

# Administration support staff and Kaiārahi i te reo Pay Equity Claims **Settlement Implementation**

## **Pay Equity Regrading Guide for schools and kura**

Use this to understand how to regrade employees  
– as a direct result of the settlements – and how to  
apply for pay equity regrade funding

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## Pay equity regrading

Pay equity regrading, as laid out in the settlement agreements, aims to address translation issues that may arise from the automatic point-to-point translation (see the [Translation Rules Guide](#)). On occasion, the translation to the new grading structure will not align with the skills, responsibilities and demands of administration support staff roles as recognised in the new work matrix (see the [Work Matrix Guide](#)).

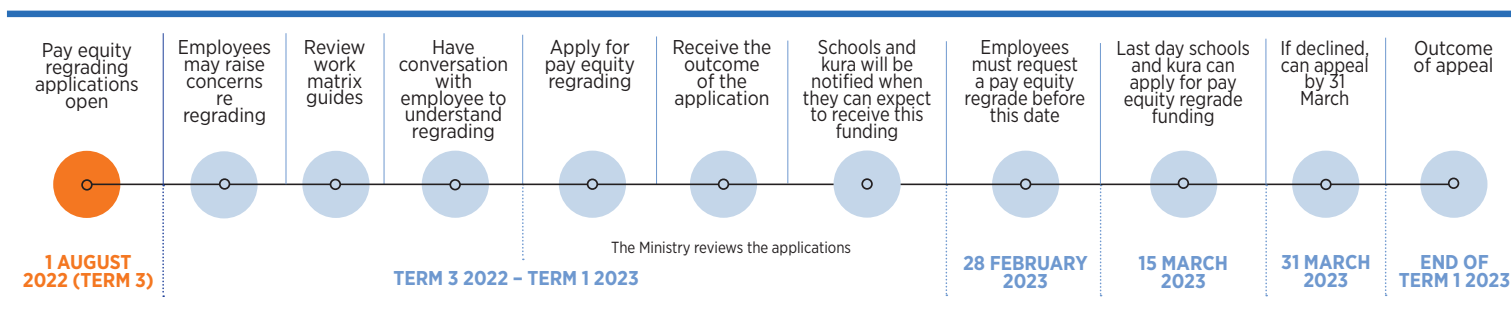
If the automatic translation places an employee on a grade lower than the one that covers most of the skills, demands or responsibilities routinely required in their role, the employee may be eligible for pay equity regrading. This is based only on the role they had in the lead-up to the settlement on 4 July 2022.

Pay equity regrading aims to address translation issues where an employee has been translated to a lower grade on the work matrix by placing the employee on the correct higher grade. Placement will be on the first step of the new grade. As the name states, pay equity regrading is about placing the employee in the correct grade (we will only fund this type of regrading) and is not about changing the step within a grade.

The pay equity regrade process is only for changes to grades that are a direct result of the pay equity translation. This process is not available for (and we will not fund) corrections to historic employment issues, changes to responsibilities or incorrect placement under the previous grading system.

Pay equity regrading is a completely separate process to the business-as-usual changing of an employee's grade (or step). Pay equity regrading will never be used to lower an employee's grade. All employees' point-to-point translations will be funded as will approved applications for pay equity regrading.

### Pay equity regrading application step-by-step process for employers





## Regrading an employee

Schools and kura can apply to regrade an employee. Below are the main steps in applying for pay equity regrading and the associated funding for an employee.

1. Following the pay equity pay rate translation, if an employee believes they should be on a higher grade, they should raise this with their principal/tumuaki or supervisor (the employer).
2. If an employee requests to be regraded, the employer should meet with them to talk through their role, job description and responsibilities, referring to the new work matrix. Please allow for time for these conversations to take place.
3. If an employee and their employer agree that the employee should be on a higher grade, the employer can apply for pay equity regrading and the associated funding. The employer should complete [the application](#) as soon as possible to allow the employee's pay rate to be corrected.
4. Requests from employees for pay equity regrading must be made to the employer before **28 February 2023**. The employer should complete the application before **15 March 2023** and, if declined, can appeal by **31 March 2023**.
5. **To be eligible for pay equity regrading and the associated funding, the criteria (on page 4) must be met. This may mean that not all applications will be approved and some may only be partially approved.** If an application is approved, the new pay rate would be applied from **20 August 2021**, or the date that the employee commenced their role, whichever is the later.

If the application has been declined (partially or in full), someone from the Ministry of Education will contact the employer to explain why this is the case. Additional information can be provided if an employer believes this will support the pay equity regrading application.

Employers can request an appeal of the decision by emailing the Ministry's Ohumahi Support Team at [ohumahi.support@education.govt.nz](mailto:ohumahi.support@education.govt.nz), outlining why they believe the decision is incorrect and providing additional material to support their appeal. The appeal will need to be lodged by **31 March 2023**.

**Note:** pay equity regrading has no impact on an employer's ability to change the grade or step of an employee as part of business as usual.



## Pay equity regrade funding

Pay equity regrade funding will be paid to approved and partially approved pay equity regrade applications. Schools and kura will be notified when they can expect to receive this funding. This will be following notification of their application decision outcome. Again, funding is not available to correct historical employment issues, changes to responsibilities or incorrect placement under the previous grading system.

All approved and partially approved pay equity regrade applications will receive funding no later than **1 July 2023**. In some cases there will be no additional regrading funding because the rate difference will be included in settlement funding.

## Payment to successful applicants

Payment to employees for successful applications will be made after the point-to-point translation of pay rates of the pay equity claim settlement.

## Requirements for the application process

You will need to be a principal or have delegated authority from the principal to complete an application for pay equity regrading. **Applications will not be accepted from an employee applying on their own behalf.**

[The application form is available on the Taku portal.](#) To access the application form, you will require an Education Sector Logon (ESL) with the ESL permission group of 'Te Puna Ohumahi Mātauranga: **Education Workforce User**'. This is the same permission group used for Disregarded Sick Leave (DSL). If you need assistance with ESL, please contact the Education Service Desk at [service.desk@education.govt.nz](mailto:service.desk@education.govt.nz) or on 0800 422 599.



# Pay equity regrading application form

We have created a new application form which combines the application for pay equity regrading with pay equity regrade funding to support it. [This form is accessed online via Taku](#), the Ministry of Education portal (see the requirements below for the application process).

**Log into the Taku portal to access the pay equity regrading application form (ESL required)**

**Important:** do not use the NOVO2nt form for pay equity regrading. If you use the NOVO2nt form, you will change the grade for your employee but the change will not be eligible for pay equity regrade funding. The NOVO2nt form is the one you use for business-as-usual adjustments to employees' grading if their role has changed.

## Eligibility for pay equity regrading is determined by the following criteria:

- » The employee must have been employed under the relevant collective agreement or promulgated Individual Employment Agreement (IEA), on or before the date the new pay equity rates came into effect.
- » The employee should have translated to a higher grade in the work matrix as a direct result of the pay equity claim settlements. This grade translation must be based on the work an employee was employed to do on or prior to 4 July 2022. Evidence will need to be provided to demonstrate this, e.g., job description.
- » The employee's current job description or statement of work completed (prior to the date the new pay equity rates came into effect), must:
  - a. show the routine and ongoing skills/demands/responsibilities of the role. This is in order to demonstrate that the requested grade recognises the highest-level skills/demands/responsibilities that are required for competent performance of the role; and
  - b. reflect the duties that are undertaken routinely and not one-off or isolated events. However, not every activity in a grade must be part of the role in order to be placed in a particular grade.
- » If changes were made to an employee's role which led to a change in pay grade on or after 4 July 2022, they will not be eligible for pay equity regrade funding. The regrade must not be a result of a change in responsibilities or to correct an historic employment or grading error.



### **To complete a pay equity regrading application, you will require the following:**

- » the name of the employee's relevant collective or IEA
- » the employee's job description or a Word document which details the work done prior to the settlement
- » the employee's grade and step as at 20 August 2021, or the date that the employee commenced in their role, whichever is the later (step required for funding purposes only. Note: If an employee is on a grade with no steps you will need the employee's hourly or annual rate. This is their base rate excluding any SALLO or annualisation.)
- » the employee's MOE number
- » the employee's job title (as per current employment documentation)
- » the employee's applicable designation code
- » the employee's job number
- » if there has been a change in step and/or grade after 20 August 2021, the date of the change and the resulting change to the employee's grade and/or step
- » the rationale for the regrading application.

## Independent review group

The Ministry has engaged an independent organisation to review applications for pay equity regrade funding. The organisation comprises of HR specialists who will first compare the description of the employee's job against the Position Elements Table of the expired collective agreement to ensure the employee was correctly placed in their current grade. If they were correctly placed, the specialists will then compare the job against the new matrix to determine the appropriate grade the employee should be on.

The review group will take into account the routine skills, demands and responsibilities outlined in the job description and place the employee on the highest-level grade which reflects those skills, demands and responsibilities. If the previous grade placement is incorrect, that is an historical error on the part of the employer which cannot be corrected through pay equity regrading.



## Key takeaways

- » Funding is available where an application for an employee's pay equity regrading is approved as being a direct result of the pay equity settlement.
- » The pay equity regrade funding application must not be used to respond to a change in responsibilities or to correct a historical employment or grading error.
- » The school must use the new [pay equity regrade application form available via Taku](#), the Ministry of Education portal, to apply for pay equity regrading of an employee.
- » Funding will not be available for pay equity regrading applications made via any other form. Applications for pay equity regrading must not be made using the NOVO2nt form.
- » An employee's grade cannot be pay equity regraded below their automatic point-to-point translation as a result of the pay equity settlement.
- » Pay equity regrading is used to place an employee in the correct grade. It cannot be used for step-change requests within a grade.

## Who to contact for further advice

- » Ministry of Education – Ohumahi Support Team, email [ohumahi.support@education.govt.nz](mailto:ohumahi.support@education.govt.nz), log an enquiry on your Taku portal at [education.govt.nz/taku](https://education.govt.nz/taku), or call **0800 114 117**
- » NZSTA (for employers), email [eradvice@nzsta.org.nz](mailto:eradvice@nzsta.org.nz), or call **0800 782 435 (#2)**
- » NZEI Te Riu Roa (for NZEI members), email [nzei@nzei.org.nz](mailto:nzei@nzei.org.nz), or call **0800 693 443**
- » PSA (for PSA members), call **0508 367 772**, or email from **their support page**
- » Citizens Advice Bureau, call **0800 367 222**
- » Employment advocate of your choice.



We **shape** an **education** system that delivers  
**equitable** and **excellent outcomes**

He mea **tārai** e mātou te **mātauranga**  
kia **rangatira** ai, kia **mana taurite** ai ōna **huanga**