



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.
- a) 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.
- a) Kaimahi are covered by the Schedule that most closely aligns to the division they are primarily employed to work for.
- b) 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.
- c) 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.
- a) 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/Even 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 haumaruru | 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)

Ara Schedule

The provisions within this schedule apply to existing academic kaimahi whose primary place of work is deemed to be the division known as Ara and were Academic kaimahi covered by the Ara Academic Collective Agreement (CA) expiring 31 December 2022; and new academic kaimahi who commence employment with Te Pūkenga Ara from 1 January 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	Clause Heading
1.7	Working Parties
Part 2	Interpretation and definitions
3.2.1 (c & d)	Advertising of positions
4.3.1	Salary progression
4.4	Salary Allowances
5.3.5 and 5.3.6	Nohokotahitanga and Tikanga and Te Reo Maori
5.5 (a – e)	Hours of Work Parameters incl Duty Hours
6.3.4 – 6.3.6	Discretionary Leave including Schedule C
6.3.12	Sabbatical Leave
6.6	Four for Five Option
7.3	Professional Development
8.8	Reimbursement for Personal Computer Use
Schedule F	Computing for Free Tutorial Assistants
Schedule G	Academic Staff and Community Learning Facilitators

PART 1 - COVERAGE AND PARTIES

1.7 WORKING PARTIES

Ara and TEU agree to set up:

- (a) working parties upon receipt of a request to do so from either party to deal with as expeditiously as possible matters relating to:
 - (i) salaries and allowances paid by Ara to academic staff; and/or
 - (ii) conditions of employment of academic staff employed by Ara.

- (b) To examine and recommend how an employee party to this agreement gains the position, title and remuneration of a Principal Academic Staff Member (PASM). This term will include but not be limited to:
 - (i) the wording and impact of clauses in the agreement and in particular Parts 3& 4 as previously raised, excluding any changes that may be agreed as part of the current negotiations, and
 - (ii) the relevant/relative references to Schedule A.

- (a) The respective parties will be entitled to have a minimum of two maximum four representatives to form the working party. The employer representatives will be determined by the Chief Executive. The TEU representatives will be determined by the local TEU branch.
- (b) Any agreements reached by the working parties will be ratified by TEU members.
- (c) Time will be made available to TEU members to enable effective participation in the working parties.

PART 2 - INTERPRETATION AND GENERAL DEFINITIONS

2.1 **“Academic Staff Member”**

(ASM) means 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.

2.2 **“Academic Specialist Position (non-teaching academic staff member)”**

means a non-teaching position requiring less than 50 timetabled teaching hours per year and significantly reflecting the criteria listed in Schedule D.

2.3 **“ASM”**

see “Academic Staff Member”.

2.4 **“Casual”**

positions refer to untenured positions paid on an hourly rate and worked on an irregular basis.

2.5 **“Clinical Teaching”**

means off-campus health science teaching involving patient care.

2.6 **“Duty day”**

means a day which is not approved leave, a holiday, a weekend day or a day in lieu of a weekend day.

2.7 **“Part-time” (newly defined as casual)**

positions refer to tenured or limited tenured positions paid on an hourly rate.

2.8 **“Polytechnic”**

has the same meaning as defined in the Education Act 1989 and includes any other organisation engaged in the delivery of teaching/learning programmes for which the CE fulfils the role of employer.

2.9 **“Proportional” (newly defined as part-time)**

refers to a person employed for a specified fraction of fulltime.

2.10 **“Research”**

is as defined by the New Zealand Qualifications Authority and institutional policy.

2.11 **“Service” means**

- (a) (i) periods of continuous part-time service with the employer, which are aggregated to be the equivalent of full time TTHs for the purposes of this definition, and
- (ii) any other service the employer agrees to recognise at the time of appointment.

Employees who are covered by this agreement (by virtue of membership of TEU) as at 5 September 2013 who have been employed in any NZITP, REAP Community Education Centre or any organisation which is now a polytechnic or have service as a teacher or educator in any operation which has been absorbed in to the polytechnic sector will have that service recognised for the purposes of other entitlements in this collective agreement. Any employees joining this agreement after the above date will only have service at Ara recognised.

- (b) “Continuous service” for the purposes outlined above includes all periods of paid leave and maternity/paternity 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.

2.12 “Teaching Day”

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

2.13 “Timetabled Teaching Hour”

means one hour spent in timetabled class instruction including any timetabled hour of structured learning activity for which the employee is responsible.

2.14 “TTH”

see “Timetabled Teaching Hour”.

2.15 “Tutorial Assistant”

means a person who assists the learning process under the supervision of an ASM, SASM, PASM or Academic Specialist (NASM). The ASM, SASM, PASM or Academic Specialist (NASM) 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 ASM. Schedule F applies to Tutorial Assistants employed in Computing for Free. With effect from 13 October 2008 positions designated as Reader/Writer or Notetaker or Disability Support will fall within the definition of Tutorial Assistant and need not work under the supervision of an ASM, SASM, PASM or Academic Specialist (NASM). Workload restrictions applicable to other Tutorial Assistants do not apply to these positions.

PART 3 - TERMS OF APPOINTMENT

3.2 APPOINTMENT PROCEDURES

3.2.1 Advertising of Positions

(b) Notwithstanding clause 3.2.1(a) above, where the status of a position is changed to tenured and the position is substantially the same as those being performed by a non-tenured incumbent/s, the position need only be advertised internally.

(c) Other Positions

Where the proportionality of a position is altered by agreement between the employer and the employee the incumbent will have automatic right to the position provided TEU is notified. If the re-designation occurs as a result of surplus staffing the provisions of Part 10 apply.

(d) Where a position is made permanent and it is intended to appoint the incumbent, the employer need not advertise the position but should notify the local branch of TEU.

PART 4 - CAREER PROGRESSION AND REMUNERATION

4.2.3 Proportional Positions

Salaries will be paid on a proportional basis as follows:

full time salary rate x predetermined proportion of the position, to be confirmed in the letter of appointment.

4.3 SALARY PROGRESSION

4.3.1 Progression within the ASM Grade

(a) Increments

- (i) Subject to subclauses (b) (c) (d) and (e) of this clause tenured and limited tenured full time and proportional employees in the ASM Grade will move one step after each year of service until reaching the merit step.
- (ii) Any tenured or limited tenure part-time ASM shall receive an increment to the next salary step up to and including step 11 on the part-time salary scale upon completion of:
 - (a) 825 contact hours; and
 - (b) at least two modules of the Certificate of Teaching and Learning Tertiary (level5) (or equivalent), if the part time ASM does not have an approved adult teaching qualification or equivalent. A level 5 Tertiary Teaching and Learning Certificate must be completed within 5 years of this agreement or from the date of first appointment after 1 April 2016
- (iii) No increments will be paid to employees on probation.
- (iv) No increments shall be paid to casual employees except where the employee is also employed on a part-time basis in which case any contact hours worked will count as TTH for the purposes of progression within the part-time scale. In all other cases the initial salary assessment will apply.

(b) Advanced Increments

- (i) A double or accelerated increment may be approved by the employer for:
 - meritorious performance
 - ensuring relativity within the Institute
 - retention.
- (ii) The new increment date is from the date of the advanced increment.

(c) Withholding of Increments

An increment may be withheld if in the employer's opinion an employee's performance over the previous year has been unsatisfactory. The employer will notify the employee of the decision and the reasons for it.

(d) Progression for Full Time & Proportional ASMs and Academic Specialists from Step 10 to Step 11

- (i) There will be a bar to progression beyond step 10.
- (ii) To progress to step 11 an ASM will need to have:
 - completed 12 months on step 10

- completed probation and verified that the standards specified under ASM in Schedule C have continued to be met. The verification process will be undertaken by the appropriate manager and the staff member.
- used the professional development opportunities provided by clause 7.3
- completed tertiary teaching level 5 qualification (but in any event within three years of appointment

All ASM and Academic Specialists who meet these criteria will move to step 11.

- (iii) Where an ASM or Academic Specialist has been prevented from complying with the last two criteria in (d) (ii) above by the employer's failure to make necessary provision according to this agreement, these criteria will not apply.

(e) **Appointment Salary**

Nothing in the above clauses should be read as preventing a new employee, in appropriate circumstances, from being appointed to any step within the ASM, SASM or PASM grades.

4.3.2 **Promotion between grades**

Promotion between grades will occur as follows:

- (a) to SASM on verification of the attainment and application of the appropriate SASM skills and attributes set out in Schedule D.
- (b) to PASM under policies and procedures developed in accordance with Schedule A.

4.3.3 **Progression within SASM and PASM**

Progression within the SASM grade shall be by verification of professional practice set out in Schedule D.

Progression within the PASM grade will be in accordance with policies and procedures developed in Schedule A.

4.3.4 **Merit Progression**

- (a) The minimum salary increase shall be \$1,300.
- (b) Successful applications for promotion to SASM and progression within the SASM or PASM grades will attract an increase in remuneration at the time of promotion and again in the second and third years, both subject to verification from the employee's Director or delegate of continued performance as evident as at the time of promotion.
- (c) In the year following the promotion/progression outlined above, a payment of a minimum of \$1,300 will be made, and in the third year an amount equal to 50% of the second year payment will be made.
- (d) If there is less than \$1,300 movement available before reaching the maximum amount for the grade, the increase shall be adjusted to reach the maximum and no further movement will apply.

4.3.5 **Annual Funding For Merit Movement**

An amount of 0.5% of the total base salaries for employees covered by this agreement will be set aside each year to fund merit progressions for these staff. Merit progressions will include all salary movements which are not required to be automatic by this Agreement.

Progression from ASM step 10 (ten) to 11 (eleven) is funded outside of the 0.5% annual funding for merit movement.

4.4 **SALARY ALLOWANCES**

4.4.1 **Market Salary Allowance**

A recruitment or retention allowance may be paid on an annual or ongoing basis to reflect difficulty in recruiting or retaining specific skills and/or experience for any specified position. This allowance may be abated by salary increases including incremental progression and promotion.

4.4.2 **Acting Higher Duties Salary Allowance**

- (a) An employee who acts in a higher position will be paid a higher duties allowance at a rate agreed with the employer. To qualify for a higher duties allowance the employee must undertake the responsibilities of the position for at least five consecutive days. Approved leave will neither count towards nor interrupt the qualifying period.
- (b) The employee acting in a higher position will accrue leave at the higher salary (i.e. their base salary plus the higher duties allowance according to clause 6.3.7).

4.4.3 **Special Responsibilities Salary Allowance**

- (a) An employee required by the employer to undertake special responsibilities over and above those normally expected of an employee (as defined by the employer) will be paid an allowance. This allowance will reflect the nature of the responsibilities and must be at a rate of not less than \$1,250 per annum and no more than 20% of the employee's base salary.
- (b) The granting of any special responsibilities 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. The allowance will be subject to annual review and will be terminated by the employer or the employee by giving one month's notice in writing.

PART 5 - WORKLOAD

5.3.5 **Partnership: Nohokotahitanga**

In allocating work to Māori staff, the following will be considered:

- The need for recognition of the specific skills and expertise Māori staff may bring to their employment situation and their community.
- Recognition of the many accountabilities of Māori staff to their employer, to iwi, hapu and whanau.
- The need for iwi, hapu and whanau to be involved with the Institute, both for support of staff and as part of the process of consultation.
- Acknowledgement of cultural duties Māori staff may undertake over and above their designated role as academic staff within their own discipline areas.
- Acknowledgement that many Māori students may require exceptional pastoral care and assistance.

5.3.6

Recognition of Tikanga Maori and Te Reo Maori Skills

Where employees are called upon by the institution to use Tikanga Maori and Te Reo in circumstances outside their job requirements (please also refer to 5.3.5) and where such duties are above and beyond the normal requirements of the employee, the institution, in consultation with our Kaiarahi, may recognise such contributions either financially or otherwise and will ensure there is no workload burden on the employee.

5.5

HOURS OF WORK PARAMETERS

The following requirements apply for full-time employees (see clause 5.7.1 for proportional employees).

The parties acknowledge the professional responsibilities of employees to discharge their employment duties subject to the following:

(a) **Weekly Hours of Work**

full-time employee's hours of work shall be an average of 40 per week.

(b) **Weekly Duty Hours**

("Duty" refers to any time when an academic staff member is required by the employer to be on duty at the Institute or at another location.)

(i) An employee may be required to undertake duty each week between the hours of 8.00 a.m. and 9.30 p.m. Monday to Friday inclusive, and for a total of no more than:

- 34 hours for ASMs, SASMs & PASMs and Tutorial Assistants
- 36 hours for ASMs, SASMs & PASMs and Tutorial Assistants who consent, or who have agreed at the time of appointment, to this higher limit
- 37.5 hours for Academic Specialist (NASM).

(ii) Within the total hours set out in (i) above employees may be required to undertake duty for up to a total of eight hours a week after 5.00 p.m. and on no more than two nights each week.

(iii) An employee may consent to undertake duties:

- after 5.00 p.m. in excess of the provisions in (ii) above.
- 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 under clause 7.

(c) **Daily Duty Hours**

An employee will:

(i) be on duty for no more than eight hours in any day, except when

- on field trips or approved off-campus teaching duties;
- 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;

(ii) 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.

(iii) not undertake duty within 11 hours of completing duty on the previous day.

(e) **Research Conditions**

Research is an important component of the institute's ability to deliver high level education and we are committed to ensuring a high profile for the Institute in the education sector. Research is part of the required academic endeavour in many programmes of study and particularly for staff teaching on Degrees. As such, research activity will be agreed within the context of the overall annual work plan, which will include a tangible reduction of other teaching and learning activity that is negotiated and recorded.

(f) **Noho Marae and Field Trips**

- (i) When an employee is staying on a noho marae visit or is on a field trip, TTH will be counted as it is normally, and duty time will be agreed between the employee and the employer prior to the trip.
- (ii) Where the visit or field trip is 24 hours (e.g. 8.00am Monday – 8.00am Tuesday) or more and is part of an approved programme, an employee shall be entitled to a day free of duty either immediately before or immediately following the visit or field trip.

5.6 FLEXIBLE LEARNING AND DISTRIBUTED LEARNING

(a) **Definition:**

Electronic Education (E-Education) is education that is technology enhanced educational delivery, either at a distance or by students learning on site using stand-alone resources and using electronic media including e-mail, network base, and/or video and telecommunication and web-based multi-media formats.

(b) **Workload:**

It is agreed that the design, development and delivery of E-Education has factors different from current traditional practice.

(c) **Training and Support:**

Where a tutor is assigned a course or courses that are to be converted or designed for E-Education the tutor shall be provided with resources and training sufficient for the task.

5.7 WORKLOAD PROVISIONS FOR SPECIFIC TYPES OF POSITIONS

5.7.1 Proportional Employees

- (a) All TTH, weekly hours of work and duty hours maxima set out above will be reduced according to the pre-determined proportion of fulltime employment for a proportional employee.
- (b) Notwithstanding clause 5.4(a) a proportional employee 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 employee's employment is prematurely terminated, payment will be made for the necessary number of additional days to bring the workload back to the pre-determined proportion of fulltime.

5.7.2 Academic Specialist (NASM)

- (a) An Academic Specialist (NASM) shall not be required to use more than 80% of available duty time for defined tasks and functions of the position.
- (b) The Academic Specialist (NASM) 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 Institute.

5.8 INTELLECTUAL PROPERTY

An Intellectual Property Policy has been developed. It is agreed that the issues raised by TEU during the course of bargaining were taken into account.

PART 6 - LEAVE

6.3.4 Discretionary Leave

This clause applies to current employees as at 1 Feb 2012 and new employees after that date. Schedule B Salaries apply to these employees.

- (a) ASMs, SASMs and PASMs will be entitled to three weeks per leave year to be used at the employee's discretion, with the following exceptions:
 - (h) Up to three weeks in each of the first two years of employment for initial training.
 - (i) Where the employee is required to use discretionary leave for directed development in the areas where performance inadequacies have been identified in the Institute's formal appraisal procedures; and
 - (ii) two weeks of discretionary leave may be directed by the employer for the purposes of all aspects of the employee's position.
- (b) The Institute or employee may initiate a process to negotiate changes to discretionary leave conditions provided that:
 - (i) the employee is advised that s/he is entitled to assistance from TEU prior to entering into the negotiations;
 - (ii) if the duties are for teaching, there will be a maximum of 15TTH per week and associated increase in teaching days;
 - (iii) every week of discretionary leave that is converted into duty shall be paid at the rate of 2% of the base salary plus any special responsibilities allowance. The 2% increase forms part of the base salary;
 - (iv) discretionary leave converted pursuant to this process may be for a specified period of time or be permanent;
 - (v) any agreement under this section will be in writing and signed by both the employee and the employer.
- (c) Discretionary leave shall be used in blocks of not less than one week, unless the employee consents otherwise, and shall be timed having regard to the operational requirements of the polytechnic. Wherever practicable each employee shall be provided with a leave timetable by 31 March each year.

- (d) Periods of discretionary leave and annual leave may be continuous.
- (e) Discretionary Leave may be accumulated according to any conditions that have been agreed by the employer and the employee. Any agreement shall be for a maximum of two years, be in writing and will have a finishing date.
- (f) Discretionary leave will not apply to Academic Specialists or Tutorial Assistants.

6.3.5 Discretionary Leave for those who elected to grandparent Discretionary Leave as at 2 December 2011 and those transferring in ex Aoraki and grandparented DL is outlined in Schedule C.

6.3.6 Purchasing Additional Leave

Employees who are entitled to 6 weeks leave (annual/discretionary) per annum may apply to buy additional annual leave (by reducing their annual base salary by 2% per week) according to the following criteria:

- (a) The maximum buyout will be three weeks per annum;
- (b) The additional leave will be costed on an individual basis ensuring there is no disadvantage to the employee for each week of leave bought;
- (c) Any agreement shall be for a minimum of one year and a maximum of three years, and be in writing signed by the employer and the employee;
- (d) Arrangements must be signed prior to 1 February in the year the additional leave is to be taken;
- (e) The employee's annual base salary will be adjusted to reflect the arrangement;
- (f) All contractual leave must be taken prior to the additional annual leave.

6.3.7 Annual and Discretionary Leave for Employees with Short Service

- (a) Where an ASM, SASM or PASM has served less than 12 months and has a reduction in discretionary leave or has no discretionary leave entitlement, the leave calculation will be reduced according to the appropriate ratio below:
 - (i) Five weeks' leave entitlement: (i.e. no discretionary leave) **10** percent of the period worked less any leave taken
 - (ii) Six weeks' leave entitlement : (i.e. five weeks' annual leave and one week's discretionary leave) **12** percent of the period worked less any leave taken
 - (iii) Seven weeks' leave entitlement: (i.e. five weeks' annual leave and two weeks' discretionary leave) **14** percent of the period worked less any leave taken
 - (iv) Eight weeks' leave entitlement: (i.e. five weeks' annual leave and three weeks' discretionary leave) **16** percent of the period worked less any leave taken
- (b) Employees with short service who have insufficient accrued leave will be able to take leave in advance to cover the period when the Institute is officially closed between Christmas and New Year.

6.3.8 Sabbatical Leave

(a) Statement of intent

- (i) It is recognised by Ara that it is important for the well-being of Ara that academic staff involved in research have the opportunity for extended periods of research. Sabbatical leave is available to staff who teach on degree programmes and who

undertake research activities and is a competitive process. The maximum amount of sabbatical leave that can be accrued is 52 weeks.

- (ii) Preference will be given to applications from employees who have been declined in previous years and who have reapplied, if the new application is of equal merit to that of a first time applicant.

(b) **Duration of sabbatical**

20 weeks after five years' service (excluding leave)

52 weeks after seven years' service (inclusive of leave entitlement).

Tutors who are involved in research as part of their workload are eligible to apply for sabbatical on meeting the service requirements and demonstrating an appropriate research record.

A published timeline to be made available to staff each year no later than 31 March for application for the following year. Each such application shall include a proposal for the use of academic study leave. The sabbatical proposal must include a clear statement of the time required, the intended benefits to the teaching or research of the individual applying, and the benefits to Ara or the wider community.

The criteria for approval of a proposal shall include the individual's record of research activity, the competence of the individual to undertake the proposed activity, length and level of service since last sabbatical, and the potential benefits as outlined in the proposal.

(c) **Award of Sabbatical**

The panel shall consist of nominated delegate of the CE, Director or delegate and TEU representative. The panel can co-opt expertise onto the panel. This may include an external person(s).

Assistance with expenses incurred in undertaking sabbatical shall be considered by Ara in negotiation with the applicant.

(d) **Bonding**

Successful applicants for sabbaticals will be bonded to Ara for a period and with terms negotiated with the individual. The period of the bond, to a maximum of two years, shall normally be related to the term of the sabbatical and the costs to Ara in providing it.

6.4 SICK LEAVE

6.4.2 Extraordinary Sick Leave

Sick leave taken in the following circumstances (up to an aggregate of two years over the term of employment with the employer) will not be debited from the sick leave entitlement. Leave will be disregarded in the following cases:

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

6.6 FOUR FOR FIVE EMPLOYMENT OPTION

Ara has implemented a Four for Five Employment option. The four for five employment option will be available to fulltime permanent employees who may agree that, with no substantive changes to duties, they would receive 80% of their fulltime salary and after each four years of work may take a fifth year off on 80% of pay. A policy will be developed and agreed with TEU.

The intention of this provision is to give employees opportunities for refreshment either personally or professionally or both.

PART 7 - TRAINING AND PROFESSIONAL DEVELOPMENT

7.3 PROFESSIONAL DEVELOPMENT

- (a) Tenured and limited tenured full-time and proportional ASMs, SASMs, PAsMs and Academic Specialists will be allocated fifteen duty days (five days of which is available to the employer for directed PD) for professional development activities in each full year for which they are employed, reduced on a pro rata basis, for periods of employment of less than a full year; and Tenured and limited tenured full-time and proportional ASMs, SASMs, PAsMs employees who have elected to grandparent discretionary leave will be allocated ten duty days for professional development activities in each full year for which they are employed, reduced on a pro rata basis, for periods of employment of less than a full year
- (e) Tenured and limited tenure full-time and proportional ASMs, SASMs, PAsMs and Academic Specialists will be entitled to a sum of \$300 with a further sum of \$100 for a cumulative professional development fund. TEU members may apply for a grant from this fund.
- (f) Professional development days may be accumulated according to conditions that are agreed between the employer and employee, subject to a maximum of 30 days which may be taken on a single occasion to allow an extended period of time back in industry or business.

PART 8 - ALLOWANCES, EXPENSES AND GRANTS

8.2 TRAVELLING ALLOWANCE

An employee required to travel within New Zealand on official business will be paid a travelling allowance. From 01 October 2019 the allowances are as follows:

- (a) approved actual and reasonable accommodation costs, or an allowance of \$40.72 as at 01 October 2022 and shall increase as at 01 April 2023 to \$42.35 per night when staying privately, and
- (b) actual and reasonable travel costs, and
- (c) actual and reasonable meal costs up to \$80.54 as at 01 October 2022 and shall increase as at 01 April 2023 to \$83.76 for each completed 24 hour period, and
- (d) an incidental allowance of \$10.20 as at 01 October 2022 and shall increase as at 01 April 2023 to \$10.61 for each 24 hour period or part thereof
- (e) in addition, when away from home on official business, an employee is entitled to one visit home per month at the employer's expense.

Where appropriate the employee will provide proof of payment.

8.3 MEAL ALLOWANCES

When an employee's required hours of duty span any two meal breaks, breakfast, lunch or dinner, the employee will be paid one meal allowance of \$16.75 as at 1 October 2022 and increase to \$17.42 as at 1 April 2023.

8.8 REIMBURSEMENT OF USE OF PERSONAL COMPUTER EQUIPMENT

In recognising that the rapid development of personal computer hardware, software and communications is producing changes in work patterns, Ara will provide compensation towards the cost of computer equipment owned by fulltime and proportional employees and which is used to the benefit of the Institute.

This will be done by a refund of up to \$300 annually, on production of receipts verifying actual expenditure within that financial year of up to this amount together with a statement from the employee's Director or delegate confirming that the expenditure was incurred for the benefit of the Institute.

SCHEDULE A

AGREEMENT MONITORING

In the event that the parties to this Agreement are unable to agree on the interpretation or implementation of any clauses contained within this Agreement, either party may call a meeting for the specific purpose of resolving these issues and the other party agrees to attend any meeting called under this clause.

In meeting to resolve issues, the parties agree that:

- (a) Both parties will engage in discussions on a good faith basis. Good faith is wider in scope than the implied mutual obligations of trust and confidence; it requires the parties to be active and constructive in maintaining a productive relationship in which the parties are responsive and communicative.
- (b) Both parties will endeavour to reach a mutual understanding of the terms being disputed.
- (c) If the dispute cannot be resolved, either party may refer the matter for mediation through the appropriate Government Department where it may be concluded by a Mediator's decision if the parties agree.

SCHEDULE B

For new employees and those who transfer to discretionary leave as defined at clause 6.3.4

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.

		2022	2023
	Step		
ASM	1	\$ 57,362	\$ 60,230
	2	\$ 60,716	\$ 63,752
	3	\$ 63,156	\$ 66,314
	4	\$ 65,595	\$ 68,875
	5	\$ 68,030	\$ 71,432
	6	\$ 70,467	\$ 73,990
	7	\$ 72,909	\$ 76,554
	8	\$ 75,346	\$ 78,360
	9	\$ 77,784	\$ 80,895
Merit Bar	10	\$ 80,225	\$ 83,434
	11	\$ 82,904	\$ 86,220
SASM	Min	\$ 82,904	\$ 86,220
	Max	\$ 94,861	\$ 98,655
PASM	Min	\$ 87,816	\$ 91,329
	Max	\$ 108,123	\$ 112,448
Part time and casual ASMs	Step		
	1	\$ 37.68	\$ 39.56
	2	\$ 39.90	\$ 41.90
	3	\$ 41.49	\$ 43.56
	4	\$ 43.13	\$ 45.29
	5	\$ 44.73	\$ 46.97
	6	\$ 46.36	\$ 48.68
	7	\$ 47.96	\$ 49.88
	8	\$ 49.57	\$ 51.55
	9	\$ 51.21	\$ 53.26
	10	\$ 52.81	\$ 54.92
	11	\$ 54.44	\$ 56.62
SASM	Min	\$ 54.44	\$ 56.62
	Max	\$ 63.51	\$ 66.05
PASM	Min	\$ 59.82	\$ 62.21
	Max	\$ 71.30	\$ 74.15
Tutorial Assistants	Min	\$ 45,251	\$ 47,514
	Max	\$ 63,867	\$ 67,060
Tutorial Assistants	Min	\$ 22.28	\$ 23.39
Part Time	Max	\$ 39.67	\$ 41.65
Computing for Free	Min	\$ 49,819	\$ 52,310
Tutorial Assistants	Max	\$ 52,211	\$ 54,822
Part Time	Min	\$ 24.31	\$ 25.53
	Max	\$ 25.51	\$ 26.79

Casuals will be paid the applicable hourly rate for their occupational group.

Refer to Schedule F for Tutorial Assistant Computing for Free pay rates.

SCHEDULE C

This salary scale applies to those employees who elected to grandparent discretionary leave as at 2 December 2011 (previously clause 6.3.5), as well as the specified staff who transitioned from Aoraki Polytechnic who remained on 4 weeks discretionary leave and still a member of TEU at Ratification date of this agreement. The parties will maintain an agreed list of employees who elected to grandparent discretionary leave

- a) ASMs, SASMs and PASMs will be entitled to four weeks per leave year to be used at the employee's discretion, with the following exceptions:
 - (i) Up to three weeks in each of the first two years of employment for initial training.
 - (ii) Where the employee is required to use discretionary leave for directed development in the areas where performance inadequacies have been identified in the Institute's formal appraisal procedures.
- b) The Institute or employee may initiate a process to negotiate changes to discretionary leave conditions provided that:
 - (i) the employee is advised that s/he is entitled to assistance from TEU prior to entering into the negotiations.
 - (ii) The duties will be agreed at the time of the negotiation.
 - (iii) If the agreed duties are for teaching, there will be a maximum of 15TTH per week and associated increase in teaching days.
 - (iv) Every week of discretionary leave that is converted into duty shall be paid at the rate of 2% of the base salary plus any special responsibilities allowance. The 2% increase forms part of the base salary.
 - (v) Discretionary leave converted pursuant to this process may be for a specified period of time or with the intention that the arrangement continue indefinitely.
 - (vi) Any agreement may be reviewed annually and two months' notice in writing shall be given by either party to revert to the original terms.
 - (vii) Any agreement under this section will be in writing and signed by both the employee and the employer.
 - (viii) This provision is not available during an employee's first 30 days of employment. This sub-clause will cease to be of effect after the 2 December 2011.
- c) Discretionary leave shall be used in blocks of not less than one week, unless the employee consents otherwise, and shall be timed having regard to the operational requirements of the polytechnic. Wherever practicable each employee shall be provided with a leave timetable by 31 March each year.
- d) Periods of discretionary leave and annual leave may be continuous.
- e) Discretionary leave may be accumulated according to any conditions that have been agreed to by the employer and the employee. Any agreement shall be for a maximum of two years, be in writing and will have a finishing date.

- f) Employees who elected to grandparent discretionary leave will have salaries identified in this Schedule

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.

		2022	2023
	Step		
ASM	1	\$ 55,719	\$ 58,505
	2	\$ 58,973	\$ 61,922
	3	\$ 61,343	\$ 64,410
	4	\$ 63,708	\$ 66,893
	5	\$ 66,070	\$ 69,374
	6	\$ 68,436	\$ 71,858
	7	\$ 70,806	\$ 74,346
	8	\$ 73,172	\$ 76,831
	9	\$ 75,535	\$ 78,556
Merit Bar	10	\$ 77,903	\$ 81,019
	11	\$ 80,503	\$ 83,723
SASM	Min	\$ 80,503	\$ 83,723
	Max	\$ 92,105	\$ 95,789
PASM	Min	\$ 85,270	\$ 88,681
	Max	\$ 104,976	\$ 109,175

SCHEDULE D

FACTORS CHARACTERISING ACADEMIC STAFF MEMBERS AND SENIOR ACADEMIC

STAFF MEMBERS

These characteristics should be applied:

1. in the identification of Academic Staff positions;
2. during probationary period;
3. for career progression;
4. in determining whether an appointment is proportional or part-time; the requirements set out in paragraphs 11-14 of the ASM and SASM dimensions of practice shall not apply to part-time employees.

These characteristics should be applied appropriately when considering positions which do not have a teaching component.

ASMs

ASMs are expected to assume responsibility for the quality of their own outcomes insofar as they relate to the dimensions of practice identified below. In other areas ASMs should work under the guidance of SASMs or PASMs.

They should:

- 1 Be competent in their discipline/subject area.
- 2 Implement and develop programmes of learning (respond to feedback).
- 3 Apply effective communication skills in learning situations related to their discipline.
- 4 Select and apply teaching and/or learning strategies to promote effective learning consistent with individual student learning needs.
- 5 Contribute to the development of and implement programmes for the assessment of student learning.
- 6 Recognise student learning difficulties and arrange for appropriate support.
- 7 Evaluate and reflect on own practice in order to identify directions for and strategies for development.
- 8 Demonstrate commitment to ongoing professional development both within their discipline and as an educator
 - initiate and respond to feedback from students and/or peers
 - plan and implement programmes for professional development.
- 9 Practise in non-racist and non-sexist ways and to be sensitive to students and colleagues with special needs.
- 10 Demonstrate that their practice is informed by the current body of knowledge about effective teaching and learning.
- 11 Be able to contribute to the effective outcome of work teams.
- 12 Participate in the broader professional and academic life of the Institute.
- 13 Discharge administrative responsibilities integral to ASM's work.
- 14 Support and contribute to the objectives, direction and operation of their department including research projects where appropriate.
- 15 Practise within the policy framework and legislative obligations of the Institute.

SASMs

SASMs are expected to take responsibility for the quality of their own outcomes insofar as these relate to the dimensions of practice identified below. They are also expected to be able to guide and support ASMs who are developing the identified skills and attributes, and to take responsibility for the quality of outcomes which exceed the responsibilities of the ASM position. The emphasis on these criteria will reflect institutional and professional priorities and shall apply as interpreted into policy by the Agreement Monitoring Committee in accordance with the procedures in Schedule A.

They should:

- 1 Be able to demonstrate advanced standing in their discipline/subject area.

- 2 Design, implement, develop and evaluate new and existing programmes of learning (through application of defensible models).
- 3 Apply effective communication skills in diverse learning situations.
- 4 Select and apply teaching and/or learning strategies consistent with individual student learning needs.
- 5 Select and apply strategies to enable students to develop as independent learners.
- 6 Plan, implement and evaluate programmes for the assessment of student learning, including the assessment of prior experiential learning.
- 7 Be able to identify student learning difficulties and plan and implement strategies for improvement.
- 8 Design and implement small scale research into effective teaching and/or learning within own discipline.
- 9 Evaluate and reflect on own practice in order to identify directions and strategies for improvement.
- 10 Demonstrate commitment to ongoing professional development both within their discipline and as an educator:
 - initiate and respond to feedback from students and/or peers
 - plan and implement programmes for professional development.
- 11 Take responsibility for the effective outcome of work teams.
- 12 Actively contribute to the broader academic and professional life of the institution.
- 13 Discharge administrative responsibilities integral to the SASM role.
- 14 Actively support and contribute to the objectives, direction and operation of their department and the Institute.
- 15 Practise within the policy framework and legislative obligation of the Institute.
- 16 Demonstrate professional activities which contribute in a positive way to the reputation of the Institute/profession e.g. research, consultancy, publication.
- 17 Practise in non-racist and non-sexist ways and be sensitive to students and colleagues with special needs.
- 18 Demonstrate that their practice is informed by the current body of knowledge about effective teaching and learning.

SCHEDULE E

WORKLOAD POLICY

The Employer will maintain a policy on workload in consultation with:

- Academic staff members
- TEU National Office and the Branch
- Academic managers
- Internal academic quality groups.

All information relating to the policy and models are maintained on the Institute's Intranet.

SCHEDULE F

COMPUTING FOR FREE TUTORIAL ASSISTANTS

1. Introduction

This Schedule covers work and terms and conditions of employment relating to Computing for Free Tutorial Assistants. The TEU Ara Collective Agreement shall cover any other terms and conditions not specifically provided for in this Schedule.

A Computing for Free Tutorial Assistant position is a non-teaching academic position and applies to the following categories of work:

- (a) Overseeing non-assessed, self-paced learning;
- (b) Overseeing self-paced learning where assessment is embedded in the learning material and assessment is by way of a checklist;
- (c) Overseeing self-paced learning with students working towards a National Certificate qualification where assessment is embedded in the learning material and assessment is by way of a checklist.

2. Roles

Tenured and limited tenure, full time, proportional, part time and casual. Part time and casual Tutorial Assistants conditions are covered in clause 12 of this Schedule.

3. Tenure

Employment is for the duration of the Computing for Free, Key4Free, or Certificate in Computing programme (as applicable).

4. Contact Hours

Maximum of 1376 per year.

5. Hours of Work

Maximum of 37.5 hours per week, including contact hours. Specific hours will be rostered and arranged from time to time with the Head of Computer Training, Key4Free Supervisor, Head of Department of Computing or delegate. Weekend and evening hours may be included. Employees will be entitled to two days in every seven days off and, wherever possible, these should be consecutive days off.

6. Workload

Contact hours and duty time will encompass:

- Facilitation work with students
- Keeping up-to-date with software requirements
- Keeping up-to-date with suite requirements, as needed and
- Other duties as specified in the job description.

7. Leave

Five weeks annual leave per annum.

8. Professional Development

Up to fifteen days (five days of which is available to the employer for directed PD) per annum for a full-time employee as specified in the TEU Collective Agreement.

9. Pay and Review of Pay

Computing for Free Tutorial Assistants shall be paid within the range of rates provided in Schedule B for a full-time employee (pro-rata for proportional appointments) effective from 1 April 2016.

Team Leaders shall be paid a Special Responsibilities Allowance up to a maximum of 20% of the base salary. Pay shall attract percentage increases negotiated by TEU.

10. Merit Progression - Team Leaders

A further 5% of the base salary may be granted to Team Leaders when they have completed one year's service, are performing competently in all aspects of their jobs and meet one or more of the following performance criteria:

- (a) Demonstrating superior customer service skills;
- (b) Demonstrating extra skills (either skill development or new skills) that are useful to Ara;
- (c) Making a positive contribution to enhancing the reputation of Computing For Free / Key4Free, the Faculty of Commerce, or Ara;
- (d) Initiating or implementing improvements to systems within their control.

If granted, the additional 5% may be paid as a salary increase or a one-off payment. Base salary merit progression can only occur once. One-off payments may be made on more than one occasion in exceptional circumstances.

11. Allowances and Entitlements

Computing for Free Tutorial Assistants acting in a Team Leader role shall be paid a Higher Duties Allowance when these duties are undertaken for at least five consecutive days.

12. Part Time and Casual

Part Time and Casual Tutorial Assistants shall be paid within the range of rates provided in Schedule B per hour from 1 April 2016. Part Time and Casual Tutorial Assistants may be required to work at any of the Computing For Free or Key4Free sites. The other terms and conditions for Part Time and Casual Tutorial Assistants are as for the TEU Collective Agreement for part time and casual staff, except that tenured (permanent) part time Tutorial Assistants may be employed to work a minimum of 500 hours and up to a maximum of 900 hours per academic year.

SCHEDULE G

ACADEMIC STAFF AND COMMUNITY LEARNING FACILITATORS

These provisions will only apply to the TEU members as listed and agreed confirmed who are employed by Ara effective 01 January 2016 and covered by this agreement.

Paid Parental Leave

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

- (i) An employee who has, because of pregnancy, temporarily reduced proportionality, will be paid the six weeks' leave at the rate and proportion that existed immediately prior to the temporary reduction in hours.
- (ii) Where an employee elects to resign because of birth/adoption, such resignation will be deemed to take effect six weeks after the employee's last day of duty and parental leave shall be paid during this period.
- (iii) If, at the time the parental leave is commenced, the rate of salary payable is later the subject of the retrospective increase, a sum representing six times the weekly increase shall be paid to the employee on application.
- (iv) If both partners are employed at the institute and are eligible for paid leave, they are entitled to six weeks' paid leave between them and they may choose who will receive it, or they may choose to apportion it between them.