

MULTI-EMPLOYER COLLECTIVE AGREEMENT

Between



Tōpūtanga Tapuhi
Kaitiaki o Aotearoa

**NEW ZEALAND NURSES
ORGANISATION**

www.nzno.org.nz
0800 28 38 48

and

LISTED SPECIFIED HOSPICES

1 September 2025 – 31 August 2027

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Four Hospice NZNO Multi-Employer Collective Agreement

1.0 Te Tiriti o Waitangi

The Parties acknowledge the importance of Te Tiriti o Waitangi as the constitutional basis of Aotearoa/New Zealand, and the unique status of Māori as tangata whenua.

2.0 Parties

In accordance with the Employment Relations Act 2000 this collective agreement is made:

BETWEEN:

The Mary Potter Hospice Foundation
Harbour Hospice Trust
Hospice Waikato Trust
Waipuna Hospice

(The "Employers")

AND

Tōpūtanga Tapuhi Kaitiaki o Aotearoa: New Zealand Nurses Organisation Incorporated
(NZNO)

(The "Union")

2.0 Coverage and Application

2.1 This is a multi employer collective agreement (MECA) that is made pursuant to the Employment Relations Act 2000.

This MECA shall apply to all employees who are members of NZNO and who are employed by the specified employer parties to this MECA in the following positions undertaking designated nursing duties:

- Registered Nurse
- Enrolled Nurse
- Healthcare Assistant
- Nurse Practitioner

This agreement does not cover nursing positions reporting directly to the CEO, unless explicitly covered by one of the Wage scales.

- 2.2.1 The parties agree that any employee whose work is covered by the coverage clause of this agreement (Clause 2.1) who is engaged by the employer, and is a member of NZNO shall be entitled to all benefits, and be bound by all of the obligations, under this agreement.
- 2.2.2 The employer shall follow the requirements of the Employment Relations Act with regard to new employees. The employer shall advise new employees the employer is a party to the Hospice MECA, that they are able to join NZNO and be covered and they will be provided with a copy of the current MECA. **[Cl 62 Employment Relations Act]**
- 2.3 **Impact on Individual Employment Agreements:** Where an employee on an individual employment agreement elects to be bound by this MECA, their previous terms and conditions of employment shall no longer apply unless otherwise agreed between that employee and the employer.
- 2.4 **Savings:** Nothing in this MECA shall operate as to reduce the ordinary (T1) wage rate applying to any employee at the date of this MECA coming into force unless specifically agreed between the parties during the negotiations.
- 2.5 **Non-Waiver Understanding:** Failure by either party to enforce any right or obligation with respect to any matter arising in connection with this agreement shall not constitute a waiver as to that matter, or any other matter, either then or in the future.
- 2.6 The employers undertake not to reduce nursing or other employee numbers solely on the basis of the additional costs of employing staff under this agreement.

3.0 Term

This collective agreement will come into force on **1 September 2025** and expire on **31 August 2027**.

4.0 Variation of This MECA

- 4.1 This agreement may be varied by agreement between the union and the employer parties.
- 4.2 Any variation shall be put in writing and signed by the parties. All parties shall be provided with a copy of any variation, which will automatically be included as part of the variation schedule to this MECA.

4.3 Subsequent employer parties:

The parties agree that other employer parties whose core business is the provision of Hospice Services may become parties to this agreement where the NZNO and all existing employer parties so agree.

5.0 Definitions

"Casual employee" means an employee who has no set hours or days of work and who is normally asked to work as and when required. Casual employees cannot be used to replace genuine permanent or temporary situations except to meet business requirements where no other alternative is possible.

Each period of engagement undertaken by a casual employee is a standalone employment arrangement and the employment shall be at an end at the completion of the work required.

Nothing in this agreement, either expressly or implied, requires the employer to offer any employment to any casual employee, notwithstanding that the employee may be recognised on any list maintained by the employer to assist in obtaining casual staff.

Notwithstanding anything contained elsewhere in this agreement, a casual employee's engagement on more than one occasion, or retention on any list maintained by the employer, shall not entitle that employee to any service related benefit contained in this agreement.

"Call back" is defined as a call back to the inpatient unit and will be paid at the ordinary rate with a minimum payment of three hours. Except that if an employee is called back within 9 hours of having completed a shift, they will be paid at overtime rates for a minimum of three hours.

"Call Out" is defined as an employee who is on call, being called out to a patient in the community. In these circumstances the employee shall be paid a minimum of three hours, or for actual working and travel time whichever is the greater, at the overtime rate 8.2.1.(b) or If the employee has worked in excess of eight hours or the rostered shift whichever is the greater, is called out to a patient in the community, they will be paid at the overtime rate as per clause 8.2.1.(b).

"Designated Senior Nurse" is defined as a registered nurse who is appointed by the employer into a senior nurse role and is paid on the senior nurse scale.

"Employee" means any person employed by an employer and whose position is covered by this MECA.

"Employer" means the relevant employer employing the particular employee.

"Enrolled nurse" has the same meaning as in the Health Practitioners' Competence Assurance Act 2003 and its successors.

“Full time employee” means an employee who works not less than the “ordinary” or “normal” hours set out under “hours of work” in this MECA.

“Healthcare Assistant” means an employee who is an auxiliary to the nursing team and is able to perform tasks in their position description relating to patient care and who works under the direction of a registered nurse.

“Higher Duties” a higher duties allowance shall be paid to an employee who, at the request of the employer is substantially performing the duties and carrying the responsibilities of a position or grade higher than the employee’s own.

“Night Duty” means any shift in which part of the shift is worked between midnight and 5:00am on any day of the week.

“Nurse and nursing staff” includes all employees covered by this MECA who:

- 1) are qualified for registration under the Health Practitioners’ Competence Assurance Act 2003 and its successors as comprehensive, psychiatric, psychopaedic, general and/or obstetric nurses, or midwives; or
- 2) are qualified for enrolment in terms of the Health Practitioners’ Competence Assurance Act 2003 and its successors as enrolled nurses; or
- 3) are undergoing a course of training prescribed by the registration body (Nursing Council) with a view to registration as aforesaid; or employed as Nurse Aides; or Health Care Assistants.

T1 refers to the ordinary hourly rate of pay; T1.5 refers to one and a half times the ordinary hourly rate of pay; and T2 refers to double the ordinary hourly rate of pay.

“Nurse Practitioner” means a person as defined by the Health Practitioners Competence Assurance Act 2003 as a Nurse Practitioner.

“Overtime” is time worked in excess of 8 hours per day or the rostered shift whichever is greater, or 80 hours per fortnight, when such work has been authorised in advance.

“Part-time employee” means an employee, other than a casual employee, who is employed on a permanent basis but works less than the ordinary or normal hours prescribed in this MECA. Any wages and benefits e.g. leave will be pro rata according to the hours worked unless specifically stated otherwise in this MECA.

“Professional Development Recognition Programme (PDRP)” is a framework that helps nurses develop their professional practice and assist them on a career pathway. The PDRP encourages nurses to reflect on their practice and to set goals to plan for their future in care delivery and leadership. All Hospices covered by the MECA see the transition of all Nurses to the PDRP as vital to our 'specialist' status and therefore all Hospice Nurses are encouraged to complete their PDRP.

“Registered Nurse” means a person as defined by the Health Practitioners’ Competence Assurance Act 2003 as a Registered Nurse.

"Service" means current continuous service with the employer. Service shall be deemed broken by an absence of more than 12 months.

"Shift" means a single, continuous period of work required to be given by an employee, excluding on-call and call-back. A shift shall be defined by a starting and finishing time.

"Special Duties" an allowance shall be paid to an employee who, at the request of the employer undertakes additional role specific duties including, but not restricted to, team co-ordination, shift co-ordination, education, infection control, quality, health and safety. Special Duties does not apply to Designated Senior Nurses scale.

"Fixed Term Employee" means an employee who is employed for a specified limited term for a specified project, situation or event, or, for example, to replace an employee on parental leave or long term accident or sickness. There is no expectation of ongoing employment. Fixed Term agreements must not be used to deny staff security of employment.

"Week" is defined as midnight Sunday/Monday to midnight Sunday/Monday, for the purpose of calculating the pay week and "fortnight" has a corresponding meaning involving two successive weeks.

6.0 Hours of Work

The parties note that the Health & Safety at Work Act 2015 requires the employer to take all practical steps to prevent harm occurring to employees from the way work is organised.

In designing and implementing shift rosters to meet service needs, the employer shall ensure the disruption, personal health effects and fatigue associated with shift work are minimised for the group of workers involved.

- 6.1 The ordinary working hours of an employee employed full-time shall be 80 per fortnight.
- 6.2 Employees will normally work eight hours a day/shift in duration, however night shift hours may vary in some hospices by agreement, except that part-time employees by mutual agreement between the employer and the employee, may work shifts of less than 8 hours.
- 6.3 The pay period shall commence at the beginning of the Sunday/Monday night shift. When a major part of a shift falls on a particular day the whole shift shall be regarded as being worked on that day.
- 6.4 Variations to rostering practice within individual hospices may be varied by agreement between the employer and employees of the hospice.
- 6.5 Rosters will be published not less than 28 days prior to the commencement of the roster, provided that less notice may be given in exceptional circumstances. Rosters posted will

show shifts for a minimum 28 day period. Changes in rosters, once posted, shall be by mutual agreement.

- (a) Every employee shall have two periods of at least 24 hours off shift each week and except in the case of emergencies or by agreement, these shall be consecutive.
- (b) Except in an emergency, no employee shall work more than seven consecutive eight hour shifts.

6.6 Minimum break between shifts:

- (a) Except in an emergency a break of at least nine continuous hours must be provided between any two periods of duty of a full shift or more. Note: if the employee requests a lesser break overtime payments will not apply.

6.7 Notwithstanding the foregoing conditions staff may be permitted to change shifts with one another by mutual arrangement and with the prior approval of the manager. Overtime or other penalty provisions shall not apply in these instances.

6.8 Except in an emergency an employee changing shifts on consecutive days shall be rostered off for a minimum of nine consecutive hours.

6.9 Shifts, once commenced, shall be continuous unless otherwise agreed between the employer, NZNO and the employee.

6.10 Employees of .8FTE or greater will not be required to change between day and night shifts more than once in any fortnight.

6.11 Extended hours roster

In specific instances, i.e. shifts of longer or variable lengths, the ordinary hours for a full time employee are able to be averaged over a roster cycle of greater than one fortnight e.g.: an employee who works 10 to 12 hour shifts may work 120 hours over a three week roster and be considered to be fulltime. No employee shall be required to work more than a 10 hour rostered shift.

- a) Alternative hours of work may be implemented by agreement between the employer, the employees directly affected and the NZNO. Such agreement shall be in writing and signed by the representatives of the parties.

It is recognised that some areas may continue to utilise the standard eight hour roster alongside the 10 hour rosters. If a party to this Agreement wishes, for health and safety reasons, to change the above roster patterns, they shall engage in a process of consultation consistent with Clause 22 in order to do so.

- b) Every employee shall have at least two consecutive 24 hour periods off shift each week.

No employee working 10 hours per rostered shift shall work more than five consecutive shifts. Where five consecutive 10 hour shifts are worked the employee must then have a minimum of three consecutive 24 hour periods off shift.

- c) Minimum breaks between duties: No 10-hour roster shall contain breaks between shifts of less than nine consecutive hours. If the actual breaks are not achieved then the payment provisions of the overtime clause 8.0 shall apply. Note: if the employee requests a lesser break the overtime payments will not apply.

6.12 In the event there is a staffing shortage which cannot be alleviated, patient cares and/or the volume and range of services may be reduced in accordance with direction by the appropriate manager and organisational policies. In addition, the following process shall apply:

6.12.1. When a nurse considers they have reached the limits of safe practice they will be supported to resolve the situation as follows: -

- (i) The Nurse Manager or equivalent position will be immediately informed of the situation by the nurse.
- (ii) The Nurse and the Nurse Manager, or equivalent position, will in good faith discuss the situation and endeavour to reach an agreed plan to resolve any potential issue around safe practice, before point (iii) takes effect.
- (iii) The nurse will not be required to take additional workload until strategies have been implemented to address the immediate workload issues (eg: the redeployment of staff or patients) notwithstanding any immediate shift of care requirements.

6.13 The parties acknowledge the Employment Relations (Flexible Working Arrangements) Amendment Act 2007 and its provisions.

6.14 Shift cancellation

In the instance where a shift is requested and agreed to be performed by a casual or an employee working over and above their contracted hours is cancelled, at least 4 hours' notice of shift cancellation will be given. Where an employee is given less than 4-hours' notice of shift cancellation the employee will be paid half of their expected shift earnings for the cancelled shift. When the employee has already commenced a shift and the shift is cut short, the employee will be paid as if they had worked the entire shift.

Variation for Mary Potter for Hours of Work

- a. Employees who were employed prior to 22 May 2000 for 32 hours or more but less than 40 hours per week shall continue to receive recognition as a full-time employee for the duration of their employment. Whereas employees who are employed from and including the 22 May 2000 for less than 40 hours per week shall be deemed to be

part-time employees for the purposes of the terms and conditions outlined in this agreement.

- b. In the case of night staff, a light meal will be provided free of charge.

7.0 Meal Breaks

- 7.1 Except when required for urgent or emergency work and except as provided in 7.2 below, no employee shall be required to work for more than four hours continuously without being entitled to a meal break of not less than half an hour. There will be only one meal break of not less than half an hour during a 10-hour shift.
- 7.2 An employee unable to be relieved from work for a meal break shall be entitled to have a meal while on shift and this period shall be regarded as working time.
- 7.3 Rest breaks of 10 minutes each for morning tea, afternoon tea or supper, and the equivalent breaks for night shift where these occur during shift, shall be recognised as time worked.
- 7.4 During the meal breaks prescribed above, free tea, coffee, milk and sugar shall be supplied by the employer.

8.0 Wages

- 8.1 When an existing employee is transferring to the salary scale below, no employee will be placed on a step less than their existing remuneration. The calculation of any hourly rate is to be determined by dividing the annual salary by 2086 for a full-time equivalent employee (to 2 decimal places).
- 8.2 To be eligible to move to Step 6 or 7 a RN must have been on the prior Step for a minimum of 12 months and hold a current PDRP.

8.3 Operation of all Wage Scales

- 8.3.1 The wage scales above shall be applied to the respective groups of employees.
- 8.3.2 On appointment, at the employer's discretion, the employer may place employees on any step of the relevant scale, taking into account the following factors:
 - (i) previous nursing/hospice experience or other relevant work and life experience - the employer may credit this service.
 - (ii) degree of difficulty in recruiting for specific skills and/or experience required for the position.

8.3.3 A nurse previously employed on the top Enrolled Nurse step shall be appointed no lower than the second step of the registered nurse scale when they qualify as a Registered Nurse.

8.3.4 Employees on fulltime study leave or parental leave, with or without pay, shall continue to receive annual increments to which they would otherwise be entitled.

All Hospices, excluding Mary Potter

Registered Nurses

	From 1 Sept 2025		From 1 Sept 2026	
	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$35.60	\$74,257.54	\$36.32	\$75,773.00
Step 2	\$38.37	\$80,049.34	\$39.16	\$81,683.00
Step 3	\$40.65	\$84,788.62	\$41.48	\$86,519.00
Step 4	\$42.84	\$89,355.42	\$43.71	\$91,179.00
Step 5	\$47.38	\$98,832.02	\$48.35	\$100,849.00
Step 6 *	\$48.74	\$101,675.00	\$49.74	\$103,750.00
Step 7 *	\$50.15	\$104,604.22	\$51.17	\$106,739.00

Enrolled Nurses

	From 1 Sept 2025		From 1 Sept 2026	
	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$32.85	\$68,535.32	\$33.53	\$69,934.00
Step 2	\$34.29	\$71,525.30	\$34.99	\$72,985.00
Step 3	\$36.82	\$76,810.44	\$37.57	\$78,378.00
Step 4	\$37.99	\$79,246.72	\$38.77	\$80,864.00
Step 5	\$39.16	\$81,682.02	\$39.96	\$83,349.00

Healthcare Assistants

	From 1 Sept 2025		From 1 Sept 2026	
Step	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$28.23	\$58,898.00	\$28.81	\$60,100.00
Step 2	\$29.83	\$62,216.28	\$30.43	\$63,486.00
Step 3	\$31.63	\$65,983.40	\$32.28	\$67,330.00
Step 4	\$32.15	\$67,068.26	\$32.81	\$68,437.00
Step 5	\$33.05	\$68,950.84	\$33.73	\$70,358.00

Community Nurses

	From 1 Sept 2025		From 1 Sept 2026	
Step	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$36.12	\$75,355.05	\$36.85	\$76,862.15
Step 2	\$38.95	\$81,251.61	\$39.73	\$82,876.64
Step 3	\$41.25	\$86,052.82	\$42.08	\$87,773.88
Step 4	\$43.48	\$90,703.36	\$44.35	\$92,517.43
Step 5	\$48.08	\$100,303.57	\$49.05	\$102,309.64
Step 6 *	\$49.47	\$103,188.02	\$50.46	\$105,251.78
Step 7 *	\$50.89	\$106,158.71	\$51.91	\$108,281.88

Designated Senior Nurse Scale

		From 1 Sept 2025		From 1 Sept 2026	
Grade	Step	Hourly rate	Salary	Hourly rate	Salary
Grade 1	Step 1	\$53.57	\$111,744.50	\$54.66	\$114,025.00
	Step 2	\$57.05	\$119,015.12	\$58.22	\$121,444.00
Grade 2	Step 1	\$54.52	\$113,719.20	\$55.63	\$116,040.00
	Step 2	\$56.41	\$117,670.56	\$57.56	\$120,072.00
	Step 3	\$59.98	\$125,120.52	\$61.21	\$127,674.00
Grade 3	Step 1	\$57.36	\$119,644.28	\$58.53	\$122,086.00
	Step 2	\$59.25	\$123,601.52	\$60.46	\$126,124.00
	Step 3	\$62.91	\$131,223.96	\$64.19	\$133,902.00
Grade 4	Step 1	\$59.25	\$123,601.52	\$60.46	\$126,124.00
	Step 2	\$61.15	\$127,550.92	\$62.39	\$130,154.00
	Step 3	\$64.86	\$135,295.86	\$66.18	\$138,057.00
Grade 5	Step 1	\$61.15	\$127,550.92	\$62.39	\$130,154.00
	Step 2	\$63.04	\$131,502.28	\$64.33	\$134,186.00
	Step 3	\$66.13	\$137,948.72	\$67.48	\$140,764.00
Grade 6	Step 1	\$64.28	\$134,078.70	\$65.59	\$136,815.00
	Step 2	\$67.63	\$141,067.08	\$69.01	\$143,946.00
	Step 3	\$70.98	\$148,057.42	\$72.43	\$151,079.00
	Step 4	\$76.48	\$159,545.96	\$78.05	\$162,802.00

Nurse Practitioner

	From 1 Sept 2025		From 1 Sept 2026	
Step	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$64.28	\$134,078.70	\$65.59	\$136,815.00
Step 2	\$67.63	\$141,067.08	\$69.01	\$143,946.00
Step 3	\$70.98	\$148,057.42	\$72.43	\$151,079.00
Step 4	\$76.48	\$159,545.96	\$78.05	\$162,802.00

Mary Potter

Healthcare Assistants

Step	From 1 Sept 2025		From 1 Sept 2026	
	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$28.81	\$60,100.00	\$29.53	\$61,602.50
Step 2	\$30.43	\$63,486.00	\$31.20	\$65,073.15
Step 3	\$32.28	\$67,330.00	\$33.08	\$69,013.25
Step 4	\$32.81	\$68,437.00	\$33.63	\$70,147.93
Step 5	\$33.73	\$70,358.00	\$34.57	\$72,116.95

Enrolled Nurses

Step	From 1 Sept 2025		From 1 Sept 2026	
	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$33.53	\$69,934.00	\$34.36	\$71,682.35
Step 2	\$34.99	\$72,985.00	\$35.86	\$74,809.63
Step 3	\$37.57	\$78,378.00	\$38.51	\$80,337.00
Step 4	\$38.77	\$80,864.00	\$39.73	\$82,886.00
Step 5	\$39.96	\$83,349.00	\$40.96	\$85,433.00

Registered Nurses

Step	From 1 Sept 2025		From 1 Sept 2026	
	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$36.32	\$75,773.00	\$37.23	\$77,667.00
Step 2	\$39.16	\$81,683.00	\$40.14	\$83,725.00
Step 3	\$41.48	\$86,519.00	\$42.51	\$88,682.00
Step 4	\$43.71	\$91,179.00	\$44.80	\$93,458.00
Step 5	\$48.35	\$100,849.00	\$49.55	\$103,370.00
Step 6	\$49.74	\$103,750.00	\$50.98	\$106,344.00
Step 7	\$51.17	\$106,739.00	\$52.45	\$109,407.00

Community Nurses

Step	From 1 Sept 2025		From 1 Sept 2026	
	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$36.87	\$76,910.17	\$37.79	\$78,832.60
Step 2	\$39.74	\$82,907.42	\$40.74	\$84,980.03
Step 3	\$42.10	\$87,816.57	\$43.15	\$90,012.01
Step 4	\$44.37	\$92,546.64	\$45.47	\$94,859.83
Step 5	\$49.07	\$102,361.84	\$50.30	\$104,920.66
Step 6	\$50.48	\$105,306.51	\$51.74	\$107,939.43
Step 7	\$51.94	\$108,340.19	\$53.24	\$111,048.21

Designated Nurses

Grade	Step	From 1 Sept 2025		From 1 Sept 2026	
		Hourly rate	Salary	Hourly rate	Salary
Grade 1	Step 1	\$54.66	\$114,025.00	\$56.03	\$116,876.00
	Step 2	\$58.22	\$121,444.00	\$59.67	\$124,480.00
Grade 2	Step 1	\$55.63	\$116,040.00	\$57.02	\$118,941.00
	Step 2	\$57.56	\$120,072.00	\$59.00	\$123,074.00
	Step 3	\$61.21	\$127,674.00	\$62.74	\$130,866.00
Grade 3	Step 1	\$58.53	\$122,086.00	\$59.99	\$125,138.00
	Step 2	\$60.46	\$126,124.00	\$61.97	\$129,277.00
	Step 3	\$64.19	\$133,902.00	\$65.80	\$137,250.00
Grade 4	Step 1	\$60.46	\$126,124.00	\$61.97	\$129,277.00
	Step 2	\$62.39	\$130,154.00	\$63.95	\$133,408.00
	Step 3	\$66.18	\$138,057.00	\$67.84	\$141,508.00
Grade 5	Step 1	\$62.39	\$130,154.00	\$63.95	\$133,408.00
	Step 2	\$64.33	\$134,186.00	\$65.94	\$137,541.00
	Step 3	\$67.48	\$140,764.00	\$69.17	\$144,283.00
Grade 6	Step 1	\$65.59	\$136,815.00	\$67.23	\$140,235.00
	Step 2	\$69.01	\$143,946.00	\$70.73	\$147,545.00
	Step 3	\$72.43	\$151,079.00	\$74.24	\$154,856.00
	Step 4	\$78.05	\$162,802.00	\$80.00	\$166,872.00

Nurse Practitioners

Step	From 1 Sept 2025		From 1 Sept 2026	
	Hourly rate	Salary	Hourly rate	Salary
Step 1	\$65.59	\$136,815.00	\$67.23	\$140,235.00
Step 2	\$69.01	\$143,946.00	\$70.73	\$147,545.00
Step 3	\$72.43	\$151,079.00	\$74.24	\$154,856.00
Step 4	\$78.05	\$162,802.00	\$80.00	\$166,872.00

Payment for achievement of PDRP

RN proficient: \$3,000.00
 RN expert: \$4,500.00

EN proficient: \$3,000.00
 EN expert: \$4,500.00

All PDRPs will be aligned to the 'National Framework for Nursing professional development and recognition programmes'. This is payable for all nursing scales including the Designated Senior Nurses scale.

Merit Steps for Healthcare Assistants
Merit Step 1: \$1,000
Merit Step 2: \$2,000

- 8.3.4 Progression is by annual increment through the Step Scale at anniversary date, excludes senior positions, which will progress subject to satisfactory performance and conduct.
- 8.3.5 The Registered Nurse PDRP requirement is for 'Proficient' level in IPU and 'Expert/Senior' level in the community and for all Senior RN roles.
- 8.3.6 The Enrolled Nurse PDRP requirement is for 'Proficient' level in IPU and 'Expert' in the community. (Refer to clause 24.1 for further details)
- 8.3.7 PDRP payments are prorated (based on a FTE) and attract penal rates and overtime.

8.4 Post Graduate Qualifications

- 8.4.1 The employer will consult in good faith with the employee about the relevance of any one-off qualification the employee has or obtains and any potential entitlement to a qualification recognition payment. Each employer reserves the right to determine which qualification is relevant to their workplace and whether the employee is entitled to any qualification recognition payment.
- 8.4.2 New employees and existing employees who obtain a post graduate qualification will receive a one-off prorated qualification recognition payment as follows:
- \$1,000 for a post graduate Certificate
 - \$1,500 for a post graduate Diploma
 - \$2,500 for a post graduate Masters' Degree
- 8.4.3 The entitlement for qualification payments (Certificate, Diploma and / or masters degree) is for one payment per qualification only.
- 8.4.4 One off prorated qualification recognition payments to be made once the Employer is notified by the Employee and with confirmation from the tertiary institution. The one off qualification payments will not be paid retrospectively.

8.5 Overtime and Penal Time

8.5.1 Overtime

Overtime worked on any day shall be paid at one- and one-half times the normal hourly rate of pay (T1.5) for the first three hours and double time (T2.0) thereafter.

8.5.2 Penal Rates

- (a) Weekend rate - applies to ordinary time (other than overtime) worked after midnight Friday/Saturday until midnight Sunday/Monday shall be paid at time one half (T0.5) in addition to the ordinary hourly rate of pay.
- (b) Public Holiday rate – applies to those hours which are worked on the public holiday. This shall be paid at time one (T1.0) in addition to the ordinary hourly rate of pay (Double Time) **See clause 12 for further clarification and exceptions.**
- (c) Night Rate - Employees working between the hours of 8pm and the completion of a night duty shall be paid at one quarter (T.25) in addition to the ordinary hourly rate of pay for hours worked within this time period.

9.0 Call Backs/Call Outs

- 9.1 A nurse called back to work outside rostered hours of shift but not as a continuation of a shift shall be paid at the time and one half rate for that shift for the time worked, plus travelling time to and from the nurses' place of residence, but in no case shall payment be for less than three hours at the rate appropriate for the day concerned for each such call back. For the purpose of this clause more than one call back within the three consecutive hours shall be deemed to be one call back.

Variation for Mary Potter: A nurse called back to work outside rostered hours of shift but not as a continuation of a shift shall be paid at the appropriate overtime rate specified for that day for the time worked, plus travelling time to and from the nurses' place of residence, but in no case shall payment be for less than three hours at the overtime rate appropriate for the day concerned for each such call back. For the purpose of this clause more than one call back within the three consecutive hours shall be deemed to be one call back.

9.2 Transport

Where an employee is called back to work outside the employee's normal shift, the employer shall either:

- (i) provide the employee with transport; or
- (ii) reimburse the employee the actual and reasonable travelling expenses incurred in travelling from the employees' place of residence to the workplace or from the workplace to the employees place of residence, or both travelling to and from the workplace.

- (iii) the reimbursement rate shall be as prescribed in clause 11.2.

10.0 Allowances

10.1 On Call

10.1.1 In the interests of healthy rostering practices, the parties agree that the allocation of on call time should be spread as evenly as practicable amongst those required to participate in an on-call roster.

10.1.2 Where an employee is instructed to be on call during normal off shift hours, including via telephone, an on call allowance of \$8.00 per hour Monday to Sunday, and \$10 per hour on public holidays shall be paid for the rostered shift.

Variation for Mary Potter: Short Notice Allowance:

- a. An allowance of \$25.00 per shift will be paid to permanently employed nurses who work on their day off at short notice. Short notice is defined as having been requested to work the shift twelve hours or less prior to the commencement of the shift or on the same day as that shift.
- b. Where at short notice, an employee is requested to work a shift different from that rostered, an employee shall not be disadvantaged remuneratively.

10.1.3 The on-call allowance is payable for all hours the employee is rostered on call including time covering an actual call out.

10.1.4 An employee who is required to be on call shall have access to an appropriate locator or a cell phone.

10.1.5 Being on call does not preclude an employee from being rostered on for normal duties for the shift following the on call period at ordinary rates. Circumstances surrounding actual call outs will be taken into account and additional time off will be allowed on a time for time basis or by mutual agreement, until a reasonable break has been achieved.

10.1.6 Where a rostered day off follows an On Call shift circumstances surrounding actual call outs will be taken into account and additional time off will be allowed on a time for time basis or by mutual agreement, to compensate for the impact on the rostered day off.

10.2 Higher/Special Duties

10.2.1 **Higher Duties:** The higher duties allowance payable shall be paid at a rate of \$24.00 per full eight-hour shift for a minimum of three days inclusive which for part time employees may be worked within a two week period.

- 10.2.2 **Special Duties:** The special duties allowance payable shall be paid at a rate of \$12 for periods of less than four hours worked and \$24.00 for more than four hours worked on these duties for the rostered shift.

Variation for Mary Potter Hospice Higher/Special Duties:

- a. Where a Clinical Co-ordinator is not on shift in the hospice, a staff nurse or a senior staff nurse shall be designated as the hospice shift leader and shall be paid the following allowances as prescribed below for each hour employed as the hospice shift leader. This allowance shall not be subjected to penal or overtime provisions.
 - The shift lead rate of \$5 per hour shall remain for Saturday and Sunday morning shifts.
 - The shift lead rate of \$5 per hour shall remain for all public holiday morning shifts.
 - The shift lead rate of \$5 per hour shall remain for any weekday morning shifts when the clinical coordinator is away from the role.
 - The shift lead rate of \$5 per hour shall remain for Friday afternoon shifts.
- b. For all other shifts the shift lead rate will revert to clause 10.2 of the MECA.
 - One permanent night staff is grand parented and will receive the \$5 per hour when they are designated as the hospice shift leader.

10.3 **Community Nurse Allowance**

- 10.3.1 In recognition of special demands of providing palliative care in the community, IPU registered nurses who are requested to work a community shift will be paid an allowance of \$10 per shift.

Variation for Harbour Hospice who will retain the current clause, excluding designated senior positions.

11.0 Reimbursing Payments

11.1 **Annual Practising Certificate**

Where an employee is required by law to hold an annual practising certificate, the cost of the certificate shall be met by the employer provided that:

- (a) The employee must be engaged in duties for which the holding of a certificate is a requirement.
- (b) Any payment will be offset to the extent that the employee has received a reimbursement from another employer.
- (c) The Employer will only pay one APC unless there are operational requirements for an employee to maintain more than one APC.

11.2 **Travelling Expenses and Incidentals**

- (a) When travelling on employer business, and where a hospice vehicle is not available, the employee will be reimbursed for costs on an actual and reasonable basis on presentation of receipts in line with the organisations reimbursement policy.
- (b) Where the employee agrees to use their motor vehicles on employer business, the employee shall be reimbursed in accordance with the current IRD mileage rates. The employee must personally ensure their vehicle has a current NZTA vehicle license (registration), WOF and insurance that covers work use.

11.3 Professional Supervision

Employees are encouraged to attend supervision. Employees will be entitled to be paid up to one (1) hour of professional supervision per month by a suitably qualified clinical supervisor approved by the employer. The fees will be paid for by the employer upon receipt of a GST invoice from the supervisor.

12.0 Public Holidays

12.1 The following days shall be observed as public holidays:

Christmas Day, Boxing Day, New Year's Day, 2 January, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the birthday of the reigning Sovereign, Matariki, Labour Day and Anniversary Day.

12.2 Employees required to work on any of the above holidays shall be paid at T2.0 for time actually worked on the holiday.

12.3 In addition the employee shall be allowed an alternative day's holiday paid for at the employee's relevant daily rate, to be taken at a later date, where the holiday falls on a day that would have otherwise been a working day for that employee.

12.4 Those employees who work a night shift which straddles a public holiday, shall be paid at public holiday rates for those hours which occur on the public holiday and the applicable rates for the remainder of the shift. One alternative holiday shall apply in respect of each public holiday or part thereof worked.

12.5 Part time employees:

Where a part-time employee's days of work are fixed, the employee shall be entitled to public holiday provisions if the day would otherwise be a working day for that employee.

For part-time employees where there is no regular pattern of work, if the employee has worked two of the same days the public holiday falls on during the previous five weeks, then the public holiday is deemed an ordinary working day.

13.0 Annual Leave

The parties to this collective agreement agree that the taking of a minimum of 4 weeks paid annual leave per 12 months of employment is recommended for the rest and recreation of all employees.

All employees shall be entitled to annual leave in accordance with the Holidays Act 2003.

Employees, other than casuals, shall be entitled to four weeks annual leave, taken and paid in accordance with the Holidays Act 2003 and subject to the other provisions of this clause.

13.1 Casual employees shall be paid 8% of gross taxable earnings in lieu of annual leave to be added to the wages paid for each engagement.

13.2 Annual leave shall be taken to fit in with service/work requirements and the employee's need for rest and recreation.

13.3 Part time employees shall be entitled to annual leave on a pro rata basis.

13.4 Employees who have completed five years continuous service shall be entitled to five week's annual leave on-going, pro rata for part time employees.

14.0 Sick Leave

The following Sick Leave provisions shall apply

14.1 On appointment employees shall be entitled to ten (10) working days paid sick leave for the first twelve months of employment, and an additional ten (10) working days for each subsequent twelve month period. A medical certificate may be required to support the employee's claim for sick leave. Where a medical certificate is required by the employer in circumstances where the leave is less than 3 days, the employer will meet the cost of the certificate. Where the certificate is required and the leave is more than 3 days, the employee will meet the cost.

14.2 The provisions of this clause are inclusive of the Sick Leave provisions of the Holidays Act 2003.

14.3 The employee can accumulate their entitlement up to a maximum of 100 days.

Notification of Sick Leave

14.4 You shall notify the employer of your intention to take sick leave as early as possible before you are due to start work on the day that is intended to be taken as sick leave, or if that is not practicable as soon as possible after that time.

- 14.5 At the employer's discretion an employee may be granted anticipated sick leave. Any leave taken in advance and still remaining outside the entitlement will be paid to the employer. The employer may deduct monies due from the final pay.
- 14.6 Where an employee is suffering from a minor illness which could have a detrimental effect on the patients or other staff, in the employer's care, the employer may, at its discretion, either:
- (a) Place the employee on suitable alternative duties; or
 - (b) Direct the employee to take sick leave.

15.0 Discretionary Leave

In the event an employee has no entitlement left, they may be granted additional sick or discretionary leave. In considering the granting of leave under this clause the employer shall recognise that additional discretionary leave is to ensure the provision of reasonable support to staff having to be absent from work when their entitlement is exhausted.

- 15.1 In these circumstances the following shall be taken into account:
- (a) The circumstances leading to the request
 - (b) The employee's length of service
 - (c) The employee's attendance and leave record
 - (d) The consequences of not providing the leave
 - (e) Any unusual and/or extenuating circumstances
 - (f) Alternative options e.g. shorter hours, more flexible rostering
 - (g) Other amounts of leave available
- 15.2 Requests for discretionary leave should be made in writing by the employee to the employer.
- 15.3 Reasons for a refusal shall, when requested by the employee in writing, be given in writing and before refusing a request, the decision maker is expected to seek appropriate guidance.

Variation for Mary Potter Hospice: Rest and Recreation Leave

In line with the same provision expressed as part of the Wellness Policy, in recognition of the stress associated with accumulative loss, clinical staff may take Rest & Recreation days on full pay at the rate of:

- a) One day every eight weeks for staff working 40 hours per week (or 80 hours per fortnight) granted at the discretion of management.
- b) One day every fourteen weeks for staff working 72 hours per fortnight granted at the discretion of management.
- c) One day every sixteen weeks for staff working 32 hours per week (or 64 hours per fortnight) granted at the discretion of management.

Variation for Mary Potter Hospice: Long Service Leave

Staff employed prior to 10th April 2008 shall be entitled to long Service Leave as follows:

- 1) After ten years, fifteen years, and every extra five years of current continuous service employed under this Agreement the employee will be entitled to two weeks Long Service Leave such leave to be taken in the year of entitlement.
- 2) If an employee, having become entitled to a special holiday, leaves his/her employment before such holiday has been taken, he/she will be paid in lieu thereof.

15.4 Leave without pay:

At the employer's discretion, an employee may be granted leave without pay, in addition to the amount specified above, where the employee requires additional time away from work.

16.0 Bereavement Leave

- 16.1 The employer shall approve special bereavement leave on pay for an employee to discharge any obligation and/or to pay respects to a Tupapaku/deceased person with whom the employee has had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent).
- 16.2 The length of time off shall be three days for each bereavement of a close family member/partner, miscarriage or stillbirth, and one day for each bereavement of a person whom the employee has a close association or cultural obligation.

Variation for Mary Potter Hospice:

The length of time off shall be five days for each bereavement of a close family member/partner.

- 16.3 More time off can be provided at the discretion of the employer and should not be unreasonably withheld.
- 15.4 All other provisions of bereavement leave not specifically provided for in the above clauses will be exercised in accordance with the Holidays Act 2003.

17.0 Parental Leave

16.1 The provisions of the Parental Leave and Employment Protection Act 1987 shall apply.

18.0 Jury Service/Witness Leave

- 18.1 Leave for jury service may be taken on ordinary pay on the days that the employee would normally work provided that:
- the employee will advise the employer of a request to participate in jury service at the earliest opportunity
 - this does not affect the day-to-day operations of the hospice
 - the employee returns to work immediately on any day the employee is not actually required to attend at Court
 - the employee pays the fees received to the employer but may retain any expenses paid.

19.0 NZNO Meetings

- 18.1 NZNO members shall be entitled to up to a total of four hours leave per year (a year being the period beginning on the 1st day of January and ending on the following 31st day of December) on ordinary pay to attend meetings authorised by the NZNO providing the following conditions are fulfilled.
- 18.2 NZNO shall give the employer at least 14 days' notice of the date and time of any NZNO meeting to which clause 18.1 above is to apply.
- 18.3 The NZNO shall make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any NZNO meeting, including, where appropriate, an arrangement for sufficient NZNO members to remain available during the meeting to enable the employer's operation to continue.
- 18.4 Work shall resume as soon as practicable after the meeting, but the employer shall not be obliged to pay any NZNO member for a period greater than two hours in respect of any meeting.
- 18.5 Only NZNO members who actually attend a NZNO meeting during their working hours shall be entitled to pay in respect of that meeting and to that end the NZNO shall supply the employer with a list of members who attended and shall advise the employer of the time the meeting finished.

Note: The provisions of these clauses (18.1-18.5) are inclusive of any entitlements provided by the Employment Relations Act 2000.

20.0 NZNO Right of Entry

- 19.1 Authorised NZNO representatives may enter the workplace in accordance with the Employment Relations Act 2000.
- 19.2 The authorised NZNO representative shall be entitled to enter the workplace at reasonable times, in a reasonable way and in compliance with health and safety requirements of the workplace.
- 19.3 When the NZNO representative enters the workplace, they will advise the manager/delegated representative they are entering the workplace and if the manager/delegated representative is not present the NZNO will leave a written notice of the visit.
- 19.4 The employer recognises that it may not unreasonably deny a NZNO representative access to the workplace.

21.0 NZNO Delegate / Workplace Representative

- 20.1 The employer accepts that employee job delegates are the recognised channel of communication between the union and the employer in the workplace.
- (a) Accordingly paid time off (at ordinary time rates) shall be allowed for recognised employee delegates to attend meetings with management, consult with union members, and other recognised employee job delegates and union officials, to consult and discuss issues such as management of change, staff surplus, and representing employees.
- (b) Prior approval for such meetings shall be obtained from the CEO or their delegated authority.

21.0 Employment Relations Education Leave

- 21.1 Such leave will be allowed in accordance with the Employment Relations Act.
- 21.2 The Employer shall grant leave on pay for employees' party to this MECA to attend courses authorised by NZNO to facilitate the employee's education and training as employee representatives in the workplace.

<u>FTE eligible employees as at 1 March each year</u>	<u>Maximum number of days of employment relations education leave that we are entitled to allocate as a union</u>
1 – 5	3
6 – 50	5
51 – 280	1 day for every 8 FTE eligible employees or part of that number

281 or more	35 days plus 5 days for every 100 FTE eligible employees or part of that number that exceeds 280
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21.3 For the purposes of this clause, calculating the number of full-time equivalent eligible employees employed by an employer –

- (a) an eligible employee who normally works 30 hours or more during a week is to be counted as 1;
- (b) an eligible employee who normally works less than 30 hours during a week is to be counted as one-half.

21.4 The NZNO shall send a copy of the programme for the course and the name of employees attending at least 21 consecutive days prior to the course commencing.

21.5 The granting of such leave shall not be unreasonably withheld taking into account continuing service needs.

21.6 The provision of Part 7 of the Employment Relations Act 2000 shall apply where any provision or entitlement is not provided for or is greater than specified above.

22.0 Co-operation and Consultation

22.1 Management of Change

22.1.1 The parties to this collective agreement accept that change in the health service is necessary in order to ensure the efficient and effective delivery of health services. They recognise a mutual interest in ensuring that health services are provided efficiently and effectively, and that each has a contribution to make in this regard.

22.1.2 Prior to the commencement of any significant change to staffing, structure or work practices, the employers will identify and give reasonable notice to employees who may be affected and to the NZNO to allow them to participate in the consultative process so as to allow substantive input.

22.2 Consultation

22.2.1 Consultation involves the statement of a proposal not yet finally decided upon, listening to what others have to say, considering their responses and then deciding what will be done. The process shall be as follows:

- (a) The initiative being consulted about should be presented as a 'proposal' or 'proposed intention or plan' which has yet to be finalized.
- (b) Sufficient information must be provided by the employer to enable the party/parties consulted to develop an informed response.

- (c) Sufficient time must be allowed for the consulted party/parties to assess the information and make such response subject to the overall time constraints within which a decision must be made.
- (d) Genuine consideration must be given by the employer to the matters raised in the response.
- (e) The final decision shall be the responsibility of the employer.

23.0 Redundancy

- 23.1 For the purpose of this Agreement, redundancy is defined as a condition in which the employer has staff surplus to requirements because of reorganisation or the closing down of all or part of the employer's operation.
- 23.2 The employer shall provide four weeks written notice of any impending redundancy to the affected employees and every endeavour shall be made to redeploy affected employees.
- 23.3 During the period of notice the employee shall be entitled to reasonable time off to attend interviews and seek alternative employment by agreement with the employer, without loss of pay.
- 23.4 The Employee made redundant shall be provided with a Certificate of Service stating that employment was terminated as a result of redundancy.
- 23.5 The employer shall provide reasonable counselling for affected employees on the request from the employee.
- 23.6 In the event of dismissal for reasons of redundancy a severance payment equal to four weeks ordinary pay will be made to the employee.

Variation for Mary Potter Hospice

All staff employed after 1 August 2004 will be covered by clause 23 in the Collective. Staff employed prior to 1 August 2004 will not be covered by clause 23 in the collective. Replace with the following:

Redundancy means a situation where the employee's employment is terminated by the employer, that termination being attributable, wholly or mainly, to the fact that the position filled by that employees is, or has become, or will become, superfluous to the needs of the employer.

In such instances the employer will endeavour to re-deploy the said employee within the hospice.

If redeployment cannot be achieved, then employees shall be given not less than four week's notice of termination of employment on the grounds of redundancy or payment in lieu of notice.

Employees whose employment is terminated because of redundancy shall be entitled to the following compensation:

- Four weeks pay for the first year of service with the employer (or part thereof)
- A further two weeks pay for each completed year of continuous service with the employer up to a maximum of 20 weeks pay for any employee.

23.7 Employee Protection Provision

Where employees are terminated due to the sale; contracting out or transfer of the whole or part of the business of the employer and the employee is offered employment of a similar nature with the transferor of the business or the contractor, the employee shall not be deemed to have been made redundant.

The employer shall endeavour to provide in the sale and purchase agreement provision for employees' continuity of service with the purchaser. In the absence of such provision the employer shall notify the employees affected by the sale, transfer or contracting out of the whole or part of the business in accordance with this clause. No claim for compensation may be made against the employer.

23.8 Termination on Health Grounds

An employer may consider termination of an employee's employment in situations where the employee is rendered incapable of the proper ongoing performance of their duties as a result of illness/injury or disability.

Before taking any action, the employee may be required to undergo a medical examination by a registered medical practitioner, as agreed between the employer and employee, which will be paid for by the employer. Any reports or recommendations made available as a result of that examination will be taken into account as will any other relevant medical reports or recommendations which may be received or tendered on behalf of the employee.

24.0 Professional Development and Post Graduate Education

24.1 Professional Development and Recognition Programmes

24.2 Each Hospice will develop a relationship with Te Whatu Ora to enable the hospice to be integrated into the DHBs PDRP which will be aligned to the National Framework for Nursing Professional Development and Recognition Programmes and Nursing Council NZ and HPCA Act (2003) requirements.

24.3 Each Hospice and DHB will draw up a Memorandum of Understanding (MOU) to describe the shared responsibilities and the processes to be adhered to.

- 24.4 All staff covered by this collective will be required to participate in annual appraisals and where applicable are encouraged to undertake PDRP or Merit.
- 24.5 PDRPs shall be applied in a consistent manner to ensure transportability of recognition, accessibility, transparency and simplicity.
- 24.6 The technical competencies for palliative care nurses will be based on the National Competency Framework for Palliative Care Nursing in NZ September 2008 or its successor.
- 24.7 The clinical career/workforce structure requires commitment to education and development of expertise.
- 24.8 No quotas or other in-built barriers will be established to limit the numbers at each level of the pathway. Progression through the PDRP shall be based solely on achievement of specified agreed criteria.
- 24.9 These principles will be monitored as part of the negotiations for the NZNO Hospice MECA and will identify:
- any changes or processes necessary to further the PDRP, including education
 - If the programme is managed consistently
 - the development and monitoring of the review process and/or implementation difficulties
 - appropriate training/information/support for all employees and managers involved in the PDRP
 - auditing to ensure appeals process is working

24.11 Post Graduate Education

- (a) The parties to this agreement record their intention that staff be given reasonable opportunity and positive encouragement to undertake post graduate study or training relevant to nursing practice or roles in palliative care
- (b) Leave, with or without payment, may be approved as deemed appropriate by the employer. The employer may grant reimbursement of expenses in part or in full incurred by the employee when attending relevant courses of study.

24.12 Professional Development Leave

- (a) The employer shall grant professional development leave of no less than 24 hours per calendar year for full time employees (pro rated to 20 hours per calendar year for part time employees). This leave enables employees to maintain competency, complete qualifications, attend courses and to undertake research or projects that are relevant to the employer and which facilitate the employee's growth and development. Prior approval of the employer must be obtained.

- (b) Professional leave will be granted at the T1 rate and may accumulate over a three-year period to a maximum of 72 hours (full time) and 60 hours (part time) if agreed as part of a professional development plan.
- (c) Employees may apply for professional development leave in addition to the above clause which may be granted at the discretion of the employer.
- (d) Meetings to meet organisational and service requirements not otherwise addressed in this clause, (including nurses' meetings and in-service training) shall be paid at ordinary rate for time spent at such meetings.
- (e) Nurse Practitioner Continuing Medical Education Fund to be set at parity with the NZNO/Te Whatu Ora Collective Agreement.
- (f) One day's leave (in addition to that prescribed in sub-clause 24.12a) will be granted annually for the preparation of the portfolio required under the terms of the PDRP.

25.0 Policies and Procedures

- 25.1 All employees covered by the Agreement shall comply with the employer's policies and procedures, to the extent that such policies and procedures are not inconsistent with the terms and conditions of this Agreement.

26.0 Health and Safety

- 26.1 The employer shall comply with the provisions of the Health and Safety at Work Act 2015 and subsequent amendments concerning safety, health, and welfare matters. The parties to this agreement agree that employees should be adequately protected from any safety and health hazard arising in the workplace. All reasonable precautions for the health and safety of employees shall be taken.
- 26.2 It shall be the responsibility of the employer to ensure that the workplace meets required standards and that adequate and sufficient safety equipment is provided.
- 26.3 It shall be the responsibility of every employee covered by this agreement to work safely and to report any hazards, accidents, or injuries as soon as practicable to their supervisor.
- 26.4 It is a condition of employment that safety equipment and clothing required by the employer is to be worn or used by the employee and that safe working practices must be observed at all times.
- 26.5 Attention is also drawn to the employer's policies and procedures on health and safety.
- 26.6 The employer recognises that to fulfil their function health and safety delegates require adequate training, paid time and facilities.

- 26.7 The parties to this agreement recognise that effective health and safety committees are the appropriate means of providing consultative mechanisms on health and safety issues in the workplace.

27.0 Family Violence and Flexible Working Arrangements

- 27.1 The Employer acknowledges that employees may be affected by family violence. The Employer will continue to support these employees, respecting their dignity and privacy in order to assist them to deal with the effects of domestic violence.
- 27.2 The Employee will be entitled to family violence leave in accordance with the Holidays Act 2003, subject to the employee's eligibility under this Act.
- 27.3 The Employee will be also entitled to request flexible work arrangements for a period of up to two months in accordance with the Employment Relation Act 2000, subject to the employee's eligibility under this Act.

28.0 Uniforms and Protective Clothing

- 28.1 Where the employer requires an employee to wear a uniform, it shall be provided free of charge, but shall remain the property of the employer.
- 28.2 Suitable protective clothing shall be provided at the employer's expense where the shift work involves a risk of excessive soiling or damage to uniforms or personal clothing or a risk of injury to the employee.
- 28.3 Damage to personal clothing – An employee shall be reasonably compensated for damage to personal clothing worn on shift, or reimbursed dry cleaning charges for excessive soiling to personal clothing worn on shift, provided the damage or soiling did not occur as a result of the employee's negligence, or failure to wear the protective clothing provided. Each case shall be determined on its merits by the employer.
- 28.4 Where uniforms are not supplied a clothing allowance of \$3.07 per clinical shift worked shall be paid. This does not apply for full non-clinical days such as study leave etc.

29.0 Payment of Wages

- 29.1 Employees will be paid fortnightly in arrears by direct credit.
- 29.2 Where an employee has taken leave in advance of it becoming due, and the employee leaves before the entitlement has accrued, the employer will deduct the amount owing in excess of entitlement from the employee's final pay.
- 29.3 Any monies agreed, as being owed by the employee to the employer upon termination will be deducted from the employee's final pay.

- 29.4 The employees shall complete timesheets as required by the employer. Wherever practicable any disputed items shall not be changed without first referring it to the affected employee.
- 29.5 Overpayment Recovery Procedures: Attention is drawn to the Wages Protection Act 1983 or any other amendment or Act passed in substitution. This clause must not act in a way that is inconsistent with that Act. In the event of an overpayment of wages, the employer may recover the amount of overpayment provided the employee is given written notification of the intention to recover the overpayment, the amount to be recovered and full explanation of the reasons for the overpayment. Overpayments should be recovered over an equivalent period to the overpayment.
- 29.6 The employer shall use its best endeavours to direct credit payment of wages into the employee's bank account one clear banking day prior to a public holiday.

30.0 Termination of Employment

30.1 Notice Period

- (a) Either party may terminate the employment agreement with four weeks written notice, unless otherwise negotiated with the employer. Agreement for a shorter notice period will not be unreasonably withheld. When the agreed notice is not given, the unexpired notice may be paid or forfeited by the party failing to give the agreed notice.
- (b) This shall not prevent the employer from summarily dismissing any employee without notice for serious misconduct or other good cause in accordance with the employer's disciplinary procedures and/or rules of conduct.

30.2 Abandonment of Employment

- (a) An employee absent from work for three consecutive working days without notification to the employer or without appropriate authorisation from the employer will be considered by the employer as having terminated their employment without notice, unless the employee is able to show they were unable to fulfil their obligations under this section through no fault of their own. The employer will attempt to contact the employee during the three days period of absence.

31.0 Harassment Prevention

- 31.1 The parties recognise that harassment in the workplace is totally unacceptable. It is the responsibility of the employee to familiarise themselves with the relevant policy

- on harassment and the responsibility of the employer to communicate the extent of this policy and make it accessible to all employees.
- 31.2 Harassment can take many forms, including sexual harassment, bullying, racial harassment, violence and other forms of intimidating behaviour.
- 31.3 All complaints will be taken seriously, and the employer undertakes to address these complaints with sensitivity and impartiality.

32.0 Resolution of Employment Relationship Problems

- 32.1 An “employment relationship problem” includes:
- (a) A personal grievance
 - (b) A dispute
 - (c) Any other problem relating to or arising out of the employment relationship but does not include any problem with negotiating new terms and conditions of employment.
- 32.2 Where an Employment Relationship Problem arises, the parties will in the first instance seek to resolve it between the immediately affected parties. Further to this:
- (a) The employee is entitled to seek representation at any stage during the process. Help with an employment relations problem is available from within the workplace (employee manager) or outside the workplace (Ministry of Business, Innovation and Employment 0800 20 90 20), or a union, an advocate or a lawyer.
 - (b) If the matter is unresolved either party is entitled to seek mediation from the Ministry of Business, Innovation and Employment 0800 or refer the matter to the Employment Relations Authority. (Both mediation and investigation by the Authority are services available for the resolution of employment relationship problems.)
- 32.3 If the employment relationship problem is a personal grievance, the employee must raise the grievance with the employer within a period of 90 days beginning with the date on which the action alleged to amount to a personal grievance occurred or came to the notice of the employee, whichever is the latter.
- 32.4 If you feel you have grounds for raising a personal grievance with the employer, for sexual harassment, then you must do so within 12 months of the action occurring, or the grievance coming to your notice. If you do not make a claim within 12 months, you will be out of time.
- 32.5 Where any matter comes before the Authority for determination, the Authority must normally direct the matter to mediation in the first instance. Where mediation has failed or been deemed inappropriate in the circumstances, the Authority will then have the power to investigate the matter.

- 32.6 If the employment relationship problem relates to discrimination or sexual harassment, services available for the resolution of the problem include either application to the Authority for the resolution of this grievance or a complaint under the Human Rights Act 1993, but not both.

33.0 Accidents and injuries

- 33.1 Work Related: Where an employee is incapacitated as a result of a work accident, and that employee is on earnings related compensation, then the employer agrees to supplement the employee's compensation by 20% of base salary during the period of incapacitation as a charge against the employee's Sick Leave while sufficient sick leave is available.
- 33.2 Non-Work Related: For non work-related accidents, where the employee requests, the employer shall supplement the employee's compensation by 20% of base salary and this shall be a charge against the employee's Sick Leave while sufficient Sick Leave is available.

34.0 Family Friendly Practices

- 34.1 The employer will recognise and encourage the development of family friendly policies such as supportive breast-feeding policies and preferential re-appointment policies after parental leave.

35.0 Healthy Workplaces

- 35.1 The parties to this collective agreement agree that all employees should have a healthy workplace. The parties support a workplace culture between employees and their managers that reflects an understanding and actively advocates an appropriate balance between safe quality care, a safe quality work environment and organizational efficiency.
- 35.2 Regular joint NZNO/Employer Healthy Workplace Forums will be held.

36.0 Deduction of Union Fees

- 36.1 The Employer shall deduct employee NZNO fees from the wages/salaries of employees when authorised in writing by members and shall remit such subscriptions to the NZNO at agreed intervals.

37.0 No Pass On

- 37.1 The parties acknowledge Section 59B of the Employment Relations Act and that the employer parties will not automatically pass on the terms and conditions agreed to under this Collective to non-NZNO employees at the conclusion of this bargaining. The union agrees that the employer parties can pass on pay rates to non-members provided non-members do not receive the rates earlier than three (3) months after the applicable dates for union members.

38.0 Commitment to Pay Equity

- 38.1 If any legislation giving effect to a pay equity settlement for the employees is enacted, the employers will meet their commitments under that statute.

39.0 Completeness, No Disadvantage and Transition

- 39.1 Completeness:** The parties to this MECA have standardised and consolidated Hospice conditions from existing collectives to provide for common core conditions. Hospice individual conditions in variations to this agreement will be retained for the life of this agreement and shall not continue in the next Agreement unless agreed by the parties in the negotiation process for the subsequent Agreement.
- 39.2 No Disadvantage:** The parties are committed to ensure that there is no "overall disadvantage" to individuals due to any changes in core conditions.

Signatures

Date: 1 June 2026

Simon Oosterman
For and on behalf of NZNO



Authorised Representative of
HOSPICE MECA

A handwritten signature in black ink, appearing to read 'Andrea Twaddle', written in a cursive style.

Andrea Twaddle
For and on behalf of
THE NAMED EMPLOYER PARTIES TO THIS
COLLECTIVE AGREEMENT