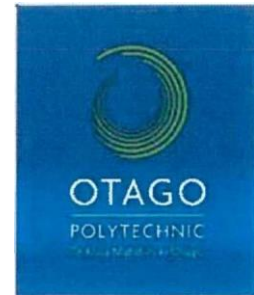

TERTIARY INSTITUTES allied Staff Association



**OTAGO
POLYTECHNIC
TIASA
ALLIED/PROFESSIONAL
STAFF
COLLECTIVE
EMPLOYMENT
AGREEMENT**

1 MAY 2021-31 DECEMBER 2022

Contents

2.0	DEFINITIONS	5
3.0	TERMS OF EMPLOYMENT	5
4.0	SALARIES.....	6
5.0	HOURS OF WORK.....	6
6.0	TECHNICIAN LECTURER	7
7.0	OVERTIME	8
8.0	CALL BACK.....	9
9.0	ANNUAL LEAVE	10
10.0	PUBLIC AND POLYTECHNIC HOLIDAYS.....	10
11.0	TIME OFF FOR WORKING ON PUBLIC HOLIDAYS	11
12.0	JURY SERVICE	11
13.0	SICK LEAVE.....	11
14.0	INCAPACITY	12
15.0	WELLNESS DAY.....	13
16.0	BEREAVEMENT/TANGIBANGA LEAVE	13
17.0	PARENTAL LEAVE	13
18.0	SERVICE FOR LEAVE PURPOSES	15
19.0	SPECIAL LEAVE	15
20.0	LONG SERVICE LEAVE.....	16
21.0	RETIRING LEAVE	16
22.0	RESIGNING LEAVE	17
23.0	PROFESSIONAL DEVELOPMENT LEAVE.....	17
24.0	FAMILY VIOLENCE LEAVE	19
25.0	TRAVELLING ALLOWANCE.....	18
26.0	MEAL ALLOWANCE.....	18
27.0	CASHIERS ALLOWANCE	19
28.0	TRANSPORT ALLOWANCE	19
29.0	SPECIAL DUTIES ALLOWANCE.....	19
30.0	BRANCH TIME. ALLOWANCE	19
31.0	HIGHER DUTIES ALLOWANCE	19
32.0	TEA PROVISION	19
33.0	PROTECTIVE CLOTHING	20

34.0	LAUNDERING OF PROTECTIVE CLOTHING.....	20
35.0	SAFETY FOOTWEAR.....	20
36.0	REMOVAL EXPENSES.....	21
37.0	RESOLUTION OF EMPLOYMENT PROBLEMS.....	21
38.0	PRESCRIPTION GLASSES AND EYE TESTING	21
39.0	SAVINGS CLAUSE.....	21
40.0	REDUNDANCY/ SURPLUS STAFF.....	21
41.0	SALE AND TRANSFER OF BUSINESS.....	25
42.0	ABANDONMENT OF EMPLOYMENT	26
43.0	STOPWORK MEETINGS.....	26
44.0	UNION FEE DEDUCTIONS.....	26
45.0	RIGHT OF ACCESS.....	27
46.0	VARIATION	27
47.0	TERM OF AGREEMENT	27
48.0	SALARY PROFILE.....	27
49.0	PASS-ON PROVISIONS.....	27
	SCHEDULE A - SALARIES.....	29
	SCHEDULE B - RETIREMENT AND RESIGNING LEAVE.....	29
	SCHEDULE C-ALLOWANCES	32
	SCHEDULED - CAREER SALARY STRUCTURE	33
	SCHEDULE E-EMPLOYMENT PROBLEMRESOLUTION	40

1.0 AGREEMENT COVERAGE

~~1.1~~ This Collective Employment Agreement is made under the Employment Relations Act 2000 and amendments.

The parties to this Collective Agreement are:

- ~~(a)~~ The Chief Executive of Otago Polytechnic (Employer);
- ~~(b)~~ The Tertiary Institutes Allied Staff Association (TIASA) (Union).

~~1.2~~ The intended coverage of this agreement is those employees who are engaged Allied/Professional staff work including but not limited to:

~~Administration, Financial Services, Executive Assistant, Administration, Information Technology Services, Computer Consultants, Analysts and Programmers, Marketing, Communications, Public Relations, Recruiting, Liaison, Student Support, Student Centre, Career Consulting, Caretaker / Grounds, Technical Support, Contact Centre, Mail Process and Delivery, Tea Provision, Human Resources (People & Culture), Payroll, Facilities Management and Maintenance, Customer Services, Supervisory and Management in any of the above areas.~~

~~Management positions at Tier 1 and 2, and the Director of People & Culture (or equivalent) are not covered by this Collective Employment Agreement.~~

1.3 Union Recognition

~~Subject to the Employment Relations Act 2000 and amendments the employer agrees to recognise TIASA as the Union for the employees covered by this agreement.~~

1.4 New Employees

~~For new Employees who are appointed during the term of this Agreement and who are primarily employed in the occupational groups outlined in Clause 1.2, the Employer will:~~

- ~~a)~~ inform the Employee that this Agreement exists and covers the work to be done by the Employer and;
- ~~b)~~ provide the Employee with a copy of this Agreement and;
- ~~c)~~ inform the Employee that they may join TIASA, give the Employee an application form to join TIASA and advise the Employee how to contact TIASA and;
- ~~d)~~ inform the Employee that if the Employee joins TIASA they will be bound by the Agreement.

~~1.5~~ This agreement should be read in cross reference with organisational policies and practices including OP Values, Behaviours, Professional Practice Expectations and Team and Individual Performance Planning processes that are available on the employee's intranet site. This CEA shall prevail over policies if there is ever a dispute between the Policy and the employment agreement, for TIASA members.

2.0 DEFINITIONS

- 2.1 ~~"Employer" means the Chief Executive Officer of Otago Polytechnic Limited.~~
- 2.2 "Employee" means a person employed in terms of clause 1 of this agreement.
- 2.3 "Polytechnic" means Otago Polytechnic Limited or any Corporation, Trust or Enterprise established by the employer or the Governing Body of the employer party to this Agreement.
- 2.4 "Full time employee" means an employee who undertakes the duties of a position for the normal hours of work (i.e. 37½ hours per week).
- 2.5 "Part time employee" means an employee who usually works less than 37.5 hours per week.
- 2.6 "Fixed term employee" means an employee engaged in a defined task or project, that has a specified start and end date.
- 2.7 "Grade" means a division of a salary scale in respect of which a particular salary or range of salaries is payable.
- 2.8 "Union" means the Tertiary Institutes Allied Staff Association (TIASA).

3.0 TERMS OF EMPLOYMENT

3.1 Probation Periods:

- (a) ~~At the discretion of the employer, every person (other than a temporary appointee) who is first appointed, or reappointed after a break of employment from the Polytechnic may be required to undergo a probation period of up to 90 working days.~~
- (b) ~~The employer may in individual cases for good reason extend the period of probation for specific period of no more than 30 working days, by notice in writing to the employee.~~
- (c) ~~If no such formal action is taken within two weeks of the probation period (including any extension) expiring, appointment to the Polytechnic is automatically confirmed.~~
- (d) ~~For all employees on probation two weeks' notice of termination of employment shall be given by either party.~~
- (e) ~~No employee will be employed on a trial basis under the ERA 2000 and its amendments~~
- (f) ~~Nothing in sub clauses (3.1d) and (3.2a) above shall preclude the employer from summarily dismissing an employee for serious misconduct. In every case an employee will be provided with written notice of the reason(s) for dismissal.~~

3.2 Notice Period:

- (a) Except as provided for in (d) above, employment may be terminated with one month's notice by either party this includes fixed term agreements. A lesser period may be agreed by both parties.
- (b) The employer may, before the expiration of any notice given under sub clauses (3.1d) and (3.2a) of this clause, and with the employee's consent pay to the employee concerned the salary they would have earned during the unexpired portion of that notice; and the termination shall then take effect immediately.

3.3 Pay Cycle:

- (a) All salaries shall be paid on a fortnightly pay cycle, not later than three working days after the end of the pay period, provided that wages shall be paid not later than Wednesday following the pay period.
- (b) All salaries shall be paid by direct credit to the employee's nominated account.

4.0 SALARIES

4.1 Rates of annual salaries to be paid to employees are listed in Schedule 1 of this Agreement.

- Rates of annual salaries will be increased by 1.6% effective 16 June 2021, and by 1.25% effective 1 March 2022.

4.2 Career and Salary Structure

Please refer to Schedules 1 and 2 for information on the Career/Salary Structure

4.3 Salary increments

- (a) An employee holding a position or a grade to which two or more salary steps apply, and who is not being paid at the highest of those steps shall, after 12 months at that rate, move to the salary step above.
- (b) The employer may withhold such increments if in the opinion of the employer 'the employee's performance is unsatisfactory. When an increment is withheld, the employee shall be advised in writing of the reason(s).
- (c) The employer may allow additional or accelerated salary steps.
- (d) All salaries shall be reviewed at least annually.

5.0 HOURS OF WORK

5.1 The following provisions shall apply to all occupational classes except for Tea Attendants and clause 5.1.1, 5.2 and 5.3 does not apply to Food Services staff in the School of Hospitality.

- 5.1.1 Subject to the provisions of sub clauses 5.1.3 to 5.1.6 below, the whole holiday provisions in clause 10.0 and authorised leave of absence, the normal hours of work will be 37½ hours per week (7½ hours per day) to be worked between 7.00am and 9.00pm on five consecutive days from Monday to Saturday inclusive.
- 5.1.2 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.
- 5.1.3 Changes in hours of work:
- Employees employed pursuant to the terms of this agreement, as at the date of signing, shall not have their existing hours of work altered other than by agreement between the parties.
- 5.1.4 The Union shall be given the opportunity to consult with the employer with regard to Saturday work arrangements. Such consultation may include consideration of changes in work patterns or job functions which may arise from the introduction of Saturday work.
- 5.1.5 All employees will be allowed a rest period of 10 minutes duration in the morning, in the afternoon and in the evening.
- 5.1.6 The employer may from time to time and by agreement with the Union concerned adopt a system of flexible working hours.
- 5.2 Where an Employee agrees, the normal hours may be carried up to 40 hours per week. In this instance the employee's salary will be increased on a pro rata basis.
- 5.3 Where an Employee currently employed with normal hours of work of 40 per week, joins the collective they may agree to retain normal weekly hours of 40 per week.

Hours of work for employees in Food Services within the School of Hospitality hours of work will be 40 hours per week between 5.00am to 2.00am on five consecutive days from Monday to Sunday inclusive. Food Services staff may be rostered to work either a Saturday or Sunday but not both days.

6.0 TECHNICIAN LECTURER

A technician lecturer is an employee permanently working as a technician who is also employed to lecture on a proportional basis. Generally these employees work 37.5 hours per week with occasional peaks in excess of this to cover academic duties.

- (a) Base teaching commitments are to be discussed, timetabled and agreed in writing by all parties at least two weeks before the teaching year begins. The hourly rates for both the technical work and the lecturing work will be averaged and paid as one salary throughout the calendar year. Tax will be applied at the single taxation rate.
- (b) Teaching workloads will be reviewed quarterly with appropriate adjustments to salary.

- (c) Technician lecturers will teach for no more than 0.5 of a full time position and will earn discretionary leave, for all hours above 0.2, on a pro rata basis up to a maximum of 10 days.
- (d) Professional development leave of 10 days will be available to all technician lecturers.

7.0 OVERTIME

7.1 The following shall apply to all Occupational classes. Clause 7.1.1, 7.1.6 and 7.1.8 do not apply to food services staff in the School of Hospitality.

7.1.1 "**Overtime**" means the time worked as follows:

- (i) Monday to Friday - all hours worked after completing 7½ hours at ordinary time rate for the day.
- (ii) Saturday, Sunday or whole holiday - all time worked.

7.1.2 Minimum break between spells of duty:

- (i) "**Ordinary work**" means work during the hours, which are normally paid at ordinary time rate for the day.
- (ii) "**Nine hour break**" means a period off duty of nine consecutive hours.
- (iii) "**Unbroken work**" means ordinary work, which is separated from the preceding period of ordinary work by less than a nine hour break.

7.1.3 Wherever practicable, no employee shall be required to perform unbroken work.

7.1.4 If unbroken work is performed it shall be paid at overtime rates, with regard to the time at which it occurs and the amount of overtime which precedes it.

7.1.5 Time spent off duty during ordinary hours solely to obtain a nine hour break shall be paid at ordinary time rates. Any absence after the ninth hour of such a break, if it occurs in ordinary hours, shall be treated as a normal absence from duty.

7.1.6 Employees shall, by mutual agreement, be compensated for authorised overtime by either of the following options:

- (i) Time off in lieu of overtime (Reserve time) to be taken as one and a half hours for each hour worked.
- (ii) The payment of all overtime hours at time and a half.

Except that double time shall be paid for all overtime worked as follows:

- (i) Sundays; and

(ii) Whole holidays as defined in clause 10.0.

7.1.7 An employee required to work overtime on a Saturday, Sunday or whole holiday shall be paid a minimum payment equal to three hours at the appropriate rate.

7.1.8 Reserve time may be accumulated to a maximum of 50 hours. If the reserve time is not able to be taken within six months of the accumulation, it shall be paid for at time and a half rates.

7.1.9 Limits on payment of overtime. An employee who receives in excess Band D shall not be entitled to overtime payments or reserve time:

7.1.10 Computation of overtime and penal rates

For the purposes of calculating the hourly rate, annual salary shall be divided by 2080 for a 40-hour week, and 1950 for a 37.5-hour week.

7.1.11 Overtime provisions for food services staff in Functions and Catering (FNC)
Hours of work for employees in Functions and Catering will be 40 hours per week between 5.00am to 2.00am on five consecutive days from Monday to Sunday inclusive. Functions and Catering staff may be rostered to work either a Saturday or Sunday but not both days. Over time between 40 hours and 50 hours per week will be paid at normal time rates. Hours worked over 50 hours per week will be paid at time and quarter. All hours worked on Sunday to be paid at time and half

8.0 CALL BACK

8.1 Subject to the provisions of clauses 8.2 and 8.3 below, where an employee is called back to work after:

{a) completing the day's work; and

{b) leaving the place of employment; or is called back before the normal time of starting work and does not continue working until such normal starting time, the employee shall be paid for a minimum of three hours, at the appropriate rate.

8.2 A call back which commences and finishes within the minimum period covered by an earlier call back shall not be paid for.

8.3 Where a call back commences before and continues beyond the end of a minimum period for a previous call back, payment shall be made as if the employee had worked continuously from the beginning of the previous call back to the end of the latter call back.

9.0 ANNUAL LEAVE

- 9.1 On commencement, Allied/Professional staff are entitled to five weeks paid annual leave per annum. Annual leave must be taken at a time agreed by the Polytechnic who will not unreasonably withhold consent. If the Polytechnic and Employee are unable to reach agreement, or for an annual closedown period, the Polytechnic can require the Employee to take annual leave on 14 days' notice.
- 9.2 Staff with less than 1 year service will be entitled to 5 weeks annual leave per year on commencement with effect from 1 January 2022. This includes fixed term staff who are employed for less than a year.
- 9.3 Leave year means a year ending on 31 December, except in the employees first year of service.
- 9.4 The Employee's pay during annual leave will be the Employee's average weekly earnings during the previous 12 months, or current ordinary weekly pay whichever is the greater.
- 9.5 If the Employee, the Employee's spouse or a dependent is sick or injured while the Employee is taking annual leave, the Employee can ask to have some of that leave transferred to sick leave. The Polytechnic will consider the request having regard to the relevant circumstances at the time and take into consideration any medical certificate provided.
- 9.6 If the Employee suffers bereavement before or during annual leave, the Employee can take the bereavement leave to which they would have been entitled had the Employee been working. The Polytechnic will then transfer the relevant period of annual leave to bereavement leave.
- 9.7 If the Employee, the Employee¹'s spouse, or a dependent is sick or injured before the Employee takes annual leave, the Employee can replace any period of sickness or injury that would have been annual holiday with sick leave, within the limits of the Employee's accrued entitlements.
- 9.8 The Employee may use accrued annual leave as sick leave or bereavement leave if all his or her entitlement has been used, but must notify the Polytechnic in writing that the Employee wishes to do so.
- 9.9 The Ministry of Business Innovation and Employment (visit www.mbie.govt.nz or phone 0800 20 90 20) can provide additional information about the Employee's entitlement to annual leave.

10.0 PUBLIC AND POLYTECHNIC HOLIDAYS

- 10.1 The following days shall be observed as public holidays:
 - Christmas Day
 - Boxing Day
 - The day after Boxing Day (Polytechnic Holiday) New
 - Year's Day
 - The day after New Year's Day
 - Waitangi Day

Good Friday Easter
Monday
Easter Tuesday (Polytechnic Holiday) AnzacDay
Sovereigns Birthday
Labour Day
Anniversary Day (as observed in the locality concerned) Matariki
(with effect from 24 June 2022)

10.2 In the event of a public holiday falling on a Saturday or a Sunday, such holiday shall be observed on the following Monday, and in the event of another holiday falling on such Monday then the public holiday shall be observed on the succeeding Tuesday.

10.3 For all Allied/Professional staff the three days after Boxing Day shall be days where staff are not required to work. These days will be paid holidays and will not reduce their annual leave balances.

10.4 Observance of Anniversary Day

Will be observed on Otago Anniversary Day or the day locally observed as that day at the employer's discretion.

11.0 TIME OFF FOR WORKING ON PUBLIC HOLIDAYS

11.1 Any employee may be required to work on any of the public holidays (or substituted succeeding days) set out in clause 10.0.

11.2 If an employee is required to work on a public holiday (or substituted succeeding day), then they will be paid at double time rates for the time worked.

11.3 If an employee is required to work on a public holiday or substituted succeeding day (with the exception of the day after Boxing Day, and Easter Tuesday) they will be entitled to an alternative holiday at a time decided by the employer.

12.0 JURY SERVICE

Any full time, proportional or part time staff member 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 employee will reimburse to the Polytechnic all payments received from the court excluding any reimbursing payment for travel, accommodation or meals.

An employee shall return to work as soon as possible if not selected for Jury Service.

If Jury service will impede the Polytechnic's operational requirements, the Polytechnic may require the employee to seek exclusion from Jury Service and the Polytechnic will supply a written letter of support for that application for exclusion.

13.0 SICK LEAVE

13.1 An employee who is absent due to sickness or to care for a sick dependant shall

advise the employer as soon as it is practicable.

- (a) An employee must provide a medical certificate for any absence beyond five days.
- (b) An employee may be requested to provide a medical certificate for a period of absence of three or more consecutive calendar days.
- (c) An employee may be requested to provide a medical certificate for a period of absence of less than three consecutive calendar days where the employer has reasonable grounds to suspect that the sick leave being taken is not genuine. Any such request by the employer must meet the requirements set down by the Holidays Act.

13.2 Whether or not sick leave entitlement has been exhausted, an employee may elect to have all or part of an absence on account of sickness debited against annual leave entitlement under clause 9.0.

13.3 The period of leave to which an employee is entitled shall be as follows:

- (a) From commencement of employment an employee shall be entitled to ten days sick leave per annum (on full pay).
- (b) This leave can be accumulated to a maximum of 300 days.
- (c) An employee is entitled to utilise up to thirty days (three years entitlement of their sick leave entitlement in advance from the date of their employment commencement". Such leave can only be taken following discussion between the employee, the employer and TIASA.
- (d) Should employment be terminated / the employee resign prior to entitlement of sick leave used in advance it may be deducted from the employee's final pay.
- (e) When an employee has utilised their sick leave entitlement the employer may agree to anticipated sick leave, leave without pay or any other paid leave entitlement held by the employee

13.4 In exceptional circumstances the employer may grant sick leave in excess of the periods prescribed in clause 13.3 above.

13.5 An employee who cites work related stress or fatigue as the cause of sick leave may be required to undergo an independent assessment from a suitably qualified practitioner mutually agreed on by the employer and employee.

13.6 Note that any sick leave gifted to another staff member under the terms of the Gifting of Sick Leave Policy is deemed to be permanent use of the givers own balance or entitlement for that year.

14.0 INCAPACITY

If as a result of physical or mental incapacity an employee is unable to satisfactorily perform the full duties of the position, and is unlikely to recover the capacity to perform those duties within a reasonable timeframe, Otago Polytechnic

- a) Will consult with TIASA and the employee

- b) May require the employee to visit a medical practitioner (selected by mutual agreement and at Otago Polytechnic's cost), for a medical opinion or second medical opinion.
- c) Will work with TIASA to manage the situation and will take into account any report and / or recommendation resulting from the medical examination or any other medical reports and / or recommendations provided by the employee when considering appropriate options. These options may be one or, a combination of the following:
 - No further action
 - Support / rehabilitation
 - Redeployment
 - Leave without pay
 - Conclusion of employment with notice

15.0 WELLNESS DAY

A Wellness Day is a proactive wellness initiative, whereby staff can use one day per annum for rest and relaxation. This one day is debited against the employee's sick leave entitlement and is non-accumulative. Should a day not be used it remains as a sick leave entitlement. An employee who is using a "Wellness Day" must where possible provide 3 days' notice to the employer to ensure impact to the business is minimised.

16.0 BEREAVEMENT /TANGIHANGA LEAVE

- 16.1 The employer shall approve 3 days bereavement leave on pay for an employee who suffers a bereavement of a spouse, parent, child, brother or sister, grandparent, grandchild or spouse's parent.
- 16.2 The employer shall approve 1 day bereavement leave on the death of any other person if the employer accepts that the employee has suffered bereavement.

Factors to consider as per the Holidays Act are:

- (a) The closeness of the association between the employee and the deceased person; and
 - (b) Whether the employee has to take significant responsibility for all or any of the arrangements for the ceremonies relating to the death; and
 - (c) Any cultural responsibilities of the employee in relation to the death.
- 16.3 The employer may, at their discretion extend the length of time of the leave beyond the days specified. In the event of more than one bereavement, the total number of leave days will accumulate.

17.0 PARENTAL LEAVE

The provisions of the Parental Leave and Employment Protection Act 1987 and its amendments shall apply to all employees. For further information refer to the Act or www.mbie.govt.nz/, or phone 0800 20 90 20.

- 17.1 A woman who is employed for at least 10 hours per week for the preceding 6 months will be eligible for maternity leave of up to 14 weeks. This maternity leave may be commenced up to 6 weeks before the date of birth or adoption at the choice of the employer.

Paternity leave is available as follows up to 2 weeks unpaid for the mother's partner on the birth or adoption of a child if that partner meets the hours test for the previous 12 months of service or 1 week if that partner meets the hours test for the previous 6 months of service.

- 17.2 Extended leave of up to 52 weeks, less any maternity leave taken or period of extended partner's or paternity leave taken, that can be shared between the parents who have qualified for leave on the basis of the hours test for the previous 12 months of employment with the employer.
- 17.3 For an employee with less than one year's service, extended leave of up to 6 months, less any maternity leave taken will be granted.
- 17.4 A parental leave grant shall be payable to an employee on production of the certificate of the birth of the child (whether live or still born) or on production of an approved adoption/whāngai placement.

The grant will be equivalent to six (6) weeks' full salary at the employee's substantive rate of pay.

An employee who is absent on parental leave for less than six weeks (30 working days) and returns to their substantive position, will be required to refund the payment on a pro-rata basis, based on one week (five working days) forfeiture for each week or portion thereof worked.

If both partners are employed at the institution and are eligible for paid leave, they are entitled to six (6) weeks' grant between them, and the grant will be evenly apportioned between them.

- 17.7 Subject to the provisions of clauses 17.2 to 17.4 above, maternity leave may be granted for second and subsequent children provided the eligibility criteria are met. However, the employee cannot be eligible for another period of parental leave unless the expected date of delivery or adoption is at least 12 months after the employee's return to work from a previous period of parental leave.
- Annual leave accrued during parental leave will be paid at 52 week earnings average, therefore staff are encouraged to use that leave (at its low value) prior to returning to work.
 - Leave accrued after return to work from parental leave will be paid at the ordinary weekly rate rather than the lower 52 week average.
 - Parental leave is not to be granted as sick leave on pay or sick leave without pay.
 - Annual leave due will not be required to be taken before the employee proceeds on maternity leave, but may be held over and taken when the

employee returns to work.

- An employee must take all reasonable steps to apply for parental/maternity leave at least three months before the intended commencement date of leave, and must be supported by a certificate signed by a registered medical practitioner.

17.8 An employee returning from parental/maternity leave is entitled to resume work in the same or similar position to that occupied at the time of commencing parental/maternity leave. That is, a position at the equivalent salary and grading involving responsibilities comparable to those of the previous position, and in the same location or other location within reasonable commuting distance.

17.9 An employee who is entitled to the parental leave payment as described in 17.4, 17.7 resigns from their substantive position or reduces their substantive position at their request within six (6) calendar months of returning from parental/maternity leave will be required to refund the payment on a pro rata basis, based upon one week (five working days) forfeiture for each month or portion thereof not worked.

18.0 SERVICE FOR LEAVE PURPOSES

For the purposes of clauses 9.0, 13.0 and 22.0, the following definitions apply:

18.1 "**Service**" in the case of employees engaged by the employer as at the commencement date of this agreement, service shall be deemed to include all prior service as defined in clause 17.0 "**Service for Leave Purposes**" in the former New Zealand Polytechnic Allied Staff Award (document 152).

- (a) In the case of employees engaged after the commencement date of this Agreement, service shall mean continuous service within the Polytechnic sector.

18.2 "**Continuous service**" for the purpose 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.

18.3 The term "**week**" means:

- (a) Five working days in the case of an employee who usually works five days in each week;
- (b) Five and half working days in the case of an employee who usually works five and a half days a week; or
- (c) Six working days in the case of an employee who usually works six days in each week.

18.4 "**Leave year**" means a year ending on 31 December except in the case of a new employee for whom it means the first anniversary date of appointment.

19.0 SPECIAL LEAVE

19.1 An employer may grant special leave, with or without pay, on such terms and conditions as the employer decides. Agreement to such requests shall not be

unreasonably withheld.

20.0 LONG SERVICE LEAVE

- 20.1 Long Service Leave entitlements are as follows:
- 20.1.1 Staff who have completed 10 years' service will be entitled to 2 weeks long service leave
- 20.1.2 Staff who have completed 15 years' service will be entitled to 2 weeks long service
- 20.1.3 Staff who have completed 20 years' service will be entitled to 2 weeks long service leave
- 20.2 Long service leave shall be taken in a single period.
- 20.3 Subject to the provisions of clause 19.5 below, long service leave shall be forfeited if not taken within five years of the entitlement becoming due.
- 20.4 An employee who becomes eligible for long service leave within two years of retirement may, at the discretion of the employer, take that leave immediately following the day office is relinquished together with any other leave due or granted on retirement, and the employee shall be deemed to be a supernumerary during the period of leave; but retirement shall then be effective as from the date on which all such leave expires.
- 20.5 An employee who is working reduced hours or is employed part time and who takes long service leave shall receive a pro rata reduction of salary while on leave but not of the number of leave days.
- 20.6 If an employee dies after qualifying for long service leave but before the leave has been taken or forfeited in accordance with the provisions of this clause, the employee's spouse/partner or the estate may be paid a compassionate grant equivalent in value to the salary which would otherwise have been paid to the employee in respect of long service leave.

21.0 RETIRING LEAVE

The following sections apply to staff who were employees of Otago Polytechnic at 1 July 1993.

- 21.1 Permanent employees who have attained the age of 60 years and completed at least 10 years' service; shall be entitled to retiring leave as set out in Schedule B (1.0). Retiring leave shall be calculated on a pro rata basis according to the employee's record of service.
- 21.2 For employees who are eligible for retiring leave and whose services are made redundant through the surplus staffing provisions before they retire, the employer will consider granting retiring leave in accordance with this table:

Qualification Required	Retiring Leave (working days)
Completion of 15 years' service	65 days
Completion of 10 and under 15 years' service	44 days
Completion of 5 and under 10 years' service	22 days

- 21.3 Instead of granting retirement leave as above, an employer may, on application from the employee, pay a lump sum equivalent in value to that leave.
- 21.4 An employee who has more than 20 years' continuous service, or is eligible to retire on the grounds of service, shall be entitled to anticipate retiring leave in terms of Schedule B (2.0).
- 21.5 On the death of an employee the employer may approve a cash grant in lieu of retiring leave to the spouse or dependants or the estate of the deceased employee.

22.0 RESIGNING LEAVE

The following sections apply to staff who were employees of Otago Polytechnic at 1 July 1993.

- 22.1 Resigning leave, as set out in Schedule B (3.0), may be granted to full-time employees who resign their position.
- 22.2 The amount of resigning leave granted to any person shall be reduced by the amount of any long-service leave taken by that person.
- 22.3 Resigning leave shall be calculated on a pro rata basis according to the employee's record of service.

23.0 PROFESSIONAL DEVELOPMENT LEAVE

- 23.1 Each employee will be allocated 5 days Professional Development Leave per year.
- 23.2 Each employee wishing to use this leave shall submit a professional development programme for the approval of the employer
- 23.3 Reasonable notice must be given of the proposed activity with due regard to the Polytechnic's operational requirements.
- 23.4 Provided that the requirements of subclauses 23.2 and 23.3 of this clause are met, the following activities shall be approved as part of a professional development programme:
- Attending staff development or training programmes sponsored or run by the polytechnic or TIASA;
 - Attending work related conferences;
 - Undertaking work related study of not less than one week.
- 23.5 The approval of the employer shall not be unreasonably withheld
- 23.6 On job training is part of normal work time, and not to be deducted from the professional development days.

24.0 FAMILY VIOLENCE LEAVE

- 24.1 For those experiencing family violence, up to 10 days of paid leave 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.

- 24.2 To support safety planning and avoidance of harassing contact, the (employer) will approve any reasonable request from an employee experiencing family violence for: 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.
- 24.3 Employees experiencing family violence will have direct access to the Employee Assistance Programme.
- 24.4 All personal information concerning family violence will be kept confidential and will not be kept on the employee's personnel file without their agreement.
- 24.5 An employee who supports a person experiencing family violence may take carer's leave to accompany them to court, to hospital, or to mind children.
- 24.6 Proof of family violence may be requested and can be in the agreed form of a document from the Police, a health professional or a family violence support service.
- 24.7 Family violence means domestic violence as defined by Section 2 of the Domestic Violence Act 1995.

25.0 TRAVELLING ALLOWANCE

- 25.1 A staff member required to travel within New Zealand on official business shall be paid a travelling allowance within the following parameters. The written approval of the employer is required prior to any expenditure within i to iv below:
- (i) Approved actual and reasonable accommodation and travel costs on proof of payment
 - (ii) Actual and reasonable meal costs up to \$80 for each completed 24 hour period, on proof of payment;
 - (iii) An allowance of \$41.65 per night (\$42.20 from 1 March 2022) when staying privately;
 - (iv) An incidental allowance of \$10.46 (\$10.60 from 1 March 2022) for each 24 hour period or part thereof
- 25.2 An employee will be reimbursed for actual and reasonable costs involved when travelling outside of New Zealand on Otago Polytechnic's behalf.

26.0 MEAL ALLOWANCE

- 26.1 An employee who is required to work two hours or more overtime and as a result

is reasonably required to buy a meal, will be allowed a half hour meal break and will be paid the meal allowance in Schedule C (2.0).

27.0 CASHIERS ALLOWANCE

27.1 An employee engaged in cashier's duties, (public counter of office) shall be paid a cashier's allowance, paid out pro-rata on a pay-period basis. This allowance rate is set out in Schedule C (3.0).

28.0 TRANSPORT ALLOWANCE

28.1 In the absence or unavailability of an Otago Polytechnic vehicle, or inability to use a taxi or rented vehicle, and with prior approval by the manager, a transport allowance will be paid either in accordance with Department of Inland Revenue Mileage rate of 79c per km or to a maximum of \$185 including petrol whichever is the lesser. Reimbursement will not be paid without prior management approval.

29.0 SPECIAL DUTIES ALLOWANCE

29.1 The employer may grant an allowance to an employee performing special duties.

30.0 BRANCH TIME ALLOWANCE

30.1 The employer will recognise the TIASA Branch Chair as the union representative on site. Notice of the appointment of the Chair will be given to the employer in writing. The employer agrees to allocate 0.2 work time to the Branch Chair to fulfil their union duties, from the date of ratification.

31.0 HIGHER DUTIES ALLOWANCE

The following conditions shall apply to all Occupational Classes.

31.1 An employee who is substantially performing the duties and carrying out the responsibilities of a higher graded position on a temporary basis may be granted a higher duties allowance to the equivalent of the difference between the employee's current salary and the salary which would be received if the employee were appointed to the higher graded position.

31.2 To qualify for payment of a higher duties allowance an employee must perform the duties for five consecutive working days.

31.3 An abated rate of allowance may be paid where less than full duties and responsibilities of the higher position are performed.

32.0 TEA PROVISION

32.1 The employer will be responsible for the cost of providing tea, coffee, milk and sugar for morning, midday and evening tea breaks.

33.0 PROTECTIVE CLOTHING

~~33.1 Where the employer considers it necessary, appropriate protective clothing will be provided which will remain the property of the employer.~~

~~33.2 An employee who is required to undertake duties of an obnoxious, infectious or contaminating nature, e.g. spraying or handling dangerous weed killers, insecticides, and acids, shall be provided, as appropriate, with protective equipment such as cap, goggles, visor, respirator, acid resistant apron, gloves and overshoes.~~

~~33.3 In addition, an employee shall be provided with protective equipment as specified and in the following circumstances:~~

~~(a) The employer will take all practical steps to reduce noise level or to isolate any work process where the noise level might cause impairment to an employee's hearing. If this is not practical, the employer will provide appropriate hearing protection.~~

~~(b) Eye protection in areas where an employee is subject to risk of injury to the eyes.~~

34.0 LAUNDERING OF PROTECTIVE CLOTHING

~~34.1 Protective clothing which an employee is required to wear in the course of work may be laundered, where deemed by the employer to be appropriate, at the employer's expense.~~

35.0 SAFETY FOOTWEAR

~~35.1 An eligible employee is one whose work is of such a nature that wearing safety footwear lessens the risk of foot injury from work accidents and these conditions apply to all staff in order to meet the requirements of the Health and Safety in Employment Act (1992). All safety footwear purchased must comply with NZ / Australian safety standards.~~

~~35.2 The entitlement shall be limited to one per year except that in those instances where the employer is satisfied that due to genuine wear and tear an employee's safety footwear should be replaced within the one year period, the employer may purchase for the employee an additional pair of safety footwear in terms of clause 33.1 above.~~

~~No more than two pairs of safety footwear will be purchased for each employee in any one year and the cost of the second pair shall be purchased only on the production of the worn out boots which shall remain with the employer.~~

~~35.4 An employee who has had safety footwear purchased for them and who ceases to be employed before completing 12 months continuous service shall return the safety footwear to the employer at the conclusion of their employment.~~

~~35.5 The employer's consent is required prior to purchase~~

39.0 REMOVAL EXPENSES

39.1 Where an employee is transferred to meet the convenience of the employer they shall be paid removal and transfer expense, including those of any dependent family. Removal expenses may be paid in circumstances other than those outlined above at the discretion of the employer.

37.0 RESOLUTION OF EMPLOYMENT PROBLEMS

~~37.1 The procedures set out in Schedule D of this agreement shall apply in respect of the resolution of employment problems, including personal grievances.~~

38.0 PRESCRIPTION GLASSES AND EYE TESTING

38.1 Where prescription glasses are required only for work purposes, the Employer will contribute up to \$206 every two years for their purchase. This must be supported by an Optometrist's certificate.

The Employer will reimburse Employees every two years for eye testing, or where an optometrist, in writing, recommends/requires testing more frequently.

39.0 SAVINGS CLAUSE

~~39.1 Nothing in this agreement shall operate so as to reduce the wages and conditions of employment of any worker employed under this agreement.~~

40.0 REDUNDANCY/ SURPLUS STAFF

40.1 The parties to this agreement commit themselves to identifying ways of continuing to improve the consultative process.

- (a) TIASA will be notified by the employer at any early stage of any review by Otago Polytechnic of the whole, or part of the Polytechnic's organisational structure or function, which may result in significant changes to either the structure, staffing or work practices affecting existing staff member.
- (b) The employer will consult with the union during any review. Should the review confirm a surplus staffing situation, individuals who might be affected shall be advised in writing of this and of their right to assistance from TIASA.

40.2 Surplus Staffing Provisions

(a) **Intent**

The employer recognises the serious consequences that the loss of employment can have on individual staff members and seeks to minimise those consequences by means of this agreement. These provisions apply to staff members who for all intents and purposes have an on-going expectation of employment. They will not apply to staff members who have reached the expiry of a fixed term appointment.

(b) Definition

A surplus staffing situation exists when as a result of reduction of funding, course demands, organisational changes or other identified factors the employer requires a reduction in the number of staff members.

(c) Notification

When, as a result of the consultation as specified in the Agreement, specific positions are identified as surplus the employer shall advise TIASA, and the employees affected not less than two months prior to the date by which the surplus staff are to be discharged. The date may be varied by agreement between the parties.

Options

The following are the options to be applied in surplus staff situations:

- (a) voluntary severance
- (b) attrition;
- (c) redeployment (subject to the statutory requirement that all vacant positions must be advertised);
- (d) enhanced early retirement;
- (e) retraining;
- (f) severance.

The aim will be to minimise the use of severance. Where the other options are inappropriate to discharge the surplus the option of severance will be made available. Employees who are offered a position within the Polytechnic which is directly comparable to their existing position, which does not require a change in residential location, and who decline the appointment will not have access to severance.

40.3 Conditions applying to options

(a) Voluntary Severance

The employer will consider the use of voluntary severance. The process for enacting voluntary severance is as follows:

- (i) The employer will call for volunteers to apply for severance from the pool of employees in the affected programme/area;
- (ii) All expressions of interest in voluntary severance will not necessarily be accepted. The operational requirements of the polytechnic will be taken into consideration when making this decision;
- (iii) Should the number of volunteers exceed that required the employer will select which employee(s), if any, will be accepted using the process outlined in the selection criteria selection below;
- (iv) Staff accepted for voluntary severance will have their employment terminated in accordance with the severance provision below.

(b) Attrition

Attrition means that as staff members leave their jobs because they retire, resign, transfer, die or are promoted then they may not be replaced. In addition or alternatively, there may be a partial or complete freeze on recruiting new staff members or on promotions.

(c) Redeployment

Staff members may be redeployed to a new job at the same or lower salary within the Polytechnic. The following conditions will apply:

(i) Where the new job is at a lower salary, an equalisation allowance will be paid to preserve the salary of the staff member at the rate paid in the old job at the time of redeployment.

(ii) The salary can be preserved in the following ways:

A lump sum to make up for the loss of basic pay for the next two years (this is not abated by any subsequent salary increases) or;

An on-going allowance for two years equivalent to the difference between the present salary and the new salary (this is abated by any subsequent salary increases).

(iii) Where the new job is at a location outside the local area; the staff member shall be entitled to relocation expenses as set out in clause 39.1 of the collective agreement.

(iv) The State Sector Act requires that any vacant positions be advertised and the best candidate appointed. This means that some redeployment opportunities will be subject to that requirement.

(d) Enhanced Early Retirement

This option provides for a staff member to be paid the money available under the severance option, which may, if the staff member so desires, be used to make up the actual super annuity payable. Staff members are eligible if they have 10 years total service. Subject to discussion with the Government Superannuation Fund, service does not have to be continuous nor is membership of a superannuation scheme relevant to eligibility.

Enhanced early retirement may be made available at the discretion of the employer at any time to eligible staff members not declared surplus if they are replaced by a surplus staff member seeking redeployment or reassignment.

(e) Retraining

The employer may, following application from the staff member, offer the option of retraining with financial assistance up to the maintenance of full salary plus appropriate training expenses in order to enhance the staff member's prospects of re-employment. The total cost to the employer, including any costs other than salary in respect of the training which may be paid to the employer, shall not exceed 110% of the value of the severance payment the staff member would be entitled to. This is in lieu of any severance payment.

(t) Severance

- (i) For the purposes of these provisions, salary is defined as taxable salary, exclusive of allowances.
- (ii) "Service" for the purposes of this sub clause is as defined in Clause 17.
- (iii) Payment will be made in accordance with the following:
 - 16 percent of salary for the preceding 12 months subject to finishing on an agreed date. This payment is made regardless of length of service;
 - 12 percent of salary for the preceding 12 months, or part thereof for employees with less than 12 months service; and
 - 4 percent of salary for the preceding 12 months multiplied by the number of years of service minus one, up to a maximum of 19; and
 - where the period of total aggregated service is less than 20 years, 0.333 percent of salary for the preceding 12 months multiplied by the number of completed months in addition to completed years of service;
 - Outstanding (annual) leave shall be cashed up separately.

40.4 Selection

- (a) If the employer determines that there is a need to select which employee(s) are surplus from a pool of employees, it will develop the selection criteria and process to be used in selecting which staff member(s) will be made redundant.
- (b) The selection criteria will genuinely reflect; the type and variety of skills required, the knowledge and experience required and operational needs of the area. The selection criteria must be unbiased, measurable, fair, objective, and consistent with the purpose of determining which staff will be declared surplus.
- (c) Prior to finalising the selection criteria, affected employees and TIASA will be given the opportunity to comment.
- (d) Staff will be given the opportunity to update their curriculum vitae and the employer will provide assistance with CV preparation if required.
- (e) Staff involved in the selection process will be given copies of any selection assessment material made of them and will have the opportunity to correct any errors prior to any individual staff member being given notice that they have been declared surplus.

40.5 Rights of Staff Members Declared Surplus

(a) Time Off to Attend Interviews

The employer shall give staff member/s reasonable time off to attend interviews for alternative employment, subject to the operational requirements of the polytechnic.

(b) References

The employer shall supply to all surplus staff members a letter of reference,

(c) Counselling

CoW1selling for affected staff members and family may be made available as necessary.

(d) Staff Members on Leave

A staff member who is declared surplus and who is on parental leave, absence due to extended illness, accident compensation, approved special leave without pay or secondment shall be covered by the surplus staffing provisions of this CA

41.0 SALE AND TRANSFER OF BUSINESS

41.1 The following provisions apply if the Polytechnic's business is to be restructured, or the work the Employee performs is to be performed for a new employer for any reason. For the purpose of this clause "restructure" includes Internal reorganisation, workforce reduction, or transfer of any or all of the Polytechnic's business as a result of sales or of contracting out/in of the work the Employee would otherwise perform.

The definition of "restructuring" is in accordance with the Employment Relations Amendment Act (ERA) 2004. The Polytechnic will manage situations that fit this definition of "restructuring" as required by the ERA Amendment Act 2004, with particular note of protection for workers being contracted in or out, and the unique requirements in restructuring situations for vulnerable workers as defined by the amendment to the Act.

41.2 If the restructuring proposal has implications for the Employee's employment, the Polytechnic will consult with TIASA and the Employee as soon as is practical after having decided to investigate the proposal.

41.3 The Polytechnic will provide TIASA and the Employee with relevant information about the general nature of the restructuring proposal and details of how it is likely to impact on the Employee, including the timing of proposed negotiations and of the implementation of any proposed transactions.

41.4 At the Employee's or TIASA's request the Polytechnic will provide the Employee with any relevant and reasonably available information, subject to the Polytechnic's right to withhold commercially sensitive information or to impose any reasonable conditions on its disclosure and/or circulation.

41.5 The Polytechnic will give TIASA and the Employee a reasonable time in which to consider any proposal affecting the Employee's employment and its implications, and to make comments and suggestions.

41.6 The Polytechnic will meet with TIASA and the Employee either singly or with other affected employees to discuss the proposal.

41.7 The Polytechnic will take TIASA's and the Employee's comments and suggestions

into account before making a final decision.

- 41.8 In the event of the sale, merger, transfer, contracting out/in or outsourcing of all or part of the business the employer will endeavour to ensure that employees are offered on-going employment on no less favourable terms and conditions of employment.
- 41.9 The Employee will not be entitled to payment of redundancy compensation if they have received an offer of employment in the same or substantially similar capacity in which the employee was employed, on no less favourable terms and conditions of employment, and treating the employee's service as continuous; or in a capacity that the employee is willing to accept.

42.0 ABANDONMENT OF EMPLOYMENT

- 42.1 Where an Employee is absent from work for five or more consecutive workdays without notifying the Employer of the reason for absence, they will be deemed to have abandoned their employment, if no satisfactory explanation has been provided within a further 5 days and provided the Employer has taken all reasonable steps to contact the Employee. Where an Employee was unable, through no fault of their own, to notify the Employer, their employment shall not be deemed to have been abandoned.

43.0 STOPWORK MEETINGS

- ~~43.1 Subject to clauses 43.2, 43.3, 43.4 and 43.5 the employer shall allow every employee covered by this agreement (who has nominated TIASA as their bargaining agent) to attend on ordinary pay up to four meetings, for up to a total of 4 hours, with each meeting for a maximum of two hours' duration, with TIASA in each year. Ratification meetings will be additional to paid meetings~~
- ~~43.2 Union shall give the employer at least 14 days' notice of the date and time of any meeting to which clause 41.1 applies.~~
- ~~43.3 The Union shall make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any Union meeting, including, where appropriate, an arrangement for sufficient union members to remain available during the meeting to enable the employer's operation to continue.~~
- ~~43.4 Work shall resume as soon as practicable after the meeting, but the employer shall not be obliged to pay any union member for a period greater than two hours in respect of any meeting.~~
- ~~43.5 Only Union members who actually attend a Union meeting shall be entitled to pay in respect of that meeting and to that end the Union shall supply the employer with a list of members who attended and shall advise of the time the meeting finished.~~

44.0 UNION FEE DEDUCTIONS

- ~~44.1 The manner of deduction and the remittance of subscriptions and any commission~~

~~payable shall be determined by agreement with the national secretary of the Union. The employer, when requested in writing by the Union, shall, within one month of receipt of such request, supply to the Union a list of all employees employed under this agreement.~~

~~44.2 Such requests shall not be made to the employer at intervals of less than six months.~~

45.0 RIGHT OF ACCESS

~~45.1 An authorised officer (who may be the Chief Executive or Employment Relations Advisor or a designated representative) of TIASA, shall with the consent of the employer (which shall not be unreasonably withheld), be entitled to enter at all reasonable times upon the premises for the purpose of interviewing any workers represented by the Union, or enforcing this agreement, including access to wages, holiday and time records, provided this does not have an "adverse impact on the normal delivery of the Polytechnics business"~~

46.0 VARIATION

~~46.1 The parties have agreed that this agreement may be varied during its term by agreement in writing by the parties.~~

47.0 TERM OF AGREEMENT

~~47.1 This agreement shall come into force on 01 May 2021 and remain in force until 30 December 2022.~~

48.0 SALARY PROFILE

47.1 At the end of each financial year TIASA will request from the Employer a profile of salaries paid to Employees under this Agreement. The profile will list salaries paid to Employees by, paid rate, gender, and length of employment. Other information on salary profiles will not be unreasonably withheld.

49.0 PASS-ON PROVISIONS

~~TIASA and Otago Polytechnic agree that Otago Polytechnic may pass on to any of its Allied/Professional staff employed on Individual Employment Agreements any of the terms of employment included in this Collective Agreement.~~


~~A period of at least 3 months will have elapsed between the commencement date of this new collective agreement and the date that any of the terms in this agreement are offered to any employee covered by an individual employment agreement. This has been Otago Polytechnic's usual practice.~~

SIGNATORY

This Agreement was signed by the parties as follows:

Megan Gibbons, Chief Executive
for and on behalf of the Otago Polytechnic

Dated: 13/10/21

Signature: 

Peter L Joseph, Chief Executive Officer
for and on behalf of the Tertiary Institutes Allied Staff
Association

Dated: 27/09/2021

Signature: 

SCHEDULE B - RETIREMENT AND RESIGNING LEAVE

1.0 RETIREMENT LEAVE ENTITLEMENT IN WORKING DAYS

	Years of Service		Months of Service			
	0	2	4	6	8	10
10	22	23	24	24	25	26
11	26	27	28	29	29	30
12	31	31	32	33	34	34
13	35	36	36	37	38	39
14	39	40	41	41	42	43
15	44	44	45	45	45	47
16	48	49	49	50	51	51
17	52	53	54	54	55	56
18	56	57	58	59	59	60
19	61	61	62	63	64	64
20 to 25	65	65	65	65	65	65
25	65	66	66	67	68	69
26	69	70	71	71	72	73
27	74	74	75	76	76	77
28	78	79	79	80	81	81
29	82	83	84	84	85	86
30	86	87	88	89	89	90
31	91	91	92	93	94	94
32	95	96	96	97	98	99
33	99	100	101	101	102	103
34	104	104	105	106	106	107
35	108	109	109	110	111	111
36	112	113	114	114	115	116
37	116	117	118	119	119	120
38	121	121	122	123	124	124
39	125	126	126	127	128	129
40 or more	131					

2.0 ANTICIPATED RETIREMENT LEAVE ENTITLEMENT IN WORKING DAYS

Years of Service	Months of Service			
	0	3	6	9
20	65	66	66	67
21	68	69	69	70
22	71	71	72	73
23	74	76	75	76
24	76	77	78	79
25	79	80	81	81
26	82	83	84	84
27	85	86	86	87
28	88	89	89	90
29	91	91	92	93
30	94	94	95	96
31	96	97	98	99
32	99	100	101	101
33	102	103	104	102
34	105	106	106	107
35	108	109	109	110
36	111	111	112	113
37	114	114	115	116
38	116	117	118	119
39	119	120	121	121
40 or more	122	"	"	"

3.0 RESIGNING LEAVE

Years of Service	Leave in Working Days	Years of Service	Leave in Working Days
20	32	30	46
20½	33	30½	47
21	34	31	48
21½	34	31½	49
22	35	32	49
22½	36	32½	50
23	36	33	51
23½	37	33½	51
24	38	34	52
24½	39	34½	53
25	39	35	54
25½	40	35½	54
26	41	36	55
26½	41	36½	56
27	42	37	56
27½	43	37½	57
28	44	38	58
28½	44	38½	59
29½	46	39½	60

SCHEDULE C - ALLOWANCES

1.0 **MEAL ALLOWANCE** \$16.76 and 2022 16.97

3.0 **CASIDERS ALLOWANCE**
Annual Payment Rate: \$104.65 and 2022 \$105.96

4.0 **SAFETY FOOTWEAR**

Technicians Occupational Classes

Maximum Reimbursement Rate: \$124.97 and 2022 \$126.53

SCHEDULE D - MP434.00 ALLIED/PROFESSIONAL GRADING, SALARY REVIEW AND PROMOTION POLICY

Guidelines for Gathering and Interpreting Evidence

1. General

- (a) The promotion/salary review decision will be evidenced based. The evidence on which the decision is based must be:
 - (i) Credible - collected from appropriate qualified and experienced sources; and for student and colleague survey feedback, collected through independent parties, with confidentiality assured to those providing feedback
 - (ii) Valid - supporting the key dimension of performance related to the selected criteria. Valid evidence reveals the quality of performance, not merely activity
 - (iii) Reliable - collected from multiple sources and from those who have direct experience of the staff member's work
 - (iv) Sufficient - so that a reasonable conclusion about performance can be drawn.
- (b) Evidence of performance in the relevant criteria will usually have been collected over at least two years, and will be analysed and reflected upon. Gaps in evidence should be explained and verified. Evidence gathered in the course of employment in another tertiary institution is acceptable provided that evidence has been collected in a manner consistent with Otago Polytechnic's requirements.
- (c) Feedback instruments used to collect evidence to support salary review or promotion must be Otago Polytechnic's standard instruments or an approved variation.

2. Other Feedback

- (d) Feedback from colleagues and customers gathered by way of standard survey must be collected via the People and Culture team who administer OP's endorsed feedback tools, not directly by the staff member. Respondents must be assured of their anonymity.
- (e) Where "Leadership and Service" is the chosen career path and the staff member is in a formal leadership role, feedback is expected from all colleagues for whom the staff member has leadership relationship, ideally via OP's 360degree leadership feedback tool, administered by People & Culture.

3. Self Appraisal

Self appraisal is expected in the form of a personal statement in which the staff member addresses his/her performance in each of the criteria relevant to their chosen career path. An overall reflective statement should provide insight into the staff member's personal objectives.

4. Other Evidence

Whilst feedback data is an essential form of evidence, so too are the staff member's accomplishments as measured by artefacts, reports, creative works, publications, conference keynotes, presentations and workshops, awards etc., these need only be referenced but must be available to be sighted if required.

Schedule 1 - TIASA Staff Grade and Salary Structure from 16/06/2021

Band	Points	Positions	Grade & Hours per Week								
			Grade1	37.5 Hours	40 Hours	Grade2	37.5 Hours	40 Hours	Grade3	37.5 Hours	40Hours
B	70-150	Labourer (B2.1 to B2.3)				82.1 Entry	\$43,305	\$46,192	83.1	\$46,463	\$49,561
		Customer Services Admfn				82.2	\$44,358	\$47,315	83.2	\$47,513	\$50,680
		Mailroom Attendant				82.3	\$45,409	\$48,436	83.3	\$48,565	
							\$51,803				Tea Person/Assistant
		Assistant Custodian (B2.1 to									
		B2.3) Contact									
		Centre/Customer Service Rep									
		Accounts Payable									
		Academic Resource Co-									
		ordinator Accounting Clerk									
Custodian (Commences at B3.1 if prior Assistant Custodian)											
C	151-210	Technician	C1.1	\$46,868	\$49,993	C1.1	\$50,537	\$53,906	C3.1	\$56,042	\$59,778
		Customer Services Representative	C1.2	\$48,703	\$51,950	C2.2	\$52,372	\$55,863	C3.2	\$57,875	\$61,733
		Department/School Administrator				C2.3	\$54,208	\$57,822	C3.3	\$59,708	
							\$63,689				Systems Co-ordinator AQU
		International Admissions									
		Advisor Property Systems									
		Graphic Designer									
		Payroll Co-ordinator									
		Custodian									
		Coordinator									
Helpdesk Operator/Administrator											
D	211-280	Disability Advisor/Administrator	D1.1	\$56,713	\$60,494	02.1	\$61,167	\$65,245	03.1	\$67,852	

	\$72,375	Executive/Personal Assistant	D1.2	\$58,941	\$62,870	D2.2	\$63,397	\$67,624	D3.2	\$70,082	
				\$74,754							
		Systems Administrator				02.3	\$65,623	\$69,998	D3.3	\$72,310	
							\$77,131			Human Resources Co-ordinator	
		Restaurant Supervisor/Technician Systems Trainer									
E	281-350	Financial Analyst	fl.1	\$68,628	\$73,203	E2.1	\$74,036	\$78,972	E3.1	\$82,151	
				\$87,628	Systems Engineer	E1.2	\$71,333	\$76,088	E2.2	\$76,742	
				\$81,858		E3.2	\$84,857	\$90,514			
		Network Systems Engineer				E2.3	\$79,444	\$84,740	E3.3	\$87,559	
							\$93,396			Information Systems Admin/BA	
		Systems Developer									
F	350-450	Health and Safety Advisor Counsellor	F1.1	\$83,094	\$88,634	F2.1	\$89,659	\$95,636	F3.1	\$99,510	\$106,144
			fl.2	\$86,378	\$92,137	F2.2	\$92,946	\$99,142	F3.2	\$102,795	
				\$109,648	ISS Team Leader			F2.3	\$96,227	\$102,642	F3.3
				\$106,078							
					\$113,150						

TIASA Staff Grade and Salary Structure from 01/03/2022

Band	Points	Positions	Grade & Hours per Week								
			Grade	37.5 Hours	40 Hours	Grade	37.5 Hours	40Hours	Grade	37.5 Hours	40Hours
B	70-150	Labourer (82.1- 82.3)				82.1	\$43,846	\$45,464	83.1	\$47,044	\$50,180
		Customer Services				82.2	\$44,912	\$47,913	83.2	\$48,107	\$51,314
		Admfn Mailroom				82.3	\$45,977	\$49,042	83.3	\$49,172	\$52,450
		Attendant									
		Tea Person/Assistant									
		Assistant Custodian (82.1to									
		B2.3) Contact									
		Centre/Customer Service Rep									
		Accounts Payable									
Academic Resource Ca-ordinator											
Accounting Clerk											
Custodian (Commences at B3.1 if prior Assistant Custodian)											
C	151-210	Technician	C1.1	\$47,454	\$50,618	C2.	\$51,169	\$54,580	C3.	\$56,743	\$60,526
		Customer Services	C1.2	\$49,312	\$52,599	1	\$53,027	\$56,562	1	\$58,598	\$62,505
		Representative				C2.	\$54,886	\$58,545	C3.	\$60,454	\$64,484
		Department/School				2			2		
		Administrator Systems				C2.			C3.		
		Co-ordinator AQU				3			3		

		International Admissions Advisor Property Systems Graphic Designer Payroll Co-ordinator custodian Coordinator Helpdesk Operator/Administrator									
0	211-280	Disability	DI.1	\$57,422	\$61,250	D2.	\$61,932	\$66,06	D3.	\$68,700	\$73,28
		Advisor/Administrator	D1.2	\$59,578	\$63,657	1	\$64,189	1	1	\$70,958	0
		Executive/Personal				D2.	\$66,443	\$58,46	D3.	\$73,214	\$75,58
		Assistant Systems				2		8	D3.		8
		Administrator				2		\$70,87	2		\$78,095
		Human Resources Co-ordinator Restaurant				D2,		2	D3.		
		Supervisor/Technician				3			3		
		Svstems Trainer									
E	281-350	Financial	E1.	\$69,486	\$74,118	E2.	\$74,961	\$79,95	E3.	\$83,178	\$88,723
		Analyst	1	\$72,225	\$77,040	1	\$77,701	8	1	\$85,918	\$91,64
		Systems	E1.			E2.	\$80,437	\$82,88	E3.	\$88,653	6
		Engineer	2			2		1	E3.		\$94,563
		Network Systems Engineer				2		\$85,79	2		
		Information Systems				E2.		9	E3.		
		Admin/BA Systems				3			3		
		Developer									
F	350-450	Health and Safety	FI.1	\$84,133	\$89,742	F2.	\$90,780	\$96,83	F3.	\$100,754	\$107,47
		Advisor Counsellor	F1.2	\$87,458	\$93,289	1	\$94,108	2	1	\$104,080	1
		ISS Team Leader				F2.	\$97,430	\$100,3	F3.	\$107,404	\$111,01
						2			2		

						F2.		F3.	
						3	82 \$103,92 5	3	9 \$114,56 4

Schedule 2 Band Definitions

Band	Task level and complexity	Human relations complexity and skill	Problem solving and supervision received	Accountability and/or risk with budget, resources, staff	Skills, experience, learning required	Points & Salary RaD11e
B	Provides clerical support to key staff. Involved with co-ordination and facilitation of work projects under the direction of the supervisor. Undertakes reception and general administration. Uses IT programmes appropriately.	<p>Liaises with staff, other departments, suppliers, specialists, lecturers and students.</p> <p>As may be the first point of contact for customers responding to enquiries, problems with tact and sensitivity to customer needs.</p>	<p>Follows direction of the supervisor.</p> <p>Problems relate to variations of information of data or information verification that require an immediate solution.</p> <p>Has to balance day to day priorities while following defined policies and procedures.</p>	<p>Some certification of records and ensuring the accuracy of information/accounting data is required. Not ultimately responsible for departmental outcomes or performance.</p> <p>No staffer budget responsibility but ensures procedures and policies are adhered to.</p>	<p>A high level of basic clerical/administration experience required with some internal training provided to be able to undertake all aspects of the position.</p> <p>Experience in work is specific to the requirements of the area.</p>	101-150
C	<p>Required to interpret established procedures, precedents and guidelines.</p> <p>Required to manage and prioritise own work flow. Ensure the maintenance of databases, filing and recordkeeping systems.</p> <p>High level of organisation, work spread over different tasks requiring flexibility. High level of IT use with complex applications often relating to wide ranging</p>	<p>Customer service skills requiring extensive knowledge of OP and the ability to advise students, staff or clients.</p> <p>Level of student, staff or client contact is likely to be higher and more complex issues/problems than Band B.</p> <p>Need for in depth understanding in</p>	<p>Determines day-to-day priorities and resolves problems. Problems are more varied and require wider solutions or interpretation of instructions than Band B.</p> <p>Has some autonomy in role. Expected to show initiative and make decisions but has supervisor/manager that can be consulted as appropriate.</p>	<p>Work is influenced by student, staff or client needs and information has to be provided which must be accurate.</p> <p>Have specific responsibilities and accountabilities in their respective role. Decision or impact of actions have wider impact on OP outcomes and/or ability of others to complete work.</p> <p>May support or provide</p>	<p>Job holders are required to "multi skill" to meet the more diverse needs of jobs at this level. Positions in this band require extensive secretarial/admin/IT experience. In-house training required on complex OP systems/procedures/ software application databases.</p>	151-210

	programmes in use.	responding to problems that customers may have		advice to Band B positions		
--	--------------------	--	--	----------------------------	--	--

Band	Task level and complexity	Human relations complexity and skill	Problem solving and supervision received	Accountability and/or risk with budget, resources, staff	Skills, experience, learning required	Points & Salary RalHI'e
-------------	----------------------------------	---	---	---	--	------------------------------------

<p>D</p>	<p>Short term immediate customer "solutions" and service activities.</p> <p>Specialist skills and knowledge applied to a broad range of issues areas/activities and projects</p> <p>A high level of confidentiality is expected.</p> <p>Liaison with customers and suppliers to ensure needs are met.</p> <p>Less routine tasks. More variety of responsibility.</p> <p>May interpret and advise on policy and systems, manuals or guidelines.</p>	<p>Interprets a wide range of customer requests for service and ensures delivery of desired outcomes</p> <p>Plan and work with staff and students to manage the delivery of desired outcomes.</p> <p>High level of skill required to deal with senior officials of external organisations.</p> <p>High level of Interpersonal skills used in diverse situations</p>	<p>Problems are varied and require judgement and application of knowledge.</p> <p>Expected to work without close supervision, with general direction and guidance from supervisor.</p> <p>Organise workflow on short and long-term basis, anticipating workload for self and others in team.</p> <p>Able to analyse data and provide results/solutions that meet specific project or customer needs/programmes</p> <p>Creativity and initiative required.</p>	<p>Specific responsibility for their area of activity and can be accountable to the manager for outcomes and the performance of other staff in their team.</p> <p>Responsibility for maintaining equipment, information and/ or service levels</p> <p>May have some budget responsibility and management.</p> <p>Broad range of responsibilities.</p>	<p>Specialist skills or experience required and the person holds the qualification/ experience appropriate to and according to the needs of the specific role</p> <p>Ability to apply experience appropriately in complex circumstances.</p> <p>Extensive empathy in advisory roles.</p>	
-----------------	--	--	---	---	--	--

Band	Task level and complexity	Human relations complexity and skill	Problem solving and supervision received	Accountability and/or risk with budget, resources, staff	Skills, experience, learning required	Points & Salary Rume
E	<p>Developing new policies and systems, initiating improvements and changes to OP wide systems.</p> <p>60-70% of time occupied in specialist role.</p> <p>Involved with organisation of significant external contracts and/or significant purchasing decisions.</p>	<p>Leadership and supervision. Accountable and can manage performance of others.</p> <p>Provides mentoring, coaching and guidance to internal clients, students.</p> <p>Close working relationship with key senior OP and or external contacts.</p>	<p>Research and development of resources/services.</p> <p>Operates autonomously within delegated areas of responsibility.</p> <p>Expected to identify variances, problems or issues, undertake research and identify appropriate solutions.</p> <p>Organisation and planning of resources.</p>	<p>Financial management of delegated budgets,</p> <p>Co-ordinates and manages budgets, projects or resources of area.</p> <p>Accuracy of decisions in expenditure and/or contract management required.</p> <p>Liaison with customers to identify needs/resources is required.</p>	<p>Technical/managerial and/or strong administrative experience.</p> <p>Skills/qualifications/ experience in a specific discipline required as prerequisite.</p> <p>Professional qualification and experience roles.</p>	281-350

<p style="text-align: center;">F</p>	<p>Predominantly occupied in a specialist/advisory role or project management responsibilities.</p> <p>Significant internal information management, interpretation of legislation, policy and practices</p> <p>Complex information / data capture and reporting</p> <p>Involved with development and implementation analysis and development of It systems, applications-OP wide</p>	<p>Provide sensitive advice and interpretation in support of customer.</p> <p>Coaching/advice to internal customers.</p> <p>Leader in change management, requiring tact and persuasion.</p> <p>Lead/specialisation in disciplines employed for across OP.</p>	<p>Significant autonomy or only within areas of responsibility in order to provide advanced advice/solutions to end user.</p> <p>Will act in absence of manager with delegated responsibility.</p> <p>Negotiates key change to technology / policy standards, procedures</p>	<p>Accountable for advice provided. Advice/guidance is specialist and has significant impact.</p> <p>Co-ordination of projects, budgets and resources.</p> <p>Provision of technical knowledge in applied disciplines</p> <p>Improvement in effective, efficient work methods.</p> <p>Accuracy of OP wide reports, statistics.</p>	<p>Operational and staff, administrative management experience.</p> <p>Appropriate tertiary qualifications aligned to needs of position (degree and post grad quals possible).</p> <p>Experience in provision of</p> <ul style="list-style-type: none"> • interpretation of legislative compliance, • Advice • Critical reports in a sensitive, risk environment. 	<p style="text-align: center;">350-450</p>
---	--	---	--	--	--	---

Schedule 3 Grade Definitions

Grade 1

Grade 1 is for staff who are have been appointed to the position based on demonstrated potential and are developing into the position. The appointee may be partly qualified and/or has still to acquire the necessary set of skills and range of experiences to be able to complete the whole range of duties in the position to the required standard. Grade 1 staff may be able to do most or some of the duties in the position but not all. A Grade 1 person may have related but not direct experience for the position and will need to be supervised in aspects of the position.

Grade 2

Grade 2 is for staff that have direct experience relevant to the position and are capable of competent performance in all aspects of the position. A Grade 2 staff member may not have developed the depth and/or breadth of skills to exceed performance requirements of the position but they can adequately perform all aspects of the position. Grade 2 staff members should have the required formal qualifications for the position; and are not yet at a level of skill and experience whereby they can appropriately be regarded as "expert" or "specialist" in the position. Grade 2 staff can work unsupervised in the position.

Grade 3

Grade 3 staff have all the necessary formal qualifications and significant experience directly relevant to the position. Not only can Grade 3 staff members expertly complete all the requirements of their position but they are also able to deputise for their supervisor and have experience that enables them to take on some duties of higher level positions or additional duties (i.e. discrete projects). Grade 3 staff members must be able to meet all of the performance requirements of the position at the level of "expert" or "specialist". Grade 3 staff will be capable of training/mentoring/developing others towards attaining full competence in their field of expertise and supervising or evaluating the work performance of others in their field.

SCHEDULE 4 - EMPLOYMENT PROBLEM RESOLUTION

~~1.0 — If you have a problem with your employment you should speak to your Manager or Head of School / College so a resolution can be found as quickly as possible. If you feel unable to talk to your Manager or Head of School / College for any reason then you should either contact your Director / Deputy CE, another Manager you feel comfortable with or the Human Resources staff member or Director; People & Culture~~

~~2.0 — If the problem is not resolved to your satisfaction the MBIE can provide mediation assistance free of charge. Independent mediation can also be used but this will incur a cost. The mediator will help us work through the issues and arrive at a resolution.~~

- ~~3.0 — If the problem is not resolved to your satisfaction then you can apply to the Employment Relations Authority to decide on the matter. This is a formal step and you should seek representation before proceeding. A decision from the Authority can be appealed to the Employment Court and then to the Court of Appeal.~~
- ~~4.0 — At any stage you can nominate a third party to work on your behalf. We will work with that person, and you, to resolve the problem.~~
- ~~5.0 — You are able to raise a personal grievance with the Polytechnic if you feel you have been; unjustifiably dismissed; or unjustifiably disadvantaged; or discriminated against; or sexually harassed; or racially harassed; or subjected to duress. Personal grievances must be raised with the Polytechnic within 90 days of you becoming aware that a problem exists. The Polytechnic may allow grievances to be raised outside of this time but if we choose not to, you must then apply to the Authority to allow the grievance to be submitted out of time.~~
- ~~6.0 — You must raise your grievance with Human Resources Manager staff member or Director People & Culture. You can do this verbally however a written statement is preferable.~~

TIASA CONTACT DETAILS

Peter Joseph-Chief Executive
Tertiary Institutes Allied Staff Association National Office
PO Box 1594, Rotorua
Ph (07) 346 1989, Fax (07) 346 3860
Email hq@tiasa.org.nz



Te Pūkenga – Otago Polytechnic, a business division of Te Pūkenga, New Zealand Institute of Skills and Technology and Tertiary Institutes Allied Staff Association Inc (TIASA) Te Hononga

2023 SALARIES AND RATES

Paid and printed rates for Otago Polytechnic are published below. These rates come into effect from 01 January 2023 and represent a 5% increase for kaimahi earning up to \$75,000 and a 4% increase for kaimahi earning over \$75,000.

TIASA Collective Agreement (Professional) Salary and Remuneration Scales from 01/01/2023 (published 31/12/2022)								
AWAR DCODE	Up to \$75,000 is 5% Increase Above \$75,000 is 4% increase	Base Salary 37.5 Hrs	Base Salary 40 Hrs	Hourly Rate	Kiwi saver+ 3% (37.5 hrs)	Kiwi saver+ 3% (40hrs)	Total Rem 37.5 Hr Wk	Total Rem 40 Hr Wk
TIASA B2.3	TIASA Professional Staff B2.3	\$48,424	\$51,652	\$24.8328	\$1,453	\$1,550	\$49,877	\$53,202
TIASA B3.1	TIASA Professional Staff B3.1	\$49,396	\$52,689	\$25.3313	\$1,482	\$1,581	\$50,878	\$54,270
TIASA B3.2	TIASA Professional Staff B3.2	\$50,512	\$53,879	\$25.9036	\$1,515	\$1,616	\$52,027	\$55,495
TIASA B3.3	TIASA Professional Staff B3.3	\$51,631	\$55,073	\$26.4774	\$1,549	\$1,652	\$53,180	\$56,725
TIASA C1.1	TIASA Professional Staff C1.1	\$49,827	\$53,149	\$25.5523	\$1,495	\$1,594	\$51,322	\$54,743
TIASA C1.2	TIASA Profession	\$51,778	\$55,230	\$26.5528	\$1,553	\$1,657	\$53,331	\$56,887

	al Staff C1.2							
TIASA C2.1	TIASA Profession al Staff C2.1	\$53,727	\$57,309	\$27.5523	\$1,612	\$1,719	\$55,339	\$59,028
TIASA C2.2	TIASA Profession al Staff C2.2	\$55,678	\$59,390	\$28.5528	\$1,670	\$1,782	\$57,348	\$61,172
TIASA C2.3	TIASA Profession al Staff C2.3	\$57,630	\$61,472	\$29.5538	\$1,729	\$1,844	\$59,359	\$63,316
TIASA C3.1	TIASA Profession al Staff C3.1	\$59,580	\$63,552	\$30.5538	\$1,787	\$1,907	\$61,367	\$65,459
TIASA C3.2	TIASA Profession al Staff C3.2	\$61,528	\$65,630	\$31.5528	\$1,846	\$1,969	\$63,374	\$67,599
TIASA C3.3	TIASA Profession al Staff C3.3	\$63,477	\$67,709	\$32.5523	\$1,904	\$2,031	\$65,381	\$69,740
TIASA C3.3 +	TIASA Profess Staff C3.3 + 5%	\$66,652	\$71,095	\$34.1805	\$2,000	\$2,133	\$68,652	\$73,228
TIASA D1.1	TIASA Profession al Staff D1.1	\$60,293	\$64,313	\$30.9195	\$1,809	\$1,929	\$62,102	\$66,242
TIASA D1.2	TIASA Profession al Staff D1.2	\$62,662	\$66,840	\$32.1344	\$1,880	\$2,005	\$64,542	\$68,845
TIASA D2.1	TIASA Profession al Staff D2.1	\$65,029	\$69,364	\$33.3482	\$1,951	\$2,081	\$66,980	\$71,445
TIASA D2.2	TIASA Profession al Staff D2.2	\$67,398	\$71,891	\$34.5631	\$2,022	\$2,157	\$69,420	\$74,048
TIASA D2.3	TIASA Profession al Staff D2.3	\$69,765	\$74,416	\$35.7769	\$2,093	\$2,232	\$71,858	\$76,648

TIASA D3.1	TIASA Professional Staff D3.1	\$72,135	\$76,944	\$36.9923	\$2,164	\$2,308	\$74,299	\$79,252
TIASA D3.2	TIASA Professional Staff D3.2	\$74,506	\$79,473	\$38.2082	\$2,235	\$2,384	\$76,741	\$81,857
TIASA D3.3	TIASA Professional Staff D3.3	\$76,875	\$82,000	\$39.4231	\$2,306	\$2,460	\$79,181	\$84,460
TIASA D3.3 +	TIASA Profess Staff D3.3 + 5%	\$79,950	\$85,280	\$41.0000	\$2,399	\$2,558	\$82,349	\$87,838
TIASA E1.1	TIASA Professional Staff E1.1	\$72,960	\$77,824	\$37.4154	\$2,189	\$2,335	\$75,149	\$80,159
TIASA E1.2	TIASA Professional Staff E1.2	\$75,836	\$80,892	\$38.8903	\$2,275	\$2,427	\$78,111	\$83,319
TIASA E2.1	TIASA Professional Staff E2.1	\$78,709	\$83,956	\$40.3636	\$2,361	\$2,519	\$81,070	\$86,475
TIASA E2.2	TIASA Professional Staff E2.2	\$80,809	\$86,196	\$41.4405	\$2,424	\$2,586	\$83,233	\$88,782
TIASA E2.3	TIASA Professional Staff E2.3	\$83,654	\$89,231	\$42.8995	\$2,510	\$2,677	\$86,164	\$91,908
TIASA E3.1	TIASA Professional Staff E3.1	\$86,505	\$92,272	\$44.3615	\$2,595	\$2,768	\$89,100	\$95,040
TIASA E3.2	TIASA Professional Staff E3.2	\$89,355	\$95,312	\$45.8231	\$2,681	\$2,859	\$92,036	\$98,171
TIASA E3.3	TIASA Professional Staff E3.3	\$92,199	\$98,346	\$47.2815	\$2,766	\$2,950	\$94,965	\$101,296
TIASA F1.1	TIASA Profession	\$87,498	\$93,331	\$44.8708	\$2,625	\$2,800	\$90,123	\$96,131

	al Staff F1.1							
TIASA F1.2	TIASA Profession al Staff F1.2	\$90,956	\$97,020	\$46.6441	\$2,729	\$2,911	\$93,685	\$99,931
TIASA F2.1	TIASA Profession al Staff F2.1	\$94,411	\$100,70 5	\$48.4159	\$2,832	\$3,021	\$97,243	\$103,726
TIASA F2.2	TIASA Profession al Staff F2.2	\$97,872	\$104,39 7	\$50.1908	\$2,936	\$3,132	\$100,808	\$107,529
TIASA F2.3	TIASA Profession al Staff F2.3	\$101,32 7	\$108,08 2	\$51.9626	\$3,040	\$3,242	\$104,367	\$111,324
TIASA F3.1	TIASA Profession al Staff F3.1	\$104,78 4	\$111,77 0	\$53.7354	\$3,144	\$3,353	\$107,928	\$115,123
TIASA F3.2	TIASA Profession al Staff F3.2	\$108,24 3	\$115,45 9	\$55.5092	\$3,247	\$3,464	\$111,490	\$118,923
TIASA F3.3	TIASA Profession al Staff F3.3	\$111,70 0	\$119,14 7	\$57.2821	\$3,351	\$3,574	\$115,051	\$122,721