



Admin & Clerical Pay Equity Claim FAQs

What is Pay Equity?

Pay Equity' means having the same or similar pay for different jobs where the work is of equal worth or value. If one occupation has the same skills, knowledge, responsibility, working conditions and demands as another occupation, then they should be paid the same.

The Equal Pay Act 1972 requires that women and men should be paid the same for doing work of equal value. It is a widely accepted fact that work performed predominantly by women is undervalued due to social, cultural and historical factors and that this systemic undervaluation has affected the remuneration for their work.

The terms "Pay Equity and "Equal Pay" are often confused. Equal pay means two people who are doing the same job should be paid the same regardless of their gender. Pay Equity means that women and men should be paid equal pay for work of equal value. How many people are covered by this claim? Approximately 8,700 clerical and administration employees across 20 DHBs.

Which Clerical Administration were Assessed?

In determining the best way to proceed with this claim it was agreed that unlike other claims that were previously settled this claim was for a range of roles rather than a single role. Workforce data showed that there are 1500 job titles covering the workforce with many of the job titles not providing clarity on what the role is, e.g. many have the job title "Administrator" or similar. The 15 roles listed below were identified as being representative of the workforce and a subsequent mapping exercise showed that more than 90% of clerical administration roles are covered:

<ul style="list-style-type: none">• Booking clerk / scheduler• Clinical coder• Finance admin• Medical secretary• Payroll• Personal assistant• Receptionist• Records clerk	<ul style="list-style-type: none">• Support services admin• Team admin• Team leader• Team supervisor• Telephonist• Transcriptionist• Ward clerk
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A representative number of claimant employees performing work that matched the roles listed above were interviewed at two large, one medium and a small DHB. Summary profiles of these roles were compiled.

What was the criteria DHBs and PSA developed when identifying the comparators?

The parties applied agreed criteria to identify a list of potential male dominated comparators roles. the first step was to identify potential male dominated roles as comparators using the Australia New Zealand Standard Code of Occupations and their associated skill levels.

Five were shortlisted and interviewed and summary profiles of the comparator roles were compiled. Four were confirmed as potential comparators based on a comparison of the skills, responsibilities and conditions/demands of the roles



Who were the comparators?

DHBs and PSA signed confidentiality agreements with the comparator organisations. People from these organisations were interviewed and pay equity tools and methodologies were used to compare their work and remuneration with clerical administrative employees.

Initial agreement

What is an initial agreement if it's not a settlement?

In short, we're well advanced towards settlement, but it will be the middle of next year before we're finished. The first stage involved establishing the new role profiles and the top [pay equity] rates for the pay bands they sit in. Part of that agreement is an interim adjustment to pay rates while we work on the second stage – working out details like pay steps and progression. Most importantly, the PSA and DHBs need to map all existing roles and work out how we transition everyone from their existing pay rates onto the new national pay structure. We're aiming to have that done around the middle of next year.

Why will it take so long to get a pay equity settlement?

Because it's so complicated. The PSA and DHBs have to work through 1,500 existing unique job titles across 20 DHBs with widely varying pay rates to develop a new national pay structure. The first stage we've just completed has agreed the top rates of the pay bands the new roles will sit in. In the second stage we'll map all existing roles and work out how we transition everyone fairly from their existing pay rates onto the new national pay structure. We will also agree an approach to maintaining pay equity in the future.

When will the PSA report back to members?

Report back meetings run from 30 November until 11 December and will be followed by an electronic ballot from the 14th December until midday 18th December.

Interim adjustment

What is the interim adjustment?

The adjustment is a \$2,500 flat rate increase to existing pay rates while we continue working towards a pay equity settlement. It means those covered by the claim receive something while we carry out the work.

Who will get the adjustment?

The adjustment will apply to all clerical and administration staff who currently receive less than the pay equity rate. This includes those workers who aren't PSA members covered by the four regional MECAs and those covered by IEAs or collective agreements negotiated by other unions.

Will everyone get the same adjustment?

The interim lift will increase pay for workers who currently receive less than the pay equity rate. As much as \$2500 a year will be added to their salaries.

Will there be a lump sum before Christmas 2020?

The interim adjustment will be added to the current pay rates of all employees who are not within the \$2500 range, or already above the pay equity rate effective 30 November 2020. It is very likely that this increase will be implemented in 1st quarter of 2021. There are no lump sum payments per say



How do you account for workers with higher pay rates receiving smaller or no adjustment?

This claim is about addressing undervaluation and bringing rates across the country up to the new agreed pay equity rate for the role. For the minority of cases where people are already receiving the new rate, there is no undervaluation to address. Remember also, this interim adjustment and increase in rates are different to MECA bargaining where any negotiated agreement is applied across-the-board. It is also worth noting that since when we filed this claim in 2018 rates of pay in all 4 MECAs will, by March 2021, have increase by a minimum of \$6000. What is being negotiated now and going forward is on top of that.

When will we receive the interim adjustment?

The interim adjustment is effective from 30 November 2020 and we aim to deliver this in the first quarter of next year.

Is the interim adjustment a one-off increase?

The interim adjustment is not a one off, it is the first step towards national pay equity rates. When the settlement is finalised next year, there will be further pay equity increases until pay equity is fully implemented.

What about back pay?

Back pay will apply to the interim pay increase (\$2,500 to base salary) to 30th November 2020. Back pay in relation to the substantive Pay Equity settlement is still a matter for negotiation.

What about people who have changed DHBs?

To have the interim pay increase (\$2,500) applied to your annual pay rate you must be employed by one of the DHBs on or after 30th November 2020.

People who have changed DHBs will have the interim pay increase (\$2,500 to base salary) to 30th November 2020 from their "new" DHB and or their "old" DHB if they changed DHBs after 30th November 2020 but before the increase had been implemented.

The increase is "pro-rated" to the hours of work and time of employment.

Where the employee was not employed at a DHB on 30th November 2020 but commences with a DHB before the increase is implemented, they will receive the "pro-rated back" payment.

What about people who have left the DHB?

People who have left the DHB before 30th November will have no entitlement to the interim pay increase (\$2,500 to base salary).

In relation to the substantive Pay Equity settlement is still a matter for negotiation.

What about new employees starting before the pay equity settlement?

Existing terms and conditions will apply, including the interim adjustment, and the person will transition to the new national pay structure at the same time as everyone else.

What happens if someone opts out?

All clerical and administration staff covered by the claim will be offered the interim adjustment irrespective of union membership or which agreement they're on. For most workers who currently receive less than the pay equity rate, as much as \$2,500 a year will be added to their salaries.

Anyone who has chosen to opt out will not be offered the interim adjustment. However, the new Equal Pay Amendment Act provides that those who opt out will be offered the benefit of the final pay equity settlement. If someone who opts out accepts the pay equity settlement, they will not be able to make their own pay equity claim.



Next steps

How will the national pay structure work?

That's the detail we have to work on next – so far, we've agreed 15 different role profiles covering the vast majority of the existing work and the top step of each pay band. The next stage will include mapping remaining work and applying the agreed "Pay Design Principles" to develop a national pay rate and job band structure. That will include the size and number of steps in each band and how people progress up the pay band.

What is the overall increase I will receive in the pay equity settlement?

The interim adjustment is a flat dollar increase to existing pay rates. Once we get to the proposed pay equity settlement, people will get details of the role they'll transition to and the pay step they'll be on. The amounts for individuals will vary significantly depending on how big the gap is between the old and new rates. The amount of variation is the reason why it will take until the middle of next year to finalise the settlement.

What step will I be on?

Step within salary band will be dependent upon your length of service within your current role

Will I still need to complete Merit?

We are proposing that there will be no Merit steps in the National Salary Scales. It is proposed salary scales will commence at approximately 85% of the band with service-based progression to 100% (Top step of the band).

I'm in the middle of my Merit application, how will this be affected?

If you complete the Merit process prior to the implementation of the Pay Equity Settlement, it will be applied as per your normal process.

If you do not complete Merit prior to the implementation it will have no impact as the translation to new National Salary Scale will be based on years in the role not on merit.

Is Pay Equity ever going to happen?

Yes

When can we see the new pay bands?

We have agreed the top rates for each band, over the next six months we'll complete the new national pay rate and job banding structure – the aim is to have this finished by the middle of next year.

What if a worker is already at the top of the pay band? Will they get an increase?

Pay bands and rates vary widely across the country and as with the interim adjustment, someone already paid the same or more than the pay equity rate for their role won't get an increase. There aren't many people in that position and the vast majority will see their rates increase – in some cases quite substantially.

What happens if there are new roles or roles change in the new structure?

The new pay structure will include a gender-neutral job evaluation system to provide a consistent framework for measuring the size of roles as they change or as new roles are introduced.

What about new employees starting before the pay equity settlement?

Existing terms and conditions will apply, including the interim adjustment, and the person will transition to the new national pay structure at the same time as everyone else.



Are any improvements other than pay increases being considered?

In addition to pay equity and addressing historic undervaluation, the clerical and administration workforce will have a national pay rate and job banding structure ensuring consistent pay rates across the country – something this workforce has never had before.

Can the DHBs afford to pay it?

Yes. The Government has committed funding to address the historic undervaluation.

How will this impact the other pay equity claims for nurses, midwives and allied public health, scientific and technical workers?

It won't. Each claim will work through its own process using the pay equity tools