

*NZEI Campaign News (Support Staff) 2010/01  
To: All NZEI Support Staff Members covered by the support staff collective agreement*

## COLLECTIVE AGREEMENT SETTLED SUBJECT TO MEMBERSHIP RATIFICATION BALLOT

*January 2010*

### KEY POINTS:

- After prolonged negotiations the Support Staff in Schools Collective Agreement has been settled.
- Support staff members now need to vote on the acceptance or rejection of the Terms of Settlement.
- The settlement is recommended by the National Executive and the Support Staff Negotiating team.
- Ballot papers for support staff are attached to this newsletter along with the Terms of Settlement.

### ACTION:

#### Worksite Representatives / Support Staff Contacts:

- A list of NZEI members covered by the SSCA agreement is attached. Please ensure that every union member covered by the SSCA gets a copy of the terms of settlement, a ballot paper and this newsletter.

#### Support Staff:

- Read and consider the information in this newsletter and return your completed ballot paper by 12.00 noon on Friday 12 February 2010. The Terms of Settlement can also be found on the NZEI website: [www.nzei.org.nz](http://www.nzei.org.nz)

### ENQUIRIES:

For further enquiries contact 0800 NZEI HELP (0800 693 443)

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27 January 2010

**Kia Ora koutou  
Nga mihi mahana kia toutou**

A huge campaign by support staff members and the wider union has finally resulted in a settlement of the support staff collective agreement. The key points of the proposed settlement are:

- **A significant move on the minimum pay for support staff**  
From 27 January 2010, the bottom step in Grade A for both Administrative and Associate will be \$14.00 with the next step being \$14.62. The bottom step of Grade B will be \$14.62 - equivalent to the "pay jolt" we campaigned for and were promised in 2008.
- **A 1.4 % pay increase for support staff** on printed rates above \$14.62 from January 27 2010.
- **An exchange of letters to progress the Workforce Strategy** The terms of Reference for the Workforce Strategy are on the NZEI website [www.nzei.org.nz](http://www.nzei.org.nz)
- **Annualisation for fixed term employees** employed for the full school year starting in 2011.
- **From 2011, Ministry notification to employers of when a member's increment is due**
- **The new agreement will run from 10 December 2009 to 31 March 2011.**

Members will also receive their annual increment on their usual anniversary date e.g. if your anniversary date is in February you will receive the pay increase on 27 January then move to your next step on the scale on your anniversary date in February.

The support staff negotiating team worked hard for more than a year to complete the negotiations, with the Ministry of Education offering a nil increase until the final days of negotiation.

This settlement is tribute to NZEI members and your determination to see a fair deal for support staff. The 'Whole of Union' approach taken during this campaign made all the difference and the negotiating team wish to thank all members, principals, teachers and support staff for the support they have given the team over the 12 months it took to negotiate this agreement.

**This settlement comes to you with a unanimous recommendation from the National Executive and your negotiating team that you should vote in favour of ratification.**

Please complete the ballot paper and return before **12 noon, Friday 12 February 2010.**

Kia kaha, kia toa, kia manawanui



Sharyn Gibbons and Kevin Burrows  
Advocates

Attached: Terms of Settlement  
Ballot paper

## **Terms of Settlement**

### **Support Staff in Schools Collective Agreement**

**10 December 2009**

#### **Term**

The term of the *Support Staff in Schools Collective Agreement* (SSCA) shall be from 10 December 2009 until 31 March 2011.

#### **Changes to Grade A and B wage/salary scales**

From 27 January 2010 new printed wage/salary scales for Administrative and Associate Grade A and B will be introduced into the SSCA. From this date the new starting rate in Grade A will be \$14.00 per hour and the second printed step will be \$14.62. From this date the new starting rate in Grade B will be \$14.62 per hour. The new printed wage/salary scales and an explanation of how employees will translate are attached as Appendix A.

#### **Wage / salary increases**

From 27 January 2010 the printed wage/salary rates (effective 14 January 2009) in the SSCA that are above \$14.62 per hour will increase by 1.4%. For the purpose of this settlement the rates paid in the Grade C Step 8 Range of Rates shall increase by 1.4%. The new printed wage/salary scales are attached as Appendix A.

#### **Extension of annualisation to employees on fixed term agreements of 12 months or more**

From the beginning of the 2011 school year, employees on fixed term agreements of 12 months or more may seek the agreement of their employer to have their annual earnings annualised for the 'annualisation period' provided their fixed term agreement spans the period from the start of a school year (or earlier) until the end of that school year (or later). Details of the operation of annualisation regarding fixed term employees are attached as Appendix B.

#### **Notification**

The following clause will be inserted in the Memorandum of Understanding:

*"From the start of the 2011 school year, where sufficient information is provided by school boards to the Ministry of Education, the employer shall receive advanced notification of the names of support staff who will have been on the same grade and step for 12 months."*

#### **Additional matter – Support Staff Workforce Strategy**

The Secretary for Education and the National Secretary of the NZ Educational Institute Te Riu Roa have exchanged letters regarding a Tripartite Work Programme for a Support Staff Workforce Strategy. Although these letters do not form part of these Terms of Settlement, the proposed Tripartite Work Programme is welcomed by the parties.

**Editorial changes**

Delete clause 4.3.5 with subsequent renumbering and cross referencing as required  
Delete Appendix F  
Other editorial changes as agreed by the parties.

**Signed**

**Date**

**On behalf of the NZEI Te Riu Roa**

**On behalf of the Service and Food Workers Union**

**On behalf of the Secretary for Education**

**On behalf of the New Zealand School Trustees Association**

**APPENDIX A**

**The new pay scales shall be as follows:**

Administrative Pay scales

Administrative Scale – Grade A					
	Current Rates			27-Jan-10	
Step	Hourly	Annual	Step	Hourly	Annual
1	12.94	27,020	1	14.00	29,232
2	13.33	27,826			
3	13.57	28,364			
4	13.80	28,792			
5	14.49	30,246	2	14.62	30,527
6	15.20	31,723	3	15.42	32,168
7	15.50	32,314	4	15.72	32,767

Administrative Scale – Grade B					
	Current Rates			27-Jan-10	
Step	Hourly	Annual	Step	Hourly	Annual
1	13.80	28,792	1	14.62	30,527
2	14.49	30,246			
3	15.20	31,723	2	15.42	32,168
4	15.50	32,314	3	15.72	32,767
5	15.94	33,283	4	16.17	33,749
6	16.30	34,036	5	16.53	34,513
7	16.88	35,227	6	17.12	35,721
8	17.47	36,460	7	17.72	36,971
9	18.08	37,737	8	18.34	38,266
10	18.71	39,057	9	18.98	39,604
11	19.37	40,425	10	19.65	40,991
12	20.04	41,839	11	20.33	42,425
13	20.75	43,304	12	21.05	43,911
14	21.46	44,819	13	21.77	45,447
15	22.36	46,699	14	22.68	47,353

Administrative Scale – Grade C					
	Current Rates			27-Jan-10	
Step	Hourly	Annual	Step	Hourly	Annual
1	18.00	37,612	1	18.26	38,139
2	18.17	37,987	2	18.43	38,519
3	18.71	39,057	3	18.98	39,604
4	19.37	40,425	4	19.65	40,991
5	20.04	41,839	5	20.33	42,425
6	20.75	43,304	6	21.05	43,911
7	21.46	44,819	7	21.77	45,447
8	22.36	46,699	8	22.68	47,353
Range of Rates	↓	↓		↓	↓
	30.49	63,633		30.92	64,524

**Translation Notes**

Administrative pay scale - Grade A

Steps 1-4 (Jan-09) translate to Step 1  
 Step 5 (Jan 09) translates to Step 2  
 Step 6 (Jan 09) translates to Step 3  
 Step 7 (Jan 09) translates to Step 4

*Example: on step 1, 2, 3, or 4 now you will go to the new step 1 (\$14.00) on 27 January 2010.*

*You will then move to the next step on your anniversary date.*

Administrative pay scale – Grade B

Steps 1-2 (Jan 09) translate to Step 1  
 Step 3 (Jan 09) translates to Step 2  
 Step 4 (Jan 09) translates to Step 3  
 Step 5 (Jan 09) translates to Step 4  
 Step 6 (Jan 09) translates to Step 5  
 Step 7 (Jan 09) translates to Step 6  
 Step 8 (Jan 09) translates to Step 7  
 Step 9 (Jan 09) translates to Step 8  
 Step 10 (Jan 09) translates to Step 9  
 Step 11 (Jan 09) translates to Step 10  
 Step 12 (Jan 09) translates to Step 11  
 Step 13 (Jan 09) translates to Step 12  
 Step 14 (Jan 09) translates to Step 13  
 Step 15 (Jan 09) translates to Step 14

*Example: on step 1, 2, now you will go to the new step 1 (\$14.62) on 27 January 2010.*

*You will then move to the next step on your anniversary date.*

Administrative pay scales – Grade C

Rates paid in the Grade C Step 8 Range of Rates shall increase by 1.4%

## Associate Pay Scales

## Translation Notes

Associate Scale - Grade A					
	Current Rates			27-Jan-10	
Step	Hourly	Annual	Step	Hourly	Annual
1	12.94	27,020	1	14.00	29,232
2	13.33	27,826			
3	13.57	28,364			
4	13.80	28,792			
			2	14.62	30,527

Associate Scale - Grade B					
	Current Rates			27-Jan-10	
Step	Hourly	Annual	Step	Hourly	Annual
1	13.57	28,364	1	14.62	30,527
2	13.80	28,792			
3	14.49	30,246			
4	15.20	31,723	2	15.42	32,168
5	15.50	32,314	3	15.72	32,767
6	15.94	33,283	4	16.17	33,749
7	16.30	34,036	5	16.53	34,513
8	16.88	35,227	6	17.12	35,721
9	17.47	36,460	7	17.72	36,971
10	18.00	37,612	8	18.26	38,139

Associate Scale - Grade C					
	Current Rates			27-Jan-10	
Step	Hourly	Annual	Step	Hourly	Annual
1	18.00	37,612	1	18.26	38,139
2	18.17	37,987	2	18.43	38,519
3	18.71	39,057	3	18.98	39,604
4	19.37	40,425	4	19.65	40,991
5	20.04	41,839	5	20.33	42,425
6	20.75	43,304	6	21.05	43,911
7	21.46	44,819	7	21.77	45,447
8	22.36	46,699	8	22.68	47,353

Associate pay scale - Grade A

Steps 1-4 (Jan-09) translate to Step 1

*Example: on step 1, 2, 3, or 4 now you will go to the new step 1 (\$14.00) on 27 January 2010.*

*You will then move to the next step on your anniversary date.*

Associate pay scale – Grade B

Steps 1-3 (Jan 09) translate to Step 1

Step 4 (Jan 09) translates to Step 2

Step 5 (Jan 09) translates to Step 3

Step 6 (Jan 09) translates to Step 4

Step 7 (Jan 09) translates to Step 5

Step 8 (Jan 09) translates to Step 6

Step 9 (Jan 09) translates to Step 7

Step 10 (Jan 09) translates to Step 8

*Example: on step 1, 2, or 3 now you will go to the new step 1 (\$14.62) on 27 January 2010.*

*You will then move to the next step on your anniversary date.*

The translation of employees will be in accordance with the pay scales and notes above and with clause 3.2 of the SSCA that is amended as outlined below:

### 3.2 Effective Dates of Increases and Translation to Pay Scales

**3.2.1** (a) From 27 January 2010 the new wage/salary scales for Administrative and Associate Grade A and B will be introduced into the SSCA. From this date the new starting rate in Grade A will be \$14.00 per hour. From this date the new starting rate in Grade B will be \$14.62 per hour.

(b) From 27 January 2010 the printed wage/salary rates (effective 14 January 2009) in the SSCA that are above \$14.62 per hour will increase by 1.4%.

**3.2.2** (a) Employees paid in excess of the printed annual or hourly rate for their step, immediately prior to 27 January 2010 and where their annual or hourly rate of

pay falls below the new printed rate for their step, shall be paid at the printed rate for their translated step effective from 27 January 2010.

(b) Notwithstanding the above nothing shall prevent the employer and employee agreeing that the employee will be paid a higher rate.

**3.2.3** (a) Employees whose hourly rate or annual salary immediately prior to 27 January 2010 exceeds their grade maximum but falls below the new applicable maximum shall translate to that new maximum on 27 January 2010.

(b) Employees whose hourly rate or annual salary upon settlement or during the term of the agreement exceeds their grade maximum shall retain that rate or salary.

**3.2.4** These increases are additional to, not a replacement for, increases granted pursuant to 3.3.3.

The translation will not effect employees' anniversary dates for progression within grades.

## **APPENDIX B**

**Annualisation for employees employed on fixed term agreements for the school year or longer.**

**Clause 3.10 is amended as outlined below:**

Number introduction paragraph as 3.10.1

3.10.2 no change

### **New clause 3.10.3**

From the beginning of the 2011 school year, employees on fixed term agreements of 12 months or more may seek the agreement of their employer to have their annual earnings annualised for the 'annualisation period' provided their fixed term agreement spans the period from the start of a school year (or earlier) until the end of that school year (or later). Annualisation of pay shall mean that the employee's projected earnings for a twelve month period shall be paid in equal fortnightly instalments throughout that twelve month period. Any annualisation agreement entered into, under this clause, must comply with clause 3.10.2 (b) to (e) and Appendix E.

***N.B. The amended wording is in italics***

## **APPENDIX E**

### **OPERATION OF THE ANNUALISATION OF PROJECTED ANNUAL EARNINGS PROVISIONS**

1. The provisions in this appendix shall apply only to those employees who are covered by clause 3.10.2 ~~and 3.10.2A~~ of this collective agreement.

2. Process for annualisation of projected annual earnings

(a) Annualisation of projected annual earnings (hereafter referred to as annualisation) is only available to:

(i) permanently employed support staff employees covered by the SSCA.

*From the start of 2011*

*(ii) support staff employees, covered by the SSCA, on a fixed term agreement which specifies that they are to be employed from or before the pay period that that is the commencement of the annualisation year defined in (c)(ii) below and for that entire school year.*

(b) Access to the option of annualisation requires the agreement of an employee and his/her employer. This agreement will be recorded in the template annualisation form which will require the signature of the employee and the authorised representative of the employer.

- (c) Initial commencement of annualisation.
  - (i) The template annualisation form must be completed by the employer and employee and submitted with the applicable Payroll Start of Year forms (due to Payroll centres by approximately 1 December each year).
  - (ii) Any period of annualisation must begin at the start of pay period 23 (i.e. the pay period that begins closest to February 1st) in any year and run until the end of pay period 22 in the following year (12 months).
  - (iii) Other than where there is agreement to discontinue the arrangement, once a period of annualisation has commenced it shall continue for the full twelve month period.
  - (iv) At the beginning of term 2 the employer and employee shall meet to review the annualisation arrangement to ensure that both parties are satisfied that the annualisation calculation is accurate and to ensure that any variations have been addressed.
- (d) Prior to the parties completing the Payroll Start of Year forms (approximately 1 December) in a year when pay has been annualised the employer and employee will meet to discuss whether they agree to continue the annualisation arrangements for the following year.
- (e) Renewal of annualisation arrangements
  - (i) The continuation of an annualisation arrangement from year to year will require the continued agreement of the employer and employee. The process outlined in clause 2(b) – 2(c)(i) above will be repeated to determine whether the annualisation arrangement will be continued for the ensuing twelve month pay period.
  - (ii) Where the process for determining that the annualisation arrangement will be renewed is not followed in accordance with these provisions, the default position shall be that the employee's pay will not be annualised for the following year.
- (f) In the event that an employee believes there to be a discrepancy in the annualisation calculation he/she may request his/her employer to check the calculation.
- (g) Where an employee commences employment during the year, he/she will not have access to the option of annualisation of projected annual earnings until the following year, at the commencement of the pay period specified in clause 2(c)(ii) above.

## **Frequently Asked Questions**

### **What does 1.4% on the printed rates mean?**

You can be paid over and above the rate in the agreement. For example if you are on step 9 of Associate Grade B \$17.47 the employer can pay you more if they wish.

However, the offer is for an increase on the printed rates in the agreement i.e. it is the printed rate that gets increased. This has been the case in every negotiation.

See clause 3.2.2 and clause 3.2.3 of the Terms of Settlement.

Example: You are on step 9 of the Associate Grade B \$17.47. Your employer thinks you are doing great and pays you \$17.60 per hour. You are still on step 9.

An increase of 1.4% has been negotiated in the collective agreement and step 9 will become \$17.47 plus 1.4% = \$17.72. You move to the new step of \$17.72. However, most employers in the past applied the increase to the pay you are already on.

### **When will the increase be paid?**

First of all members have to vote on the settlement. If the vote is in favour (more than 50% of those voting) then NZEI inform the Ministry and they will process the new rates. It would be mid March before the increase would be paid out be backdated to 27 January 2010.

### **Why did it take so long to negotiate this agreement?**

Bargaining began in November 2008. In early 2009 the Ministry advised NZEI that they had not obtained their bargaining mandate (instructions) from government and the earliest bargaining could take place March. By April bargaining had still not started so members held a day of action in April 2009 which got the negotiations underway. Another day of action was held in August and the final one in November. It was only due to the pressure members placed on the government that they finally decided to settle the agreement. This settlement is a tribute to NZEI members and your determination to see a fair deal for support staff. This settlement is just the start of a long road to ensure the highly skilled work of school support staff is fully recognized and valued.

### **What is the workforce strategy?**

This is a joint work programme with the Ministry of Education, School Trustees Association and NZEI Te Riu Roa working together to identify and assess workforce issues for support staff and identify ways schools might deliver effective and efficient support for teaching and learning and the day to day running of schools. This work programme will commence in February 2010 with a final report to members late in 2010. The terms of reference are available for viewing on the [www.nzei.org.nz](http://www.nzei.org.nz)

### **I am on a fixed term agreement which is for longer than 12 month – Why do I have to wait until 2011 to be able to annualise my pay?**

Support staff must sign up for annualisation prior to the school year starting. For 2010, the final date to apply for annualisation is the 5<sup>th</sup> January. As members will not have an opportunity to vote on the proposed settlement until early February, it is not possible to put annualisation for fixed term employees into effect until 2011.

27 January 2010

325.22

**Ratification Ballot Paper**

**Support Staff in Schools Collective Agreement 2009 – 2011.**

**Only support staff who are union members can vote in this ballot.**

**Proposed Terms of Settlement**

Dear NZEI member

This is your ballot paper to vote on the proposed terms of settlement of the **Support Staff in Schools Collective Agreement (SSCA) 2009 - 2011.**

Please read the enclosed information carefully then cast your vote. Only **NZEI members who are covered by the SSCA** may participate in this ballot.

**STEP ONE**

Print the name of your school.....

Your name.....

**STEP TWO**

Place a tick (✓) in ONE of the boxes below:

I vote **IN FAVOUR** of the proposed terms of settlement of the SSCA

I vote **AGAINST** the proposed terms of settlement of the SSCA

**STEP THREE**

Return this form to NZEI National Office before the **deadline date of noon, Friday 12 February 2010** by

**Fax to: (04) 384 9401**

**OR**

fold the ballot paper and mail to the address on the reverse of this paper.

**ONE VOTE PER MEMBER ONLY**

Please note that all ballot papers are destroyed 3 months after the ballot closes.

**NZEI Te Riu Roa  
National Office  
FREEPOST AUTHORITY No. 3978  
P.O Box 466  
Wellington 6140**

**Attention: Sarah Grant**