

**Schedule P**

**Terms and conditions for new kaimahi appointed to  
the Business Unit previously known as UCOL**

**1. Coverage of this Schedule**

- a. This schedule covers kaimahi employed by Te Pūkenga from the commencement date of the Collective Agreement into the business unit previously known as the Universal College of Learning (UCOL).
- b. Once a new Collective Agreement has been agreed to which covers all kaimahi, Schedule P will no longer be offered to new kaimahi.

**2. Applicable terms and conditions of employment**

- a. Subject to below, the terms and conditions of employment will be those outlined in Schedule O (Western Institute of Technology at Taranaki (WITT)).

**3. Variations to terms and conditions in Schedule O**

- a. To support consistency of terms and conditions with other allied kaimahi within the UCOL business unit, the terms and conditions as outlined in Schedule O are varied as follows:

Schedule O clause reference	Term and condition	Schedule O provision	Variation
3.1.1	Notice period	Four weeks for permanent Two weeks for fixed term	One month for permanent One month for fixed term
5	Hours of work	37.5 hours for full time	40 hours for full time
6	Overtime and penal rates	T1 ½ for first 3 hours and double thereafter	Ordinary pay for all overtime
6.3	Call Back	Minimum of 3 hours paid when called back	Daily allowance when required to be on call as per set roster. Relevant to Facilities Management kaimahi only
7.5.1	Annual leave	4 weeks for the first 5 years, and then increase to 5 weeks, then 5 weeks and 2 days after 10 years' service	4 weeks and 1 day, with an additional three days as institute holidays between Christmas and New Year
7.6	Sick leave	No cap on accumulation of sick leave	Sick leave is accumulated to a maximum of 200 days
7.9	Maternity leave	Payment of 30 working days leave on pay	Payment equivalent to 6 weeks salary
7.12	Long service leave	2 weeks on completion of 10 years service and a	Long service leave not available

		further 2 weeks after 15 years service	
7.13	Retiring leave	Available after certain lengths of service and where retirement occurs	Retiring leave not available
8.6	Tool allowance	Annual allowance	Tool allowance not available
8.8	First Aid Allowance	Designated first aid officers annual allowance	First Aid allowance not available
Schedule A	Salaries	Schedule A	4 below

#### 4. Salaries

The following pay scales will be applied to roles covered under this agreement. Grades are established through a process of job evaluation (as per the Remuneration Policy for General Staff), and job descriptions are published with Grades. Official documents are available on the UCOL Business Division's intranet.

Grade	General Market			Public Sector Market		
	Customer & Business Support, and Technical/Specialist Pathways			Leadership Pathway		
	Minimum	Mid-point	Maximum	Minimum	Mid-point	Maximum
4 – 7	\$49,192	\$51,652	\$59,400			
8	\$49,192	\$52,349	\$60,201			
9	\$49,192	\$55,935	\$64,325			
10	\$50,857	\$59,832	\$68,808			
11	\$54,304	\$63,886	\$73,470			
12	\$58,651	\$69,002	\$79,352			
13	\$63,042	\$74,167	\$85,292			
14	\$68,311	\$80,366	\$92,421			
15	\$73,423	\$86,380	\$99,337	\$75,449	\$88,763	\$102,078
16	\$78,970	\$92,906	\$106,842	\$80,810	\$95,071	\$109,332
17	\$85,619	\$100,728	\$115,838	\$87,283	\$102,685	\$118,089
18	\$92,129	\$108,388	\$124,645	\$93,632	\$110,156	\$126,679
19	\$99,462	\$117,015	\$134,567	\$100,904	\$118,711	\$136,518
20				\$108,837	\$128,044	\$147,250
21				\$118,161	\$139,013	\$159,864
22				\$129,186	\$151,984	\$174,781
23				\$141,261	\$166,190	\$191,119

UCOL business division is committed to paying kaimahi no less than the living wage. The majority of new kaimahi will be placed between minimum and mid-point. Recruiting managers can appoint new kaimahi beyond the mid-point with approval from the Executive Director – UCOL and the Regional Director People, Culture and Wellbeing.