

## **Grading and Translations for Administrative Positions covered by the Early Childhood Collective Agreement 2009 - 2011**

### **What has changed?**

The Early Childhood Collective Agreement 2009 - 2011 contains a transition for clerical staff to a new pay scale and grading system. The wording clerical is also being changed to administrative. These changes are to better reflect the wide range of administrative roles that are covered by the ECECA.

These are the definitions that are in the new agreement. They can be found on page 21, Part 6 (g) of the Collective Agreement

(vi) Classification (from 1 March 2010)

**Grade A:** The position is closely supervised. It involves duties and tasks which are specified and clear and are carried out in accordance with well defined procedures. The duties must be defined in detail, be free from ambiguity and give relatively little scope for discretion.

Note: Close supervision is not just about physical proximity. It is about little or no scope for any discretion about what the person is to do or how they do it.

**Grade B:** The position involves a range of duties for which additional knowledge, skills and experience are required to meet the needs of the centre. The position allows some scope for discretion on how and when the tasks are completed and is likely to involve periods without supervision.

**Grade C:** The position involves a range of duties for which a high level of skill, responsibility and specialist knowledge is required. It may include supervision of other non teaching staff, centre roll management including enrolments and financial responsibility, in particular payroll. Where the position does not involve supervision of staff, it may involve management of specialist equipment or programmes which make a significant contribution to the running of the centre.

### **When are the changes happening?**

The new payscale and grading structure comes into force on 1 March 2010. This means that these positions will need to be graded before this date to ensure a smooth transition to the new system.

### **What is the process?**

The Early Childhood Education Collective Agreement has three grades for Administrative positions. Where your job fits in the grades will be determined by the centre/service in consultation with members who hold these roles. A flowchart of the process is on page 5.

**Remember that the grading process is not a review of your skills or performance it is a process to grade the job done.** The centre/service will want to determine: The level of skill, experience and responsibility required for the *position* that held, along with the actual content of the job.

### **Evidence for Grading**

Grading should start with an up to date job description. A clear and full job description will make it easier to define the appropriate grade for the position. Consider carefully what the job involves and make a list to use when discussing the requirements of the position with your employer.

The following may be helpful points to consider:

#### **What knowledge, experience and skills are needed to competently perform the job?**

- What range of knowledge is required to do this job? Think about the different procedural, organisational, technical, and specialist knowledge that is required.
- What data base or financial skills are required for this job?
- Was a qualification required before this job could be done?
- What sorts of communication skills are required?
- How important to this job is the ability to interact with others?

#### **What responsibilities are involved in this work?**

- Supervision – does the position involve close supervision? Is it a sole charge position with little supervision or does it involve supervision of other staff.
- To what degree is problem solving, independent judgement or decision making part of the job?
- What accountability is expected for individual work and the work of others is involved?
- Does the job include any financial delegations?
- Does the job include any legal responsibilities/delegations?
- What accountability is there for the overall operations of the centre/early childhood service

### **How should this job translate onto the new payscale?**

Once a position is graded you should translate onto a step on the new scale that reflects the years' experience you have in the role.

The pay scales in the new agreement are as follows

(vii) **Administrative employee (\$) per hour**

**Effective 1 March 2010**

Step	\$ per hour	
1	\$14.48	<b>Entry of Grade A</b>
2	\$15.44	
3	\$16.40	
4	\$17.36	<b>Entry - Grade B</b>
5	\$18.32	
6	\$19.28	<b>Top of Grade A</b>
7	\$20.24	
8	\$21.20	<b>Entry Grade C</b>
9	\$22.16	<b>Top Grade B</b>
10	\$23.12	
11	\$24.08	
12	\$25.04	<b>Top Grade C</b>

**Administrative employee (\$) per hour**

**Effective 1 July 2011**

Step	\$ per hour	
1	\$14.91	<b>Entry of Grade A</b>
2	\$15.90	
3	\$16.89	
4	\$17.88	<b>Entry - Grade B</b>
5	\$18.87	
6	\$19.86	<b>Top of Grade A</b>
7	\$20.85	
8	\$21.84	<b>Entry Grade C</b>
9	\$22.82	<b>Top Grade B</b>
10	\$23.81	
11	\$24.80	
12	\$25.79	<b>Top Grade C</b>

### **What if I currently get paid more than the step that I will translate onto?**

Part 27 of the agreement states that no employee will have his/her wages reduced by the operation of this agreement.

If the grading and translation process would place an employee on a lower pay rate than they are currently receiving the employee should remain on their current pay.

Confirmation of your pay rate should be included in the written notification of the results of the grading and translation process.

### **Is there an appeals process?**

If you believe that the grading applied to the position you hold or the step at which you translate on the scale is incorrect the decision can be appealed. Before making an appeal you should first discuss your concerns about the appropriateness of the grading with the person you report to e.g. the centre supervisor.

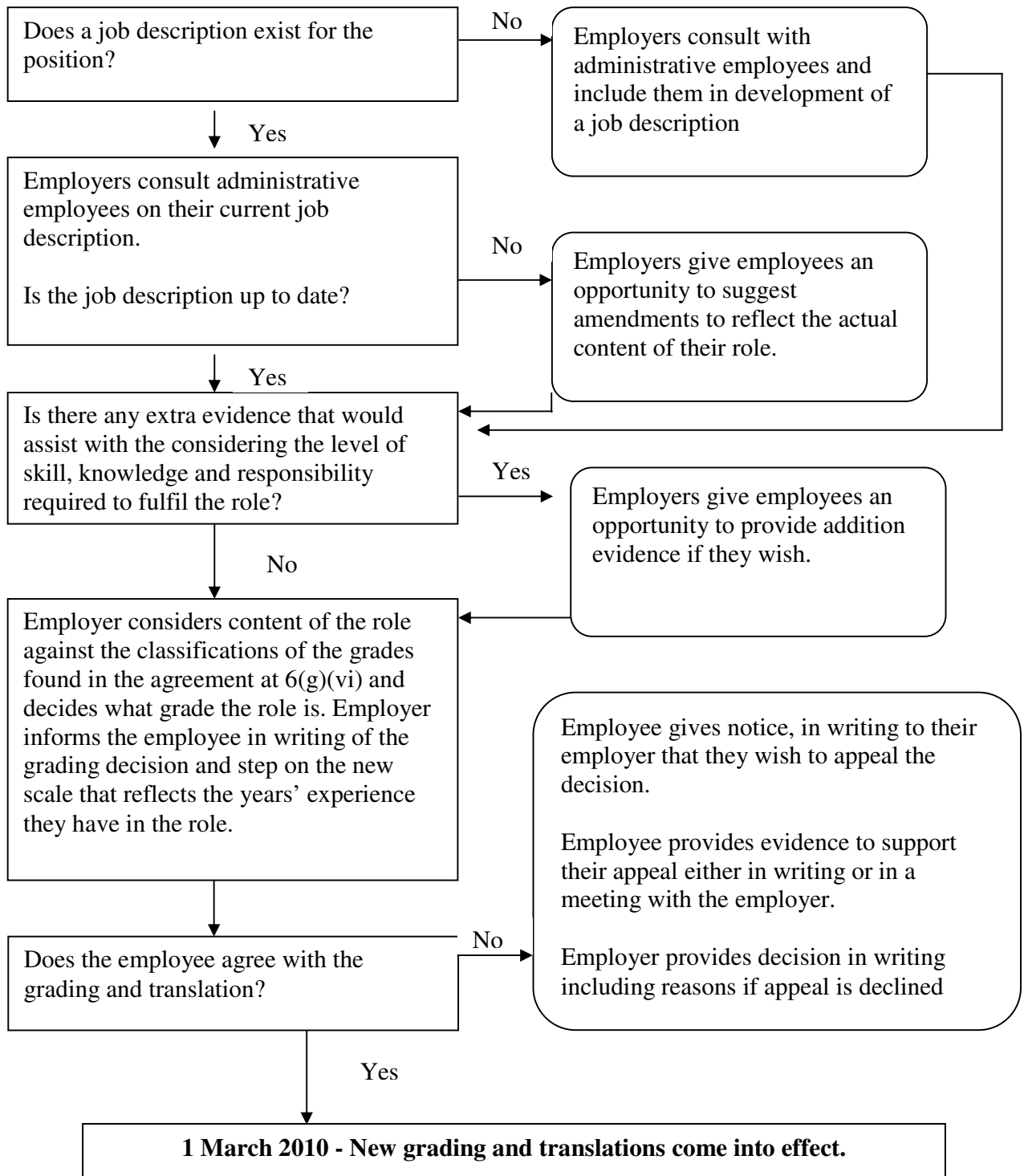
If you do decide to appeal you should give notice, in writing to their employer as soon as possible that you wish to appeal the decision. There is a template letter on page 6 that you can use as a guide.

You will have the opportunity to provide evidence to support your appeal. This can either take place in writing or in a meeting with the employer. You need to be able to demonstrate that an accurate description of the content of the job the employer is requiring to be carried out is more closely aligned to the definition of a higher grade than the grade that is currently being applied.

Both NZEI members and employers have the right to representation or advice at any stage of this process. NZEI can be contacted on 0800 NZEI HELP for support.

The employer is obliged to respond to the appeal in writing, including the reasons for their decision if the appeal is declined.

## Process for Grading and Translation ECECA 2009 - 2011



### NOTES

- Any employee performing a mix of similar duties across two or more grades within one class shall be placed in the grade which reflects the substantive part of the job.
- Any employee employed for two or more distinct positions shall be placed in the appropriate grade for each position.

(Date)  
Employer name  
(Name of centre/service)  
(Address  
(Address)

Dear (name)

I have been employed at (centre/service) since (date of commencement of employment). My current job title is ..... My position is classified as grade ... .

I believe that my position should be classified as grade...Under the terms of the Early Childhood Education Collective Agreement a grade (B or C) position in the *Administrative* scale is defined as follows: .....

In my role at this centre/service I am required to undertake the following duties :  
.....  
..... These are tasks that I believe are consistent with the grade (B or C) definition quoted above.

Some of the skills required to perform my duties successfully are :  
.....

(Grade A to Grade B)

I carry out my duties (*under minimal supervision*) or (*largely unsupervised*). You will note that the definition of a grade A position in the collective agreement requires that the position be “closely supervised”.

(Grade B to Grade C)

In carrying out my duties I am responsible for the supervision of (*x number of other staff*) and/or the management of (*x resources or equipment or budget*).

I have attached my job description which confirms the tasks and responsibilities associated with my role.

Thank you for your consideration of this re-grading application. I would appreciate a written response to this application.

Yours sincerely

XXXXX