and the lecturer elects to relocate within 12 months of the change in workplace. Actual and reasonable costs of relocation shall be paid including temporary accommodation for up to three months, packaging, freight and storage of furniture/personal effects, travel costs for dependants and immediate family, legal fees for selling and buying home and agents' commission on sale, and any penalty for early mortgage repayment up to \$25,000.

In any other case a payment may be agreed at the time the shift is made.

Termination

Clause 7.6 MP CEC

Clause 3.3.1 WRCP CEA

Two months' notice of termination or pay in lieu of notice.

SCHEDULE FOUR

EMPLOYEES BOUND BY GRANDPARENTED TERMS

Group 1 Employees formerly on the expired Manawatu Polytechnic Lecturers' Collective Employment Contract dated 01 December 1993 to 30 November 1994, to whom the grandparented provisions set out in Schedule Three apply:

Gavin Jack

Tina Smith

Lance Funnell

Group 3 Employees formerly on the Wanganui Regional Community Polytechnic Academic Staff Members' Collective Employment contract dated 02 March 2001 to 30 June 2002, to whom the provisions set out in Schedule Three apply:

Helen Atkinson-Fleming

Philip Thomsen

Jacqueline Broughton

Gina Guigou

SCHEDULE SIX

SALARY RATES

The below table provides information on the minimum rate of pay for current established roles covered by this Agreement (based on full time work).

Salaries are paid on a proportional basis of full time salary rate x predetermined proportion of the position. This will be confirmed in the offer letter.

Employees will be remunerated on or above these rates. New employee's salary at the time of appointment will be determined following an assessment of their skills, experiences and qualifications, and will be on or above the minimum.

Where there are roles identified in Part 1, clause 1.1.1 of this agreement, and they are not listed below, as the role does not currently exist at UCOL (for example Research Assistants), the method for calculating the minimum rate payable for that role under section 54(4) (a) (iii) of the Employment Relations Act is that UCOL will apply an objective job evaluation to the role and apply a minimum that takes into account internal and external relativity factors. This process will be completed and provided to the manager prior to the role commencing.

Academic Employees, or those in Group A under clause 1.1.1 of this agreement:

Effective from 1 January 2023 the following increases will apply to all salary scales:

- 5% increase to all paid and printed rates for those earning up to \$75,000 per annum pro rata;
- 4% increase to all paid and printed rates for those earning over \$75,000 per annum pro rata.

GROUP A		
	Effective 01 July 2022 (Inclusive of 1.35% GWI)	Effective 01 Jan 2023 (Inclusive of 4%/5% GWI)
Beginner Academic Category	\$52,000.00 or \$25.0000 per hour	\$54,600.00 or \$26.2500 per hour
Knowledgeable Academic Category	\$56,300.00 or \$27.0673 per hour	\$59,115.00 or \$28.4207 per hour
Practitioner Academic Category	\$60,000.00 or \$28.8462 per hour	\$63,000.00 or \$30.2885 per hour
UCOL Expert Academic Category	\$63,900.00 or \$30.7212 per hour	\$67,095.00 or \$32.2573 per hour
UCOL Fellow Academic Category	\$74,159.16 or \$35.6534 per hour	\$77,974.16 or \$37.4361 per hour

Programme Leader allowance (Allowances are a set figure. The FTE is either a time release of current FTE, or an increase of hours)	The allowance is paid at a rate of \$2,156.04 per 0.1 FTE of time, up to a maximum of \$10 780.20.	The allowance is paid at a rate of \$2,242.28 per 0.1 FTE of time, up to a maximum of \$11,211.41.
Te Atakura employees	\$70,083.44 or \$33.6940 per hour	\$73,587.61 or \$35.3787 per hour

Those roles in Group B under clause 1.1.1 of this agreement:

Effective from 1 January 2023 the following increases will apply to all salary scales:

- 5% increase to all paid and printed rates for those earning up to \$75,000 per annum pro rata;
- 4% increase to all paid and printed rates for those earning over \$75,000 per annum pro rata.

GROUP B		
	Effective 01 July 2022 (Inclusive of 1.35% GWI)	Effective 01 Jan 2023 (Inclusive of 4%/5% GWI)
Clinical Skills Lab Assistant	\$47,958.82 or \$23.0571 per hour	\$50,356.76 or \$24.2100 per hour
Networking Technician/ Teaching Assistant	\$52,561.56 or \$25.2700 per hour	\$55,189.64 or \$26.5335 per hour

SALARY PROGRESSION

All employee salaries are reviewed annually regardless as to whether or not the individual has completed a Salary Review Application. A review may, but does not necessarily equate to an increase in salary.

The salary review process aims to recognise outstanding performance, taking into account:

- The employee's salary level;
- Internal ¹ and external relatives;
- Any recruiting and retention issues;
- The available funds.

The 'Annual Salary Review Information' provides details on the annual process, available on our staff intranet.

Progression through the Academic Categories is achieved through the Academic Promotions Framework and application process, available on the staff intranet.

¹ For academic employees, internal relatives will be assessed by taking into account where an employee is paid within the salary range for their 'Position Category'. This is specified in Appendix One of the Guidelines for Academic Promotions.

UCOL Allied/General Schedule

The provisions within this schedule apply to existing allied/general kaimahi (those in Groups C and D of 1.1 Coverage of Agreement) whose primary place of work is deemed to be the division known as the Universal College of Learning (UCOL) and were allied/general kaimahi covered by the UCOL Staff Members' Collective Agreement (CA) expiring 28 February 2023; and new allied/general kaimahi who commence employment with Te Pūkenga UCOL from 1 March 2023.

All policies and procedures of the division, associated with the scheduled terms and conditions identified below will apply.

The definitions contained within this schedule only relate to this schedule and do not have any bearing on the wording within the body of the main CA, or other divisional schedules which make up this CA.

Clause Number in previous CA	Clause Heading
Part 7: all	THE EMPLOYMENT RELATIONSHIP
Part 8: 8.1, 8.2, 8.3 (partially)	DUTY HOURS AND PLACE OF WORK
Part 11: all	EMPLOYEES' PERSONAL INFORMATION
Part 12: all	CONFIRMATION
Part 14: all	DEDUCTIONS
Part 15: all	STAFF BENEFITS
Part 16: 16.1.1, 16.4	ALLOWANCES AND EXPENSES
Part 17: all	INDEMNITY
Part 18: 18.1, 18.7, 18.8, 18.9, 18.11	REMUNERATION
Part 19: 19.2.3, 19.2.4, 19.3.1(b)	LEAVE
Part 20: 20.2, 20.4, 20.5 (partial), 20.6	TRAINING, PROFESSIONAL DEVELOPMENT, POST GRADUATE EDUCATION AND SABBATICAL
Part 21: 21.3	HEALTH AND SAFETY
Part 22: 22.7	Medical Examination for Incapacity
Part 25: all	RETIREMENT GRANT
Part 26: all	CONFIDENTIALITY AND SECURITY
Part 27: all	OWNERSHIP RIGHTS
Part 28: all	GENERAL
Part 29: all	INDIVIDUAL TERMS
Schedule Two: all	DEFINITIONS
Schedule Six: partial	SALARY RATES

PART 7: THE EMPLOYMENT RELATIONSHIP

- 7.1** This Agreement should be read in conjunction with each employee's letter of appointment, job description and UCOL's policies and procedures.
- 7.2** Where any term in this Agreement differs from or conflicts with UCOL policies and/or procedures the terms of this Agreement will override the policies and procedures, in respect of that point of difference, for the employees whose terms and conditions are covered by this Collective Agreement.
- 7.3 The Employee's Role and Responsibilities**
- 7.3.1** UCOL may make reasonable changes to an individual employee's duties provided that it shall first undertake a process of consultation with the employee. Reasonableness in this context shall include a balanced consideration of the personal circumstances of the employee and the needs of UCOL. If the employee regards the changes as unreasonable, in terms of the definition contained within this clause, they may refer the matter to the Working Conditions Review Panel.
- 7.3.2** Any new duties will be consistent with the skills, abilities and potential of the employee.
- 7.3.3** Where necessary and with the employee's consent (which will not be unreasonably withheld), the employee may undergo further training (at the employer's expense) to ensure they are proficient with the changes.
- 7.4** The employee agrees at all times to:
- 7.4.1** Carry out all work required by UCOL, that falls within their job description and within what can be considered a fair and reasonable workload when required and to the best of their ability and skill.
- 7.4.2** Promote the interests of UCOL at all times and do nothing that may adversely affect the reputation of UCOL, recognising academic freedom as set out in the Education and Training Act and the Protected Disclosures Act.
- 7.4.3** Comply with any reasonable directions given to them as an employee by UCOL.
- 7.4.4** Keep updated and comply with UCOL's policies and procedures as amended from time to time by UCOL.
- 7.4.5** Comply with the obligations of UCOL, the Chief Executive and Board under the Education and Training Act, Public Services Act, Vulnerable Children Act, Health and Safety at Work Act and any other relevant legislation.
- 7.4.6** Maintain appropriate standards of integrity and conduct him/herself in such a way as to ensure the wellbeing of students attending UCOL.
- 7.4.7** Operate within delegated authorities and responsibilities that are within the scope of the employee's role.
- 7.5** The Employer agrees to:
- 7.5.1** Recognise the value of their staff and take into account internal and external relativities in ensuring UCOL maintains appropriate salaries and reward structures.
- 7.5.2** Acknowledge increases in an employee's skill; additional effectiveness; outstanding achievements and contributions to UCOL and to do so in a way that is affordable and reflects an appropriate use of public money.
- 7.5.3** Set out details of the employee's remuneration in their letter of appointment.
- 7.5.4** At all times comply with the obligations of the Health and Safety at Work Act and Employment Relations Act.

PART 8: DUTY HOURS AND PLACE OF WORK

- 8.1** The employee's duty hours, days and place of work are set out in their letter of appointment. The employee's place of work may be at any UCOL campus within the North Island or a combination or more than one campus location.
- 8.2** The employee or employer may at times request that the employee change their hours, place, and days of work. Prior to changes being made, both parties will consult each other regarding this and consider their request in good faith.

8.3 Duty Hours

Set out below are clauses relating to full-time employee's hours of work. Proportional employees will be appointed according to their proportion. Some employees may fall outside these general parameters.

8.3.1 Weekly Duty Hours

- (a) Employees will generally be required to undertake duty each week between the hours of 8.00am and 9.30pm. Monday to Saturday inclusive and will normally not be required to work on any more than five days per week and for a total of no more than 40 hours per week.
- (b) Employees whose ordinary hours of work are between 8.00am and 6.00pm Monday to Friday will generally not be required to undertake duty for more than seven hours a week after 6.00pm and on no more than two nights per week.
- (c) Except when employees agree otherwise, employees will have a period of two consecutive days *off* work each week.

Clause 8.3.4 applies to Group D employees

8.3.4 Where an employee in Group D is required to work outside their normal hours because of particular peaks in workload, and those additional hours are approved in advance by an Executive Manager, the employee may elect to be paid at ordinary time rates or receive time off in lieu.

PART 11: EMPLOYEES' PERSONAL INFORMATION

In the course of employment, UCOL may collect and retain personal information concerning any aspect of the employee's employment at UCOL. UCOL will ensure that the information is kept confidential and is not used for any purpose other than that for which it was collected, unless the employee's prior consent is obtained or disclosure is otherwise permitted or required at law. Under the Privacy Act the employee may access and request the correction of any information held by UCOL about their (unless it relates to any exception provided by the Privacy Act).

PART 12: CONFIRMATION

The employee confirms that any and all representations the employee has made as to qualifications, skills and experience are true and complete and that the employee has not failed to disclose to UCOL any matter that might have influenced UCOL's decision whether or not to employ the employee.

PART 14: DEDUCTIONS

Where an employee is absent from work without authority, or they have an authorised absence but an insufficient leave entitlement to cover the time off, the employee agrees that UCOL may deduct any overpayment from their salary. In any other circumstance where an overpayment is made or the employee is in debt to UCOL, their consent will be sought prior to any deduction being made.

PART 15: STAFF BENEFITS

- 15.1** UCOL invites its employees to participate in a number of staff benefits. These benefits are reviewed annually and may vary from time to time at UCOL's discretion. They are not part of the employee's remuneration.
- 15.2** Details of these benefits are available during the employee's orientation and/or as advised and updated by email or new/revised policies and/or procedures from time to time and/or available on the staff intranet.

PART 16: ALLOWANCES AND EXPENSES

16.1.1 Travelling

Actual and reasonable expenses associated with travel, accommodation and/or meals whilst on approved UCOL business.

- 16.4** The employer shall acknowledge where any employee is called upon by the employer to use Tikanga Maori and/or Te Reo Maori in circumstances outside their job requirements, as approved by a panel chaired by the Pouarahi/Director Maori and Pasefika Education. Where an employee is a TEU member, a TEU Maori representative will be included in the panel for those deliberations. This will be recognised by a payment to the approved employees from an annual ring fenced special responsibilities allowance pool that totals \$4,500.

PART 17: INDEMNITY

UCOL undertakes to have insurance which will indemnify its employees legitimately acting to carry out the necessary functions of their positions. The specific coverage will depend on the current insurance policy UCOL holds at the time of any incident invoking this indemnity provision. However as an indicator of the level of cover the insurance policy will provide for, it will not cover any criminal or intentional actions or those arising out of gross misconduct, negligence or non-performance by employees.

PART 18: REMUNERATION

Clauses 18.1 applies to all employees

- 18.1** Remuneration will be determined by UCOL for each employee by taking into account the following factors:
- Internal and external relativities;
 - The relevant skills, qualifications and experience of the employee;
 - The ease or difficulty in recruiting and/or retaining the specific skills and/or experience required for the position; and
 - Budget constraints.
- 18.7** The remuneration of permanent employees and fixed term employees, who have a tenure longer than 12 months, will be reviewed at least annually.
- 18.8** As required by section 54 (3) (a) (ii) of the Employment Relations Act, Schedule Six sets out the minimum salary rates payable to employees covered by this agreement.
- 18.9 Special Responsibilities**
In the event that an employee agrees to perform special responsibilities, UCOL may at its discretion agree to pay a higher duties allowance. The granting of any higher duties allowance will be confirmed in writing to the employee. The confirmation will define the responsibilities and the period for which the allowance will be paid.

18.11 UCOL employees will be entitled to earn a minimum rate of pay of \$22.75 (gross) per hour. This does not apply to any employee who is eligible for youth wage rates.

PART 19: LEAVE

19.2.3 In addition to the above public holidays, employees shall also receive the following recognised UCOL holidays:

- The day after Boxing Day

19.2.4 Employees in Groups C and D shall be entitled to Institution holidays between Christmas and New Year, provided that where they are required to work, they will receive the equivalent time off at another time, as agreed with their manager.

19.3.1(b) Employees in Groups C and D, four weeks plus one day per annum. Proportional employees will be paid according to their proportion.

PART 20: TRAINING, PROFESSIONAL DEVELOPMENT, POST GRADUATE EDUCATION AND SABBATICAL

20.2 Training/Support for Management Function

Employees undertaking management functions and/or leadership roles either by promotion, appointment or on request will receive appropriate training and/or support where required to undertake such functions and roles

20.4 Professional Development

20.4.1 Ten days per annum will be allocated to all employees for the purposes of:

- (a) attending staff development or training programmes sponsored or run by UCOL; and/or
- (b) attending teaching, subject or research related training or conferences; and/or
- (c) undertaking work related study to enhance their subject and or teaching/research knowledge; and/or
- (d) maintaining currency (in their profession or discipline) with local industry trends and practice.
- (e) Recognising the unique and important role that iwi hui or other significant hui play in the professional development of employees.
- (f) Aligning to UCOL staff capability objectives for academic and general staff.

20.4.2 And subject to:

- (a) the submission by the employee of a proposed programme of development activities which is in writing and which is appropriate to their position. The submission must account for the time and include a breakdown of any associated costs;
- (b) the approval of the employer for such programmes, but approval shall not be unreasonably withheld;
- (c) reasonable notice being given of proposed activities and the timing of the programmes being made with due regard to UCOL's operational requirements.

20.4.3 By way of clarification proportional employees will be entitled to 10 days' professional development time per annum, provided that this will be paid in accordance with their proportion.

20.4.4 Where the employee does not submit a proposed programme of development activities the employer reserves the right, within the employee's professional development allocation, to direct the employee to professional development activity relevant to the employee's position, and if necessary to require the employee to undertake such professional development activity.

- 20.4.5 The employer may reimburse reasonable expenses associated with employee's professional development subject to the employer's prior approval.
- 20.4.6 In the event that professional development time is not taken in any one year, it will be forfeited except for that accumulated in clause 20.4.7.
- 20.4.7 Notwithstanding clause 20.4.6 an employee may elect to have an annual allocation of up to five days' Professional Development time (instead of the 10 days referred to in this clause), for two years and then take up to 20 days' professional development time every third year. Employees who want to have this alternative Professional Development time will need to agree on this with the Chief Executive.
- 20.4.8 A TEU representative can review and discuss any specific member's concerns and can complete a bi-annual desk audit of TEU members PD applications and provide feedback to the Executive Director of People and Capability.

Clauses 20.5.2, 20.5.3, and 20.5.4 apply to all employees

- 20.5.1 It is a fundamental requirement of the job that employees maintain the required qualifications. Whilst UCOL will provide support to employees in terms of the Post Graduate Education Policy, this remains the employee's responsibility, and employees are expected to maintain the appropriate qualifications.
- 20.5.2 Where UCOL requires an employee to upgrade their qualification the employee may be allocated a reduced workload that reflects the requirement for upgrading. Any reduction will be cognisant of the administrative and teaching requirements of the Faculty. In cases where the employee is required to upskill or upgrade their qualifications, the employer may agree to cover all or part of the costs.
- 20.5.3 The employer will maintain a contestable fund from which grants **will** be allocated towards expenses.

20.6 Sabbatical Leave

Clause 20.6 applies to Groups A and B, and Research Assistants

- 20.6.1 Sabbatical Leave is unpaid leave (except to the extent that the employee has accrued annual leave or professional development time) from normal teaching and administrative duties which may be granted to employees, under such conditions as may be determined in order that they may take leave for the purposes of rest, study and/or travel.
- 20.6.2 In respect of any sabbatical leave which is paid, proportional employees **will** be paid in accordance with their proportion.
- 20.6.3 Sabbatical leave may be granted on the basis set out below taking into account the needs of the employee and the operational requirements of UCOL:

Qualifying period of service	Leave entitlement
After four years current continuous service, for use during the fifth year	Three months (60 working days)
After three years current continuous service, for use during the fourth year	Two months (40 working days)
After two years current continuous service, for use during the third year	One month (20 working days)

- 20.6.4 For the purposes of clarification when an employee takes sabbatical leave in accordance with this clause, the period of their service shall be deemed to recommence at the end of the year

of entitlement for the purposes of accruing further sabbatical leave.

20.6.5 Where sabbatical leave is granted in accordance with this clause, the employee's employment will be deemed to be continuous (including during the period of the leave) and except in the case of a redundancy situation, their position, or a comparable position, will be kept open.

PART 21: HEALTH AND SAFETY

21.3 Where an employee is engaged in VDU duties for at least half of a full-time position they shall be entitled to an eye test at UCOL's expense after the first year upon being assigned to such duties. Further tests shall be provided at not less than two yearly intervals upon application to the employer. If the test discloses that prescription spectacles are required for the normal viewing distance of a VDU, or where a change in lens prescription is required to continue the use of a VDU then the employer will meet the following:

- a) Cost of the eye test; and
- b) Cost of standard lenses or standard replacement lenses. The employer may meet the cost of contact lenses up to the level of the costs which might otherwise be paid for single vision spectacles; and
- c) Cost of spectacle frames.
- d) The total value of (a, b and c) shall not exceed \$350 in any 24 month period.

PART 22: MEDICAL EXAMINATIONS FOR INCAPACITY

22.7 The employee's employment may be terminated pursuant to this provision notwithstanding that the employee may have accrued sick leave outstanding. Where this occurs the employee's employment will be terminated immediately and the employee will be paid one month's salary in lieu of notice as well as any unused sick leave to a maximum of 50 days.

PART 25: RETIREMENT GRANT

25.1 At any time during the course of the employee's employment under this Agreement, the employee is entitled to cease work to retire. At the Chief Executive's discretion, in such circumstances the employee may be entitled to receive, a retirement grant, in line with UCOL policy.

25.2 Outstanding annual leave will be cashed up separately.

PART 26: CONFIDENTIALITY AND SECURITY

26.1 Confidentiality

26.1.1 The employee acknowledges that, in the course of this Agreement, they may have access to information concerning UCOL and its business, students, suppliers and business partners.

26.1.2 The employee agrees to:

- (a) Ensure that they are acquainted with and complies with any UCOL policies regarding security of information, equipment, or business.
- (b) Keep all such information absolutely confidential both during the term of this Agreement and subsequently.
- (c) Not disclose any such information to any third party except as directed by UCOL in the course of the employee's duties under this Agreement. The employee further agrees not to make use of any such information for any purpose whatsoever other than the discharge of the employee's duties under this Agreement.
- (d) Not use for their own benefit, or for the benefit of any other person, any information the employee gains in the course of this Agreement and not publicly available in New Zealand. This does not reduce any rights of academic freedom under the Education and Training Act.

26.1.3 This confidentiality requirement continues to apply after termination of employment for all information that the employee gained during the term of the employee's employment.

26.1.4 "Information" includes customer lists, financial statements, business plans, projections, strategies, new product development, acquisition or merger plans, and information on the affairs of UCOL or its employees, which is not already in the public domain.

26.2 Conflict of Interest

The employee must ensure that they are not knowingly involved (directly or indirectly) :

- a) In any other employment or business which may affect their ability to perform their duties;
or
- b) In an activity which involves a real or possible conflict with the interests of UCOL.

26.3 The employee must not accept payment or other benefit in money or kind from any person or organisation as an inducement or reward in connection with their duties.

26.4 If the employee is in any doubt they must seek prior written clarification from their manager.

PART 27: OWNERSHIP RIGHTS

27.1 The employee agrees that UCOL owns all intellectual property rights in relation to material, processes, concepts and products the employee produces individually or with others in the course of their employment. If the employee wants to develop any material, process, concept or product and obtain personal ownership of that material/process/concept/product separate to their employment the employee should approach UCOL and obtain the express written consent of the Chief Executive to retain personal ownership or a share of the ownership of that material, process, concept or product.

27.2 The employer's intellectual property policy sets out ownership rights in more detail.

PART 28: GENERAL

28.1 The terms of this Agreement constitute the full and entire agreement between the employer, the

union and the employee, and supersede any prior discussions, agreements or representations made by either the employer, the union or the employee except as referred to in this Agreement.

28.2 The parties agree that the laws of New Zealand govern this Agreement.

28.3 If any provision or part of this Agreement is void or unenforceable for any reason, then that provision or part will be severed from the rest of the Agreement which shall be read as far as possible as if the severed provision or part never existed.

PART 29: INDIVIDUAL TERMS

[...], the employee will not carry forward any other previously agreed terms with the employer on becoming bound by this Agreement. Any previous terms will cease to apply on the day the employee becomes bound by this Agreement. Subsequent to becoming bound by this Agreement, the employee may negotiate additional terms with the employer provided such terms are not inconsistent with this Agreement.

SCHEDULE TWO

DEFINITIONS

"**Lecturer**" means a person employed in a teaching position.

"**Casual**" employees are engaged on an as required basis only and are untenured. Casual employees should not work regular hours and may have no legitimate expectation of ongoing employment. Casual employees are generally paid on an hourly rate.

"**Duty**" refers to any time when an employee is required by the employer to be on duty at UCOL or at another approved location.

"**Duty day**" means a day that is not approved leave, a holiday, or either of an employee's two designated days off per week.

"**Fixed Term/Limited Tenure**" employees are employed until a specified date, for a specified period, a specified event or a specified project. Fixed term employees may be employed on a full-time or proportional basis.

"**Permanent/Tenured**" employees are employed for an indefinite term.

"**Proportional/Part time**" employees are employed for up to 0.8 of a full-time position in either a permanent or fixed term position.

"**Research and Knowledge Transfer**" As defined by the NZQA and as described in the Purpose Statement of the Research and knowledge Transfer Strategy 2016-2018.

"**Service**" means continuous service with the employer, any service with a previous employer whose organisation has been incorporated with UCOL and any other service recognised by UCOL at the time of the employee's engagement. Approved leave without pay does not affect continuous service, but does not add to the length of service.

"**Student Contact Time**" is defined as:

That component of total workload that encompasses time spent in teaching or learning engagements with students that are either curriculum or student driven and that includes timetabled teaching hours as defined below.

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

"Timetabled Teaching Hour (TTH)" means one hour spent in timetabled class instruction including any timetabled hour of structured learning activity for which the employee is responsible.

"Tutorial Assistant" means a person who assists the learning process under the supervision of a lecturer. The lecturer will delegate appropriate tasks provided that the day-to-day learning and teaching programmes, the assessment of the students' learning outcomes, and any development of course and curriculum content, remain the responsibility of the lecturer.

SCHEDULE SIX

SALARY RATES

The below table provides information on the minimum rate of pay for current established roles covered by this Agreement (based on full time work).

Salaries are paid on a proportional basis of full time salary rate x predetermined proportion of the position. This will be confirmed in the offer letter.

Employees will be remunerated on or above these rates. New employee's salary at the time of appointment will be determined following an assessment of their skills, experiences and qualifications, and will be on or above the minimum.

Where there are roles identified in Part 1, clause 1.1.1 of this agreement, and they are not listed below, as the role does not currently exist at UCOL (for example Research Assistants), the method for calculating the minimum rate payable for that role under section 54(4) (a) (iii) of the Employment Relations Act is that UCOL will apply an objective job evaluation to the role and apply a minimum that takes into account internal and external relativity factors. This process will be completed and provided to the manager prior to the role commencing.

Groups C and D under clause 1.1.1 of this agreement:

Effective from 1 January 2023 the following increases will apply to all salary scales:

- 5% increase to all paid and printed rates for those earning up to \$75,000 per annum pro rata;
- 4% increase to all paid and printed rates for those earning over \$75,000 per annum pro rata.

GROUP C		
	Effective 01 July 2022 (Inclusive of 1.35% GWI)	Effective 01 Jan 2023 (Inclusive of 4%/5% GWI)
Technical Assistant ACE Facilitator, Facilitator, Facilitator - Free and Easy	\$47,958.82 or \$23.0571 per hour	\$50,356.76 or \$24.2100 per hour
Librarian - Cataloguing Librarian - Knowledge Hub Librarian - Serials Librarian Assistant	\$49,848.03 or \$23.9654 per hour	\$52,340.72 or \$25.1637 per hour
Librarian - Electronic Resources	\$54,021.13 or \$25.9717 per hour	\$56,722.19 or \$27.2703 per hour
Student Success Advisor - Wellbeing Student Success Advisor - Youth Guarantee Engagement Advisor - Disability Library and Learning Advisor Student Success Learning Advisor (Learning Advisor)	\$63,272.15 or \$30.4193 per hour	\$66,435.76 or \$31.9403 per hour
Counsellor	\$68,166.18 or \$32.7722 per hour	\$71,574.49 or \$34.4108 per hour

GROUP D		
	Effective 01 July 2022 (Inclusive of 1.35% GWI)	Effective 01 Jan 2023 (Inclusive of 4%/5% GWI)
Accounts Receivable Officer Administrative Co-ordinator (Quality) Administrator Car Groomer Cook Customer Support Administrator Disability Support Assistant Engagement Coordinator International Administrator Kaiawhina Tahuru (Administrative Assistant) Laboratory Educator Laboratory Technician Laundry Person Maintenance Assistant Office Administrator Peer Tutor Residential Supervisor Site Assistant - Facilities Management Student Enrolment Advisor Student Registry Administrator - Enrolments Student Registry Administrator - Records Student Registry Administrator - Records & Programme Mgmt Technician (Chemistry) Technician (Construction) Technician (Creative) Technician (Kitchen) U-Skills Transition Co-ordinators	\$47,958.82 or \$23.0571 per hour	\$50,356.76 or \$24.21 per hour
Accounts Officer Assistant - Office of the Chief Executive International Recruitment/Conversion Administrator Learning Technologies Training and Support Technician Strategic Support Officer U-Skills STAR Coordinator	\$49,848.03 or \$23.9654 per hour	\$52,340.43 or \$25.16 per hour

Administrator - Space Management Corporate Assurance & Risk Officer Engagement Advisor - Youth Guarantee Executive Assistants IT and Project Administrator Kaituhono Engagement and Disability Support Coordinator Kaituhono Engagement and Youth Guarantee Coordinator Marketing and Events Assistant Payroll Officer People and Safety Officer Raukura Engagement Coordinator Student Life Coordinator Taumarunui, Whanau & Comm Relationship Co-ordinator U-Skills Lead Transition Coordinator U-Skills Operations Officer	\$54,021.13 or \$25.9717 per hour	\$56,722.19 or \$27.27 per hour
Assistant Management Accountant Employability Coordinator Kaituhono Mahi Kaiarataki Kaiawhina Kaitiaki Akonga Kaitiaki me Pasefika Akonga Operations Manager Programme Management Leader Recognition of Prior Learning Assessor/Co-ordinator Senior Administrator Technical Support Specialist - Communication Systems Technical Support Specialist - Device Mgmt	\$58,226.06 or \$27.9933 per hour	\$61,137.36 or \$29.39 per hour
Brand and Material Designer Communications Project Coordinator Engagement Advisor - International Management Accountant Marketing Advisor Recruitment Advisor Social Media Coordinator Student Advocacy and Welfare Coordinator Support, Employability and Youth Guarantee Advisor	\$63,272.15 or \$30.4193 per hour	\$66,435.76 or \$31.94 per hour
Communications Advisor Events and Sponsorship Lead Human Resources Advisor IT User Environment Specialist	\$68,166 .18 or \$32.7722 per hour	\$71,574.49 or \$34.41 per hour

Application Support Analyst Database Administrator Database and Reporting Analyst External Relation Advisor Financial Accountant Health & Safety Advisor Literacy and Numeracy Leader System Developer Systems Support Analyst	\$74,196.51 or \$35.6715 per hour	\$77,906.34 or \$37.46 per hour
Academic Advisor Buildings Project Manager Business Analyst Cultural Development Advisor Digital Communicator (Senior) Learning Technologies Advisor Project Manager - Facilities and Systems Senior Brand and Materials Designer Staff Caoability Leader	\$80,615.81 or \$38.7576 per hour	\$83,840.44 or \$40.31 per hour
Learning Technologies Leader Health and Safety Emergency Management Advisor Senior Business Information Analyst Senior Systems Develoer	\$86,875.36 or \$41.7670 per hour	\$90,350.37 or \$43.44 per hour
Senior Financial Business Partner Senior Infrastructure Engineer Strategic Business Information Analyst	\$93,675.71 or \$45.0364 per hour	\$97,422.74 or \$46.84 per hour

SALARY PROGRESSION

All employee salaries are reviewed annually regardless as to whether or not the individual has completed a Salary Review Application. A review may, but does not necessarily equate to an increase in salary.

The salary review process aims to recognise outstanding performance, taking into account:

- The employee's salary level;
- Internal and external relatives;
- Any recruiting and retention issues;
- The available funds.

The 'Annual Salary Review Information' provides details on the annual process, available on our staff intranet.