

TERM

2 years (1 July 2024 – 30 June 2026)

AMENDMENTS TO SALARIES

- From 1 July 2024 a salary increase of \$3.5% will be applied to all salary scales.
- From 1 July 2025 a salary increase of \$3.5% will be applied to all salary scales.

AMENDMENTS TO ALLOWANCES

Allowances specified in the agreement will increase by 3.5 % effective the 1 July 2024 and 1 July 2025. See sections D and E for the new rates.

OTHER AMENDMENTS

Section A: GENERAL

Coverage

A new clause A.3.b is inserted and reads as follows:

"This agreement will cover any new Digital Specialist and Boat crew salary scales introduced into the University during the term of this agreement."

SECTION B: TERMS AND CONDITIONS

Superannuation

Clause B.4.a has been amended and reads as follows:

"You may be eligible to join the Universities' superannuation scheme: UniSaver New Zealand in accordance with the provisions of that Scheme. You can check your eligibility and if appropriate apply at <https://www.unisaver.co.nz/joining/>

A new paragraph has been inserted in Clause B.4b and reads as follows:

"The University is a KiwiSaver exempt employer which means we will not enrol you automatically for KiwiSaver when you commence employment. If you wish to join KiwiSaver complete the appropriate KiwiSaver application form www.kiwisaver.govt.nz and return it to Payroll"

Employment Equity

Clause B.5 has been amended and reads as follows:

"The parties are committed to the principles of employment equity and the promotion of diversity and inclusiveness as outlined in the Public Service Act (2020) <https://www.legislation.govt.nz/act/public/2020/0040/latest/LMS106159.html>"

SECTION D: REMUNERATION

This section has been re-aligned so that the sections on scale placement, movement, criteria, etc that refer to a specific salary scale are moved underneath the Scale to which they apply. Refer to Appendix A for the new numbering of each salary scale and its related clauses.

D.1 Salary Scales

Scale 1

In clause D.1 the word “counselling” has been removed from paragraph 3. The paragraph now reads as follows:

“Administrative/clerical, finance, technical, library, information technology, academic support careers, - liaison, mail and phone services, dental assistants, security/pastoral care, recreation services, printery, help desk, student support, marketing, communications.”

D.4 Criteria for Placement and Movement in Salary Scale 1

Clause D.4.c (previously D3c) has been amended to read as follows:

“Movement through the steps of Salary Scale 1 will be automatic each year on 1 February, subject to working satisfactorily or higher as per the PDR criteria.”

The following wording from Clause D.4.(which was previously D.3.d) has been removed:

“Movement within a Level where there is no Incremental Progression The following criteria are to be applied:

- i. *Individual merit, including level of achievement, skills and value to the organisation, including on-the-job experience;*
- ii. *Changes in job content including increased scope and complexity where the changes are insufficient to warrant regrading to the next level.”*

D.10 Criteria for Placement and Movement in Salary Scale 4 (Trades Staff)

This was previously numbered D4. Clause D.10.a has been amended and reads as follows:

“Newly appointed staff will be appointed within the Electrician, Fitter/Sheet worker, Carpenter/Joiner, Painter, and Grounds scale and will and will progress automatically to step 4 (Step 5 for electricians).

- i. *Except for Plumbers, where a trade has a registration, the maximum level will be level 3 for those without registration.*

Clause D.10.b has been inserted and reads as follows:

“Progression beyond step 4, Fitter/Sheet worker, Carpenter/Joiner, Painter and Grounds staff and step 5 for Electricians are merit steps and based on annual review and sustained high performance”

The following wording from Clause D.10.c has been removed:

“Payment beyond step 4 would be by bonus or Recruitment and Retention allowance but would have to be in exceptional circumstances or performance.”

Clause D.10.d has been amended to read as follows:

“Any progression through the scale will occur on 1 February each year.”

Housekeepers and Senior Housekeepers Salary Scale

The Housekeepers and Senior Housekeepers Salary Scale and Criteria for Placement and Movement (previously Scale 7) has been removed.

D.15 Clinical Research Nurses/Midwives

Previously Scale 8, the salary scale for Clinical Research Nurses and Clinical Research Midwives is renumbered Scale 7.

D.17. Scale 8: Wellbeing Clinical Psychologist

The scale for Wellbeing Clinical Psychologists is renumbered Scale 8. This scale has been revised with a new step 1 for new graduates, and is inserted in clause D.17. The previous steps 1-11 become steps 2-12.

“Scales for Wellbeing Clinical Psychologist from 1 July 2024 and 1 July 2025 are defined in the scale below.”

<i>Award Code</i>	<i>Step</i>	<i>Annual Salary 1 July 2024</i>	<i>Annual Salary 1 July 2025</i>
<i>MHCP</i>	<i>1</i>	<i>86,250</i>	<i>89,269</i>
	<i>2</i>	<i>94,444</i>	<i>97,750</i>
	<i>3</i>	<i>96,514</i>	<i>99,892</i>
	<i>4</i>	<i>98,584</i>	<i>102,034</i>
	<i>5</i>	<i>100,654</i>	<i>104,177</i>
	<i>6</i>	<i>102,724</i>	<i>106,319</i>
	<i>7</i>	<i>104,794</i>	<i>108,462</i>
	<i>8</i>	<i>106,864</i>	<i>110,604</i>
	<i>9</i>	<i>108,934</i>	<i>112,747</i>
	<i>10</i>	<i>114,109</i>	<i>118,103</i>
	<i>11</i>	<i>116,179</i>	<i>120,245</i>
	<i>12</i>	<i>118,249</i>	<i>122,388</i>

D.18. Criteria for Placement and Movement in Scale 8 (Wellbeing Clinical Psychologist)

New criteria for the scale are inserted as D.18.a.-D.18.d.:

- a. Clinical Psychologists are appointed at a salary appropriate to the level of experience for the position.*
- b. New graduates on completion of their degree are appointed to step 1.*
- c. Annual progression up to and including level 9 is subject to meeting performance expectations.*
- d. Movement to Level 10 and above, will require outstanding assessment in the PDR and Student Health expectations.*

D.19. Scale 9: Wellbeing Counsellor / Mental Health Support

The scale for Wellbeing Counsellors and Mental Health Support staff is renumbered Scale 9 and inserted as D.19.

D.20. Criteria for Placement and Movement in Scale 9 (Wellbeing Counsellors and Mental Health Support Staff)

New criteria for the scale are inserted as D.20.a.-D.20.c.:

- a. “Wellbeing Counsellors and Mental Health Support staff are appointed at a salary appropriate to the level of experience for the position.*
- b. Annual progression up to and including Level 8 is subject to meeting performance expectations.*
- c. Movement to Level 9 and above, will require outstanding assessment in the PDR based on University Framework and Student Health expectations.”*

SECTION F: HOLIDAYS AND LEAVE

F.4. Sick Leave

Clause F.4.c has three paragraphs inserted which read as follows:

“To support people’s return to work from parental leave, in addition to the above, any person who becomes a primary carer (or the nominated primary carer in the case of two primary carers) under the University’s Parental Leave Policy will be provided with a one-off allocation of 10 days of sick leave.

This leave will be available until used.

For existing staff, this leave will be applied automatically once parental leave commences. New staff who meet the primary carer definition will need to contact HR Services for the 10 days to be added.”

F.6. Retirement Leave

Clause F.6.b has been amended to read as follows:

“Service for the purposes of retirement leave entitlement and calculation means unbroken full-time employment in the University, together with any other service which the employer may, at its discretion, recognise. However, previous service in the Public Sector does not qualify for retiring leave if the employee accepted voluntary severance.”

G5. Pae Tata 2030 & Māori Strategic Framework 2030

Clause G.5 has been inserted:

“Both parties recognise the University’s commitment to to honour and give effect to Te Tiriti o Waitangi, as expressed in Vision 2040, Pae Tata 2030 and the Māori Strategic Framework 2030. We will support and encourage staff to develop an understanding of Te Tiriti o Waitangi and to engage fully in the implementation of our strategic priorities and goals of Pae Tata - the Whakamana i Te Tiriti o Waitangi domain in particular - and the Māori Strategic Framework within the University community. www.otago.ac.nz/maori/otago/”

G.6 Pacific Strategic Framework

Clause G.6 has been inserted:

“Both parties recognise the University’s commitment to its obligations to Pacific Peoples in New Zealand and the Pacific region under the Pacific Strategic Framework.

We will support and encourage you to develop an understanding of these documents and engage fully in the implementation of the strategic goals of the Pacific Strategic Framework within the University community. [https://www.otago.ac.nz/ data/assets/pdf_file/0014/211217/the-university-of-otago-pacific-strategic-framework-2022-2030-088124.pdf](https://www.otago.ac.nz/data/assets/pdf_file/0014/211217/the-university-of-otago-pacific-strategic-framework-2022-2030-088124.pdf)”

G.12. Savings

Clause G.12 paragraph 2 has been removed.

APPENDIX B – PERSONAL GRIEVANCE

6. Personal Grievance

Section 6, paragraph one and paragraph two have been amended to read as follows:

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), for reasons other than sexual harassment, you have 90 days from the time the problem occurred, or became known by the employee, to raise the grievance with the employer.

The timeframe in which to raise a personal grievance due to sexual harassment has been extended from 90 days to 12 months.

Appendix A: New numbering within Section D

SECTION D:	REMUNERATION
D.1	Salary Scales
D.2.	<i>Scale 1: Levels 1-8 (1 July 2024)</i>
D.3.	<i>Evaluation of Positions on Scale 1</i>
D.4.	<i>Criteria for Placement and Movement in Salary Scale 1</i>
D.5.	<i>Scale 2: Technical Trainees</i>
D.6.	<i>Criteria for Placement and Movement in Scale 2 (Technical Trainees)</i>
D.7.	<i>Scale 3: Research Assistants</i>
D.8.	<i>Criteria for Placement and Movement in Scale 3 (Research Assistants)</i>
D.9.	<i>Scale 4: Trades and Assistant Trades</i>
D.10.	<i>Criteria for Placement and Movement in Salary Scale 4 (Trades Staff)</i>
D.11.	<i>Scale 5: Student Health Practice Nurses</i>
D.12.	<i>Criteria for Placement and Movement in Salary Scale 5 (Student Health Practice Nurses)</i>
D.13.	<i>Scale 6: Residential Colleges Domestic and Kitchen Staff</i>
D.14.	<i>Criteria for Placement and Movement in Salary Scale 6 (Residential Colleges Kitchen & Domestic Staff)</i>
D.15.	<i>Scale 7: Clinical Research Nurses</i>
D.16.	<i>Criteria for Placement and Movement in Salary Scale 7 (Clinical Research Nurses)</i>
D.17.	<i>Scale 8: Wellbeing Clinical Psychologist Scale</i>
D.18.	<i>Criteria for Placement and Movement in Salary Scale 8 (Wellbeing Clinical Psychologist Scale</i>
D.19.	<i>Scale 9: Wellbeing Counsellors and Mental Health Support Scale</i>
D.20.	<i>Criteria for Placement and Movement in Scale 9 (Wellbeing Counsellors & Mental Health Support Staff)</i>
D.21	<i>Supplementary Payments</i>
D.22	<i>Bonus Payments</i>