



NEW ZEALAND MEDICAL ASSOCIATION

## Primary Health Care MECA Wage Clauses

### Rates of Remuneration

#### 9.1 Hourly Rates of Pay:

##### 9.1.1 Registered Nurse/Practice Nurse/Midwife Scale

Step	Registered Nurse/Practice Nurse/Midwife		
	From 01/09/2010	From 01/09/2011	From 01/04/2012
5	\$27.98	\$28.54	\$28.82
4	\$25.42	\$25.93	\$26.19
3	\$23.88	\$24.36	\$24.60
2	\$22.06	\$22.50	\$22.73
1	\$20.94	\$21.36	\$21.57

##### 9.1.2 Enrolled Nurse Scale

Step	Enrolled Nurse		
	From 01/09/2010	From 01/09/2011	From 01/04/2012
3	\$21.06	\$21.48	\$21.70
2	\$19.74	\$20.13	\$20.33
1	\$18.62	\$18.99	\$19.18

##### 9.1.3 Medical Receptionist/Administration Staff Scale

Step	Medical Receptionist/Administration staff	
	From 01/09/2010	From 01/09/2011
5	\$19.33	\$19.72
4	\$18.77	\$19.14
3	\$17.90	\$18.26
2	\$16.76	\$17.09
1	\$16.07	\$16.39

##### 9.1.4 All inclusive salary

Where the employer and employee have agreed on an all inclusive salary, the salary is set to include compensation for agreed quantities of normal hours of work, overtime, hours to which penal rates apply, call backs and on-call duty, as applicable, and this should be specified in the letter of offer of employment.

## 9.2 **Progression**

Progression through all steps in each scale shall be by automatic increment on an employee's anniversary date. Provided that an employee who ordinarily works 15 hours a week or less shall be entitled to advance to the next wages step only after two years of service to the employer.

## 9.3 **Operation of Salary Scales**

9.3.1 The salary scales above shall be applied to the respective groups of employees.

9.3.2 On appointment, the employer shall place employees on the appropriate step of the relevant scale, recognising the following factors:

- (i) previous relevant nursing/midwifery post registration experience;
- (ii) other relevant work and life experience;
- (iii) the degree of difficulty in recruiting for specific skills and/or experience required for the position.

## 9.4 **Overtime**

9.4.1 Overtime is time worked in excess of seven and a half hours per day or eight hours per day or the rostered duty whichever is greater, or 75 hours or 80 hours per two week period, or 37.5 hours or 40 hours per week.

9.4.2 All overtime worked must be authorised by the employer prior to being undertaken.

9.4.3 Overtime shall be paid at one and one half times (T1.5) the hourly rate of pay.

### 9.4.4 Part Time Employees

- (i) On a daily basis, should there be an arising issue of urgency that unexpectedly requires the employee to work a minimum of 30 minutes beyond a full time shift as defined under Clause 7, then this additional time and any subsequent hours will be paid at one and one half times (T1.5) the hourly rate of pay.
- (ii) Time worked beyond a full time shift as defined under clause 7 but less than 30 minutes will be remunerated at T1 or time in lieu as agreed.
- (iii) An employee working more than their usual hours of work on a weekly basis, but less than the fulltime ordinary hours as specified under Clause 7, is entitled to payment for the extra hours at their ordinary time rate (T1).

9.4.5 In lieu of payment for overtime the employer and employee may jointly agree for the employee to take equivalent (ie one hour overtime worked for one hour ordinary time off) paid time off work at a mutually convenient time.

9.4.6 Where the employer and employee have agreed on an all inclusive salary, specified additional time is deemed to be compensated in the all inclusive salary. Where the employee has worked additional hours in excess of the amount specified in the letter of offer of employment, the employee shall be entitled to take equivalent (ie 1 hour overtime worked for 1 hour ordinary time off) paid time off work at a mutually convenient time.

9.4.7 For those employees where superior entitlements to these were available, such entitlements shall be retained by the individuals concerned.

## 9.5 **Penal Rates**

9.5.1 Weekend rate - applies to ordinary time (other than overtime) worked after 1pm Saturday until midnight Sunday/Monday shall be paid at time one half (T0.5) in addition to the ordinary hourly rate of pay.

- 9.5.2 Saturday rate - applies to ordinary time (other than overtime) worked after 6am Saturday until 1pm Saturday shall be paid at quarter time (T0.25) in addition to the ordinary hourly rate of pay.
- 9.5.3 Public Holiday rate – applies to those hours which are worked on the public holiday. This shall be paid at time one half (T0.5) in addition to the ordinary hourly rate of pay. (See clause 14.3 for further clarification.)
- 9.5.4 Night rate – applies to ordinary hours of duty (other than overtime) that fall between 8pm and 6 am from midnight Sunday/Monday to 6am Saturday and shall be paid at quarter time (T0.25) in addition to the ordinary hourly rate of pay.
- 9.5.5 Overtime and weekend/Saturday/public holiday or night rates shall not be paid in respect of the same hours, the higher rate will apply.
- 9.5.6 Where the employer and employee have agreed on an all inclusive salary, penal rates are deemed to be compensated in the all inclusive salary. Where the employee has worked hours to which penal rates apply in excess of the amount specified in the letter of offer of employment, the employee shall be entitled to take equivalent (ie 1 hour penal time worked for 1 hour ordinary time off) paid time off work at a mutually convenient time.
- 9.5.7 No existing employee who was employed immediately prior to the commencement of this agreement, and was receiving payment for hours where penal rates applied, shall take a drop in absolute total dollars per hour for the same hours worked on a shift by shift analysis as a result of clauses 9.5.1 to 9.5.5 above.

### **Professional/Educational Development**

The employer and employee are committed to staff education and development. Employees will be actively encouraged to attend educational courses relevant to their professional/educational development and of benefit to the employer.

- 12.1 The employer shall grant professional/educational development leave of up to 40 hours per calendar year for full time employees (pro rated to no less than 8 hours per calendar year for part time employees). This leave is to enable employees to prepare a portfolio, complete qualifications, and to attend training relevant to their professional/educational development and relevant to the employer. Prior approval of the employer must be obtained. The approval of the employer shall not be unreasonably withheld.
- 12.2 An employee may take leave on pay to attend National Meetings or Seminars of Section Groups and/or Colleges of the NZNO. This leave may be charged against the professional/educational development leave as specified in subclause 12.1. Prior approval of the employer must be obtained. The approval of the employer shall not be unreasonably withheld.
- 12.3 All of the employee's normal working hours absent from the practice for professional/educational development including travel time will be a claim against the hours as specified in subclause 12.1.
- 12.4 For those employees where superior entitlements to these were available, such entitlements shall be retained by the individuals concerned.
- 12.5 Paid meetings to meet organisational and service requirements not otherwise addressed in this clause (including staff meetings and in-service training) shall be granted in addition to the above provisions.
- 12.6 Professional/educational development leave will be granted at T1 rate and shall not accumulate from one year to the next.
- 12.7 Where an employer requires an employee to attend professional/educational development, whether the employee is scheduled to work or not for the time of the leave, the employee shall be granted paid leave as per subclauses 12.1, 12.3 and 12.6.

12.8 **Professional Development and Recognition Programmes – Practice Nurses/Registered Nurses/Midwives/Enrolled Nurses**

Where an employer has agreed to a NZNO recognised programme the following shall apply:

In recognition of the importance of increasing the number of expert and proficient nurses an employee who reaches the following levels will receive an allowance as long as the employee maintains that level of practice. All levels of practice shall be added to the base rate of pay and be payable on all hours worked, and shall attract penal rates and overtime.

The rates of these allowances are as follows:

RN/MW Expert	\$2.10 per hour
RN/MW Proficient	\$1.00 per hour

EN Accomplished	\$2.10 per hour
EN Proficient	\$1.00 per hour

Note: only one PDRP allowance shall apply.

12.9 **Merit**

**12.9.1 Registered Nurse/Practice Nurse/Midwife Merit**

Where a Registered Nurse/Practice Nurse/Midwife performs tasks substantially outside the basic job description or performs at a consistently high level, the employee shall be entitled to an additional payment above their ordinary hourly rate.

The merit levels will be remunerated at the following rates:

Merit Level 1	\$1.00
Merit Level 2	\$1.10

Each merit level can be awarded individually, with it not being necessary to attain merit level 1 prior to attaining merit level 2. The merit levels shall be summated for those Registered Nurses/Practice Nurses/Midwives that meet responsibilities in both of the merit levels.

Awarding of merit shall include, but is not restricted to, the following responsibilities.

Merit Level 1

- Achieves those elements of the NZNO Professional Development Recognition Programme to proficiency level or equivalent that are relevant to their professional/educational development and to the employer; or achieves NZNO Practice Nurse Accreditation.
- Consistently high standard of handling of high volumes of screening data and recall
- Additional responsibilities eg IT, practice/workplace administration, shift team leader
- Relevant second language skills
- Exemplary performance of routine Registered Nurse/Practice Nurse/Midwife duties
- Staff supervision and/or mentoring of staff

Note: (i) An employee who fulfills 3 or more of the responsibilities listed will be eligible for Merit Level 1.

(ii) An employee who attains NZNO Practice Nurse Accreditation and one other of the responsibilities listed will be eligible for Merit Level 1.

Merit Level 2

- Achieves those elements of the NZNO Professional Development Recognition Programme to expert level or equivalent that are relevant to their professional/educational

development and to the employer; or achieves Practice Nurse Accreditation Expert endorsement.

- Consistently high involvement in clinical management of acute/chronic illness eg asthma, diabetes, hypertension, anticoagulation, Care Plus. This may include the running of acute/chronic illness or well person orientated clinics eg in industry or school settings, regular and significant contribution to education of other staff or patient groups. This may occur in either a clinic or community setting.
- Significant additional workplace income generation either through charging for services, or significantly contributing to the securing of additional contracts such as additional ACC or PHO service contracts.

Note: (i) An employee who fulfills 1 or more of the responsibilities listed will be eligible for Merit Level 2.

#### Co-ordinator

Where a Registered Nurse/Practice Nurse/Midwife is appointed as a Co-ordinator in a workplace employing three or more fulltime equivalent Registered Nurses/Practice Nurses/Midwives, to carry out supervision, management and co-ordination duties additional to normal registered nursing/practice nursing/midwifery duties (as defined in the relevant job description), then a supplementary payment shall be made in addition to the relevant merit payment(s). For the purpose of this subclause a fulltime Registered Nurse/Practice Nurse/Midwife is a Registered Nurse/Practice Nurse/Midwife who normally works not less than 35 hours per week.

### **12.9.2 Enrolled Nurse Merit**

Where an Enrolled Nurse performs tasks substantially outside the basic job description or performs at a consistently high level, the employee shall be eligible for an additional payment above their ordinary hourly rate.

The merit levels will be remunerated at the following rates:

Merit Level 1	\$1.00
Merit Level 2	\$1.10

Each merit level can be awarded individually, with it not being necessary to attain merit level 1 prior to attaining merit level 2. The merit levels shall be summated for those EN/NA that meet criteria in both of the merit levels.

Awarding of merit may include, but is not restricted to, the following responsibilities.

#### Merit Level 1

- Undertakes professional/educational development each year that is relevant to the employer
- Exemplary performance of routine enrolled nurse duties
- Additional responsibilities eg IT, practice/workplace administration
- Relevant second language skills

Note: (i) An employee who fulfills 3 or more of the responsibilities listed will be eligible for Merit Level 1.

#### Merit Level 2

- Significant additional workplace income generation through charging for services, or significantly contributing to the securing of additional contracts
- Designated by the employer as a mentor

Note: (i) An employee who fulfills 1 or more of the responsibilities listed will be eligible for Merit Level 2.

### **12.9.3 Medical Receptionist/Administration Staff Merit**

Where a Medical Receptionist/Administration Staff member performs tasks substantially outside the basic job description or performs at a consistently high level, they shall be entitled to an additional payment above their ordinary hourly rate.

The merit levels will be remunerated at the following rates:

Merit Level 1	\$1.35
Merit Level 2	\$1.35

Each merit level can be awarded individually, with it not being necessary to attain merit level 1 prior to attaining merit level 2. The merit levels shall be summated for those medical receptionists/administration staff that meet criteria in both of the merit levels.

Medical Receptionists employed prior to 1 June 2002 under the previous National Medical Receptionists' Collective Employment Agreement (1<sup>st</sup> June 2005 - 30<sup>th</sup> November 2005) who were receiving Merit level One or Two payments and have been employed for less than five years will receive the fifth and subsequent years of service pay rate in 8.1.3 plus the merit level payment(s).

Awarding of merit may include, but is not restricted to, the following responsibilities:

#### Merit Level 1

- Exemplary performance of routine medical receptionist/administration duties
- Undertaking professional development of benefit to the employer
- Financial Management
  - Electronic transfer of GMS/ACC/Immunisation/Maternity Claims
  - PHO funding – import/export of data
  - Participate in wage processing
  - Management of debt collection
  - Payment of creditors
  - Cashbook
  - GMS/ACC/Insurance reconciliation
  - Locum payments
- Relevant Second Language Skills

Note: (i) An employee who fulfills 3 or more responsibilities listed will be eligible for Merit Level 1

#### Merit Level 2

- IT Management
  - Management of computer systems
- Staff/Office Management
  - Staff Supervision
  - Arranging staff cover/rosters
  - Relief of Practice Manager
    - Procurement/Purchasing
- Medical Typing where it is a significant part of the employee's role

Note: (i) An employee who fulfills 1 or more of the responsibilities listed will be eligible for Merit Level 2.

**12.9.4 Merit Step Process**

Merit Steps shall be requested by the employee (in writing if requested) detailing evidence of such. The employer shall respond to the request (in writing if requested) indicating either agreement or the reasons for declining the request.

- 12.10 In respect of clauses 12.8 and 12.9 an employee shall receive either a PDRP allowance or a merit allowance.