



**Braemar
Hospital**
Your choice for excellence



NEW ZEALAND
NURSES
ORGANISATION

Braemar Hospital and E tū and New Zealand Nurses Organisation

COLLECTIVE AGREEMENT

1 April 2023 – 31 August 2024

CONTENTS

1.	PARTIES.....	3
2.	COVERAGE.....	3
3.	TERM.....	3
4.	COMPLETE AGREEMENT.....	3
5.	VARIATION OF AGREEMENT.....	3
6.	DEFINITIONS.....	3
7.	EMPLOYER'S POLICIES.....	4
	7.1 Confidentiality.....	4
	7.2 Other Employment.....	5
8.	HEALTH AND SAFETY.....	5
	8.1 Healthy Workplace.....	5
	8.2 CCTV Surveillance.....	5
	8.3 Employer's Obligations.....	5
	8.4 Employees' Obligations.....	6
9.	UNION MATTERS.....	6
	9.2 Delegates.....	6
	9.3 Access.....	6
	9.4 Union Meetings.....	6
10.	HOURS OF WORK.....	6
	10.1 Ordinary Hours of Work.....	6
	10.2 On Call Work.....	7
	10.3 Called Back Work.....	7
	10.4 The Roster.....	7
	10.5 Full-time Shift Workers.....	8
	10.6 Meal Breaks and Rest Breaks.....	8
	10.7 Overtime.....	9
	10.8 Casual Employees.....	9
11.	WAGE RATES, ALLOWANCES AND BENEFITS.....	10
	11.1 Ordinary Time Rates.....	10
	11.2 Night Rate.....	10
	11.3 Saturday and Sunday Rates.....	10
	11.4 Overtime Rates.....	10
	11.5 Rates and Allowances for On Call and Called Back Work.....	11
	11.6 Payment for Split Shifts.....	11
	11.7 Meal Allowance.....	11
	11.8 Higher Duties.....	11
	11.9 Uniforms and Footwear Allowance.....	12
	11.10 Wages Payments.....	12
	11.11 Practicing Certificates.....	12
	11.12 Professional Development & Recognition Programme.....	12
12.	HOLIDAYS AND LEAVE.....	13
	12.1 Annual Holidays.....	13
	12.2 Long Service Holidays.....	13
	12.3 Shift Leave (Clinical Staff).....	14
	12.4 Wellness Day.....	14
	12.5 Public Holidays.....	14
	12.6 Alternative Holidays.....	15
	12.7 Sick Leave.....	15
	12.8 Bereavement Leave.....	16
	12.9 Jury Service Leave.....	16
	12.10 Education and Training.....	Error! Bookmark not defined.
	12.11 Employment Relations Education Leave.....	17
	12.12 Parental Leave.....	18
	12.13 Family Violence Leave.....	18
13.	EMPLOYEE PROTECTION PROVISION.....	18
14.	CO-OPERATION CONSULTATION AND MANAGEMENT OF CHANGE.....	18
15.	TERMINATION.....	19
	15.1 By the Employer.....	19
	15.2 By Employees.....	20
16.	RESOLUTION OF EMPLOYMENT RELATIONSHIP PROBLEMS.....	20
17.	SIGNATORIES TO AGREEMENT.....	21
	SCHEDULE ONE.....	22
	SCHEDULE TWO.....	22

1. PARTIES

This is a Collective Agreement pursuant to the Employment Relations Act 2000 between Braemar Hospital Limited (*the employer*) E tū and the New Zealand Nurses Organisation (*the unions*), collectively referred to as *the parties*.

2. COVERAGE

This Collective Agreement (*the Agreement*) shall cover employees employed by the employer as*:

- Clinical employees including Health Care Assistants, Enrolled Nurses, Registered Nurses, Nurse Practitioners, Registered Nurse First Surgical Assistants (RNFSAs), Associate Charge Nurses, Charge Nurses, CSSD Technicians, CSSD Loans Coordinators, CSSD Coordinators, Registered Anaesthetic Technicians, and Anaesthetic Technician Trainees;
- Hospitality employees including Baristas, Food & Beverage Attendants, Kitchen Attendants, Cooks, Laundry Attendants, Laundry Supervisors, Housekeepers, and Housekeeping Supervisors;
- Clerical employees including Medical Receptionists, and Medical Records employees.

on any premises in Hamilton operated by the employer and who are or become members of the union's party to this Agreement.

*A description for each of the roles covered by the Agreement is set out in Schedule One.

In accordance with the Employment Relations Act 2000 and its subsequent amendments all new employees who are covered by the coverage clause above shall be employed on the terms and conditions of this Agreement for the first 30 days of employment. The employer shall inform employees that:

- a. The collective agreement exists and covers their work, and
- b. They may join the union, and
- c. Provide information as to how to contact the union, and
- d. If they join the union, they will be bound by the collective agreement, and
- e. Give them a copy of the collective agreement and
- f. If they agree, inform the union as soon as practicable.

3. TERM

This Agreement shall come into force on 1 April 2023 and shall expire on 31 August 2024.

4. COMPLETE AGREEMENT

The terms and conditions of this Agreement shall render null and void any other agreement, express or implied, that purports to provide compensation, remuneration, reward or conditions of employment, prior to this Agreement coming into force. However, no employees shall have their terms of employment reduced by the application of this Agreement and this Agreement coming into force.

5. VARIATION OF AGREEMENT

This Agreement may be varied by the parties. Such variation shall be written and signed by the parties.

6. DEFINITIONS

In this Agreement:

Afternoon means work commencing after midday on one day and finishing before midnight on the same day.

Casual employee means an employee employed on an engagement by engagement basis with no expectations of ongoing employment beyond each engagement, unless by mutual agreement.

Clinical employee means Health Care Assistants, Enrolled Nurses, Registered Nurses, Nurse Practitioners, Registered Nurse First Surgical Assistants (RNFSAs), Associate Charge Nurses, Charge Nurses, CSSD Technicians, CSSD Loans Coordinators, CSSD Coordinators, Registered Anaesthetic Technicians, and Anaesthetic Technician Trainees.

Day means the period from midnight on one day to midnight on the next day.

Full-time means an employee whose hours of work are eighty (80) hours in the pay fortnight whose starting and finishing times each day and days of work each week are determined by roster.

Hospitality employee means Baristas, Food & Beverage Attendants, Kitchen Attendants, Cooks, Laundry Attendants, Laundry Supervisors, Housekeepers, and Housekeeping Supervisors.

Nightshift means work commencing at approximately 23:00 hours on one day and finishing at 07:00 hours the following morning.

Nurse means a person as defined by the Health Practitioners Competence Assurance Act 2003.

Ordinary pay means ordinary time rate of pay for hours rostered on the day, or for the week, in question.

Ordinary time rate of pay means the ordinary time rate of pay of the employee or employees concerned.

Ordinary weekly pay means ordinary weekly pay as defined by the Holidays Act 2003.

Part-time means an employee whose hours of work are less than eighty (80) hours in the pay fortnight.

Roster means the fourteen-day cycle for the arrangement of work and rostered has the corresponding meaning.

Shift means a period of work, inclusive of meal breaks and rest breaks.

Split shift means two periods of work to be worked or worked within one twelve-hour period.

Shift workers means employees whose ordinary hours of work are rostered shifts where the start and finishing times for work and the days of work may vary from week to week.

Trainee's means employees employed as Anaesthetic Technician Trainees.

Week means a seven-day period between midnight Sunday night until midnight the following Sunday night.

7. EMPLOYER'S POLICIES

Employees shall be advised of and provided with access to a copy of all the employer's policies. Such policies will form part of this employment agreement provided that they are not in conflict with any of the terms and conditions contained within this Agreement.

Where the employer wishes to alter a policy, employees shall be advised of this and will be provided the opportunity to discuss and provide input into, any changes to the policy.

Employees shall comply with the employer's policies at all times and failure to do so may result in disciplinary action.

7.1 Confidentiality

During employment and at all times thereafter, all information of a confidential nature relating to the business of the employer, or its patients is strictly confidential. For the purposes of this clause, confidential information includes: information about patients, including personal information; information about hospital and clinical personnel including medical and nursing staff; commercially sensitive information about supply / supplier contracts, terms and relationships; financial information about and related to the employer's business. Disclosure may only be made with the express written consent of the employer. A breach of confidentiality may be regarded as serious misconduct.

7.2 Other Employment

Where an employee undertakes other employment, such employment shall be disclosed to the employer. Where the employer believes there may be a conflict of interest or has concerns about the health and safety of the employee in undertaking additional employment, the matter shall be discussed between the employer and the employee. The employer shall not unreasonably withhold consent to the employee to undertake other employment. Such consent may be in writing if deemed necessary in the circumstances.

8. HEALTH AND SAFETY

The employer and employees shall comply with the requirements of the Health and Safety at Work Act 2015.

8.1 Healthy Workplace

The parties to this Agreement acknowledge the importance of healthy workplaces (and will take all reasonably practicable steps to ensure that rostering and other workplace practices support this, including the development of a learning culture that emphasizes employees at all levels being given the opportunity to extend their knowledge and skills, as identified in their performance development plans where they are in place.

8.2 CCTV Surveillance

The employer operates security cameras around the perimeter of the hospital, i.e. outside the hospital with a view over the car park and employee car park, and entrance to the hospital and the Medical Services Building for the purposes of ensuring the safety and security of employees, contractors, visitors, and the premise and facilities.

The employer operates security cameras in indoor areas that have been deemed to require security and monitoring to prevent and protect from intentional or unintentional loss and to ensure the health and safety of employees. This specifically includes all medication rooms where oral medications are held.

The employer has a Workplace Surveillance Policy which details further information regarding the collection of information via surveillance methods.

8.3 Employer's Obligations

- (i) The employer shall provide employees with reasonable opportunity to participate effectively in ongoing processes for improvement of health and safety through its Employee Participation Agreement for health and safety management, including participation in the Health and Safety Committee by way of either being a member of that committee or through the Health and Safety Representative in accordance with the Health and Safety at Work Act 2015. It is acknowledged by the employer that each elected Health and Safety Representative shall be entitled to attend training where any prescribed requirements exist in relation to training. Where the Health and Safety Representative attends training they shall receive the pay that they would otherwise be entitled to receive for performing his or her normal duties during that period.

- (ii) The employer shall so far as reasonably practicable ensure the safety of employees while at work. The employer acknowledges that the failure to do so may give rise to an employment relationship problem.
- (iii) Where employees are ill or injured, whether in relation to work-related or non-work-related activities, and the illness or injury impacts employees' responsibilities, the employer shall be entitled to request information from the employees (in the first instance) in order to assist it to meet its obligations under this clause. Such requests shall be in writing and shall be reasonable in all the circumstances.

8.4 Employees' Obligations

- (i) Employees shall take reasonable care of their own safety at work and take reasonable care to ensure that no action or inaction by the employees does not adversely affect the safety of any other person. The employees shall comply, as far as the employees are reasonably able, with any reasonable instruction that is given by the employer in relation to health and safety to meet its obligations under the Health and Safety at Work Act 2015, and the employees shall comply with any of the employer's policies relating to health and safety in the workplace. Employees who become aware of damage or faults to equipment or the existence of a risk to the health and safety to themselves or others shall immediately report such damage, fault or risk to their employer.

9. UNION MATTERS

9.1 Delegates

- (i) Upon written notification from either of the unions, the employer shall recognise union delegates, elected by employees, as employee representatives within the employer's workplace.
- (ii) The unions' delegates shall be allowed reasonable time to attend to union matters that arise. When attending to union matters the delegates will, always, act reasonably so as not to interfere with the efficient running of the employer's business.
- (iii) Union matters includes, but is not limited to, representing employees in collective bargaining, and representing employees with employment relationship problems and disciplinary matters.

9.2 Access

Representatives of the unions shall have the right of access at all reasonable times when employees are working on the premises.

9.3 Union Meetings

Every union member shall be entitled to attend union meetings to a maximum of four hours per calendar year without loss of pay. The timing of such meetings shall be determined by mutual agreement between the parties on the basis that sufficient numbers of employees (including those who are not union members) remain available to ensure that essential operations continue during such meetings.

The provisions of this clause are not in addition to the section 26 meetings prescribed in the Employment Relations Act 2000.

10. HOURS OF WORK

10.1 Ordinary Hours of Work

The ordinary hours of work shall be eighty (80) hours per fortnight and shall consist of either:

- (i) ten (10) shifts of eight (8) hours each, to be worked over ten (10) days of the fourteen (14) in the fortnight, or
- (ii) eight (8) shifts of ten (10) hours each, to be worked over eight (8) days of the fourteen (14) in the fortnight.
- (iii) a combination of eight (8), ten (10), and twelve (12) hour shifts up to 80 hours, to be worked over a period of up to ten (10) days of the fourteen (14) in the fortnight.

10.2 On Call Work

“On Call” means where designated staff are rostered to be available on call, e.g. theatre staff.

10.3 Called Back Work

- (i) “Called Back” means when an employee is called back to work outside rostered hours of duty, but not as a continuation of a shift. “Called Back” requires that the employee has left work and is required to return to work.
- (ii) Called back penalty rates shall apply when an employee is called back to work within six hours’ notice or less.
- (iii) In the event of a request by the employer for an employee to start a shift earlier than the set rostered time, the employee may accept or decline such a request. This request is NOT known as a “call back”. In accepting such a request, the employee shall be paid at the normal applicable rate and shall only be required to work the same number of hours as originally rostered to work.
- (iv) Except where employees are on call, being called back to work shall be by agreement between the employer and the employee.
- (v) Called back is to be paid at the appropriate rate set out in clause 11.5 for a minimum period of three hours, or for actual hours worked plus a travel time provision, whichever is greater.
- (vi) Where a travel time provision is applicable as per above, a set period of 30 minutes will apply at the commencement of the call back on all occasions (regardless of whether the employee has travelled for less, or for more than 30 minutes to attend the call back).

10.4 The Roster

- (i) All employees’, including non-shift worker employees, ordinary hours of work shall be rostered.
- (ii) Rosters will be published in advance and preferably 21 days with a minimum of 14 days prior to the commencement of the roster, provided that less notice may be given in exceptional circumstances. Rosters posted will show duties for a minimum 21-day period.
- (iii) Changes in rosters, once posted, shall be by mutual agreement between the employer and the employee and where the employer wishes to rearrange the employees rostered ordinary hours of work it shall give not less than seven (7) days’ written notice. This clause is to be read in conjunction with clause 12.1 (vi).
- (iv) The employer’s consent is required when employees wish to rearrange or swap their shifts or roster.
- (v) Where the employer has consented to employees rearranging shifts or their roster, consent will not ordinarily be given if the swap invokes overtime provisions outlined in clause 10.7.

- (vi) Where an employee has agreed to an additional rostered shift, after the roster has been published, and where this shift is later cancelled, the employee will be paid a minimum of three (3) hours ordinary pay if the shift is cancelled with less than 24 hours' notice.

Where an employee is no longer required in their primary area of work for their rostered ordinary hours (e.g. because a theatre list is cancelled), they shall be provided with alternative work within their scope. However, if the work is non-urgent and non-essential and the employee would prefer to take leave, they can request this (annual holidays, alternative holidays, or leave without pay) and this can be approved. Approval of a request of this nature will not be unreasonably withheld.

10.5 Full-time Shift Workers

The Parties note that the Health and Safety at Work Act 2015 S.36 (1) requires the employer to ensure, so far as is reasonably practicable, the health and safety of workers. In designing and implementing shift rosters to meet service needs, the employer shall ensure the disruption, personal health effects and fatigue associated with shift work are minimised for the group of workers involved. The employer will endeavour to ensure safe staffing levels and appropriate skill mix in work areas.

- (i) The rostered ordinary hours of work for full-time shift work employees shall, unless otherwise agreed (but no more than ten (10) hour shifts), be:
 - (a) Ten (10) shifts of eight (8) hours rostered over any ten (10) days of the fortnight; AND unless otherwise agreed, no more than seven (7) consecutive shifts; OR
 - (b) Eight shifts of ten (10) hours rostered over any eight (8) days of the fortnight; AND no more than five (5) consecutive shifts; OR
- (c) For Special Care Unit-based employees only, and upon mutual agreement, a combination of eight (8), ten (10), and twelve (12) hour shifts rostered up to 80 hours over any days of the fortnight; AND unless otherwise agreed, no more than four (4) consecutive 12-hour shifts.
 - (i) Employees shall not be required to work split shifts except in emergencies or by agreement.
 - (ii) Employees may request a change to their normal rostered hours by discussing this with their manager. Any change would be by mutual agreement between the employer and employee.
 - (iii) Where employees work:
 - (a) Five (5) consecutive ten (10) hour shifts, at least three (3) consecutive days off work shall be provided before the next shift.
 - (b) Seven (7) consecutive eight (8) hours shifts, at least two (2) consecutive days off work shall be provided before the next shift.
 - (iv) Where employees' rostered ordinary hours of work have been agreed to be or include 10-hour shifts, at least two (2) consecutive days off work shall be provided each week.
 - (v) –Normally clinical employees will have two consecutive-two-days-off during each pay fortnight. However, one of these two-consecutive- days-off may be split in any pay fortnight due to operational requirements or by mutual agreement.
 - (vi) A part-time employee may work within the above rostered hours.

10.6 Meal Breaks and Rest Breaks

- (i) Employees shall be provided with a paid 10-minute rest break for each four-hour period of work.
- (ii) Employees shall be provided with an unpaid 30-minute meal break for each period of work where more than four hours is to be worked.
- (iii) Meal breaks and rest breaks shall be taken in accordance with the employer's operational requirements and to minimise the impact on patient care.

- (iv) The employer shall provide for employees during meal breaks and rest breaks hot and cold water, tea, coffee, and sugar at the employer's expense.
- (v) Where employees are unable to take a break under (ii) above within five (5) hours of commencing work and their manager or designate is forewarned of the circumstances at least one hour ahead, employees shall be paid at one and half times the employees' applicable rate of pay for hours worked until a break under (ii) can be taken, or until the end of the rostered shift

10.7 Overtime

- (i) Overtime may be requested and agreed to on an individual basis.
- (ii) Even where the employer has consented to employees rearranging employees' rostered ordinary hours of work in accordance with clause 10.4 above, the overtime provisions shall not apply.
- (iii) For all employees unless otherwise specified below, overtime means hours worked in excess of eight (8) hours per shift or eighty (80) hours per fortnight, whichever occurs first.
- (iv) For employees whose rostered ordinary hours of work have been agreed to be or include ten (10) hour shifts, overtime means hours worked in excess of ten (10) hours per shift or eighty (80) hours per fortnight, whichever occurs first.

For employees whose rostered ordinary hours of work have been agreed to be or include twelve (12) hour shifts, overtime means hours worked in excess of twelve (12) hours per shift or eighty (80) hours per fortnight, whichever occurs first.

- (v) For hospitality employees, whose rostered ordinary hours of work have been agreed to include six (6) hour shifts, overtime means hours worked in excess of eight (8) hours per shift.
- (vi) Where employees' rostered ordinary hours of work have been agreed to be or include 10-hour shifts and less than a nine (9) consecutive hour break is provided between the ending of one shift and the commencement of the next shift, the time worked shall be deemed to be overtime.
- (vii) Where employees are not provided with a minimum of nine (9) consecutive hours off work between shifts, all hours worked from the commencement of the next shift after less than nine (9) consecutive hours off work was provided and until a minimum of a nine (9) hour break is provided shall be deemed to be overtime.
- (viii) Time spent off duty during ordinary working hours solely to obtain a nine-hour break shall be paid at ordinary time rates. Any absence after the ninth continuous hour of such a break, if it occurs in ordinary time shall be treated as a normal absence from duty.

10.8 Casual Employees

- (i) Casual employees are defined under clause 6.
- (ii) Casual employees receive their annual holiday entitlement on a "pay-as-you-go" basis. Payment is equivalent to 8% of gross earnings, paid with their pay for the relevant pay period.
- (iii) Casual employees will be paid a minimum of 3 hours ordinary pay if their shift is cancelled with less than 24 hours of notice.
- (iv) Due to the nature of casual employment, there is no requirement for notice of termination, should the employee wish to cease being available for casual engagements.

Casual employees are responsible to meet minimum clinical hours as described by the New Zealand Council of Nursing Practising Certificate requirements or other professional body. WAGE RATES, ALLOWANCES AND BENEFITS

10.9 Ordinary Time Rates

- (i) Employees' ordinary time rates of pay are set out in Schedule Two. Progression through the steps is from the first full pay period commencing on or after an employee's anniversary date, subject to satisfactory performance. Performance is assumed to be satisfactory unless otherwise notified.
- (ii) Unless specified otherwise in this Agreement, all hours worked as rostered ordinary hours of work are paid at employees' ordinary time rates of pay.

10.10 Night Rate

- (i) Rostered ordinary hours of work between 2100 and 0700 the next day shall be paid at one and one quarter (1¼) times employees' ordinary time rates of pay for each hour worked. For the avoidance of doubt, overtime rates of pay shall not be paid on or in addition to night rates of pay.
- (ii) For the avoidance of doubt, the night rate of pay shall not be paid in addition to the Saturday and Sunday rates of pay specified in 11.3 (i) and (ii) below.

10.11 Saturday and Sunday Rates

- (i) For employee groups represented by NZNO, i.e. clinical and clerical employees. Rostered ordinary hours of work between midnight on Friday night and midnight on Sunday night shall be paid at one and one half (1½) times employees' ordinary time rates of pay for each hour worked. Effective 6 August 2010.
- (ii) For employee groups represented by E Tu, i.e. hospitality employees. Rostered ordinary hours of work between midnight on Friday night and midnight on Saturday night shall be paid at one and one quarter (1¼) times employees' ordinary time rates of pay for each hour worked.
- (iii) For employee groups represented by E Tu only, i.e. hospitality employees. Rostered ordinary hours of work between 23:00 on Saturday/Sunday night and 07:00 on Sunday/Monday morning shall be paid at one and a half times (1½) times employees' ordinary time rates of pay for each hour worked.
- (iv) For the avoidance of doubt, the night rate of pay shall not be paid in addition to the Saturday and Sunday rates of pay specified in 11.3 (i) and (ii) above.
- (v) Where employees rostered ordinary hours of work commence at 23:00 on Friday or Saturday night, employees shall be paid an allowance of \$18.27 per completed shift.
- (vi) Where employees rostered ordinary hours of work commence at 23:00 on Sunday to Thursday nights, employees shall be paid an allowance of \$17.25 per completed shift.

10.12 Overtime Rates

- (i) Hours worked more than eight (8) hour per day or in excess of eighty (80) hours per fortnight (but not both) shall be paid for at the rate of time and a half for the first three (3) hours and double time thereafter.
- (ii) Where employees work agreed ten (10) hour shifts, hours worked in excess of ten (10) hours per day or in excess of eighty (80) hours per fortnight (but not both) shall be paid at the rate of time and a half for the first three (3) hours and double time thereafter.

- (iii) Where employees work agreed twelve (12) hour shifts, hours worked in excess of twelve (12) hours per day or in excess of eighty (80) hours per fortnight (but not both) shall be paid at the rate of time and a half for the first three (3) hours and double time thereafter.
- (iv) Where employees work overtime on a Saturday or Sunday, employees shall be paid the higher rate of the applicable overtime rate or the Saturday or Sunday rate. For the avoidance of doubt, overtime rates of pay shall not be paid on or in addition to Saturday and Sunday rates of pay or in addition to on call rates of pay.

10.13 Rates and Allowances for On Call and Called Back Work

- (i) Payment for called back work shall be either:
 - (a) Three hours minimum (where three hours or less has been worked); or
 - (b) Actual working time (where more than three hours has been worked).
- (ii) Where the three-hour minimum applies, the first two and half hours of work called back, shall be paid at twice employees' ordinary time rates of pay and the remaining half hour shall be paid at one and a half times employees' ordinary time rates of pay. Payment of the three-hour minimum will apply regardless of whether the employee has worked the full three hours.
- (iii) Where the called back shift is more than three hours, actual working time is paid plus a 30-minute travel-time provision. In this situation, the first two hours of work called back shall be paid at twice the employees' ordinary time rates of pay, and after the first two hours of work, called back shall be paid at one and half times employees' ordinary time rates of pay till the end of the call back. In addition, the employee shall receive payment for an additional 30 minutes as a travel time provision.
- (iv)
- (v) A taxable travel allowance of \$10 per called back shift shall apply.
- (vi) wo or more call backs for on call work within a three-hour period shall be treated as one call out.
- (vii) An on call rate of \$8.00 per hour shall be payable where employees are on call on weekdays or weekends and shall be payable in addition to payments for on call work.
- (viii) An on call rate of \$10.00 per hour shall be payable where employees are on call for work on public holidays and shall be payable in addition to payments for on call work.
- (ix) Rates and allowances for on call and called back work shall not be paid in addition to Saturday and Sunday rates of pay or in addition to on call rates of pay. That is, if an employee is called back at a time when another rate of pay may apply, the highest rate applicable shall apply.
- (x) Where planned cases occur on a weekend, there will be an on call schedule for recovery staff. Staff required to be on call at these times will be paid at \$8.00 per hour for a minimum of 3 hours.

10.14 Payment for Split Shifts

Employees who work split shifts shall be paid an additional \$5.85 for each split shift.

10.15 Meal Allowance

A taxable meal allowance of \$6.00 shall be payable where employees work more than one hour of overtime after an eight- or ten-hour shift on one day.

10.16 Higher Duties

(i) Where the employer requests and approves in advance, and an employee substantially performs duties and carries out responsibilities of a position or grade higher than their own, the employee shall be paid at their current hourly rate plus 10% for hours worked at the higher level.

(ii) Duty Leader

The nurse designated as the Duty Leader for AM (0645hrs) and PM shifts (1445 hours) shall be paid a Duty Leader allowance of \$4.00 per hour.

The nurse designated as the Duty Leader for night shifts (2245 hours) shall be paid a Duty Leader allowance of \$6.00 per hour.

(iii) Hospital Coordinator

The nurse designated as the Hospital Coordinator shall, for the relevant period, be paid the rate specified in Schedule Two, or their current rate, whichever is higher.

10.17 Uniforms and Footwear Allowance

(i) Employees shall receive a footwear allowance of \$0.06 per hour worked.

(ii) Reception staff shall be provided with suitable mutually agreed uniforms, the cost of which shall be met by the employer. Uniforms are to be returned to the employer upon termination of employment.

10.18 Wages Payments

(i) Employees' wages payments shall be made fortnightly in arrears by direct credit into employees' nominated bank accounts on Wednesday in the week of payment.

(ii) The employer shall be entitled to make a rateable deduction from employees' wages for time lost through employees' negligence, sickness or injury, for time absent from work without good reason or at employees' request following written notification.

(iii) In the event of an overpayment, the employer may recover the amount of overpayment by way of deduction from the next subsequent payment due, provided employees are given written notification of the employer's intention to recover the overpayment, the amount to be recovered, and an explanation of the reasons for the overpayment.

(iv) Employees shall be provided with a written statement each fortnight detailing the hours worked, wage rates paid and all deductions made.

10.19 Practicing Certificates

The employer shall reimburse employees required to hold an annual practicing certificate the cost of the Annual Practicing Certificate, provided that the Employer is the primary employer.

10.20 Professional Development & Recognition Programme (PDRP)

In recognition of the importance of increasing the number of expert/accomplished and proficient nurses, an employee who reaches the following levels of the PDRP will receive a pro-rated allowance as long as the employee maintains that level of practice. All levels of practice allowances shall be added to the base rate of pay and be payable on all hours worked, and shall attract penalties and overtime. The allowances are not cumulative and relate only to the level that the employee is practicing at.

The rates of these allowances (calculated for 40 hours' work) are as follows:

Registered Nurse Expert	\$4,500 per annum
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Registered Nurse Proficient	\$3,000 per annum
Enrolled Nurse Accomplished	\$4,500 per annum
Enrolled Nurse Proficient	\$3,000 per annum
Registered Nurse Designated Senior Role	\$5,000 per annum

All Enrolled, Registered and Senior Registered Nurses will be able to progress within the appropriate pathway, with a requirement to demonstrate a competent level of practice. Achievement of PDRP is voluntary.

Principles: Refer to the PDRP Handbook for Nurses.

11. HOLIDAYS AND LEAVE

11.1 Annual Holidays

- (i) After each 12 months' continuous employment with the employer employees shall be entitled to four (4) weeks' annual holiday which shall be taken in accordance with the Holidays Act 2003.
- (ii) After completion of five years' current continuous employment with the employer the entitlement under (i) above shall be five (5) weeks instead of four (4).
- (iii) The employer's operations typically discontinue each year for one to two weeks at Christmas. Employees shall take annual holidays, either in advance of entitlement or as entitled, as the case may be, each year to coincide with this period when the employees' work shall be discontinued.
- (iv) Three months' notice of the requirement to take annual holidays in accordance with (iii) above shall be provided to employees.
- (v) Where employees have taken annual holidays in advance of entitlement and the employment ends before the entitlement to annual holiday has arisen, the employer shall deduct the amount of annual holiday pay paid for the annual holidays taken in advance from the annual holiday pay due at termination. If the amount of annual holiday pay paid in advance is greater than the amount of annual holiday pay due at termination, the employer shall deduct the balance from the employees' final pay.
- (vi) The employer and employees shall mutually agree when annual holidays at any other time are to be taken. It is acknowledged that elective lists and work generally drops off from time to time and as a consequence, there may be a resulting lesser demand for staff over these periods. The employer shall be entitled to manage employees' entitlements to annual holidays.
- (vii) Employees shall complete a leave application form to record all absences on holiday or leave, including leave taken without pay.

11.2 Long Service Holidays

- (i) Employees shall be entitled to the following long service holidays:
 - (a) A special holiday of one week after completion of 10 years' current continuous employment.
 - (b) A special holiday of two weeks after completion of 15 years' current continuous employment.
 - (c) A special holiday of two weeks after completion of 25 years' current continuous employment
- (ii) All long service holidays shall be taken by agreement and within 5 (five) years of entitlement. No payment in lieu of taking the holidays shall be made where employees remain in employment.

- (iii) Employee shall provide not less than two months written notice of the intention to take long service holidays.
- (iv) All long service holidays shall be taken at the ordinary pay at the commencement of the long service holiday.
- (v) Where employment ends before the taking of a long service holiday payment in lieu shall be payable at termination at the ordinary pay at termination.

11.3 Shift Leave (Clinical Employees)

- (i) On completion of 12 months employment clinical employees who work rotating shift patterns, or those who work qualifying shifts, shall be entitled up to an additional 5 days annual leave, based on the number of qualifying shifts worked. Qualifying shifts are defined as a shift which involved at least 2 hours work performed outside of the hours of 8am to 5pm (excluding overtime).

The entitlement will be calculated on the employees' anniversary date. These days must be taken as leave within 12 months.

Qualifying Shifts:

121 or more	- 5 days
96-120	- 4 days
71-95	- 3 days
46-70	- 2 days
21-45	- 1 day

11.4 Wellness Day

- (i) On each 12-month anniversary date, the employee may apply for a wellness day (equivalent to their normal rostered working shift) providing the employee has not claimed sick leave hours within the preceding 12-month period. These days shall not accumulate. Staff may apply for a wellness day if:
 - (a) 3 days or less sick leave is taken (full time equivalent)
 - (b) 2 days or less sick leave is taken (.6 - .9 full time equivalent)
 - (c) 1 day or less sick leave is taken (less than .6 full time equivalent)

The wellness day will not be deducted from the employees leave balance and will be granted on application by the employee.

11.5 Public Holidays

- (i) The following public holidays shall be granted as whole holidays where they fall on days that would otherwise be working days for employees: New Year's Day, 2nd January, Anniversary Day, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, King's Birthday, Matariki, Labour Day, Christmas Day and Boxing Day.
- (ii) The agreement to work on public holidays as required shall be between the employer and each employee on an individual basis.
- (iii) Where New Year's Day, 2nd January, Christmas Day, Boxing Day, Waitangi Day and ANZAC Day fall on a Saturday and/or Sunday and these days would not be otherwise working days, the public holidays shall transfer to the immediately following Monday and/or Tuesday in accordance with the Holidays Act 2003.

- (iv) Where New Year's Day, 2nd January, Christmas Day, Boxing Day, Waitangi Day and ANZAC Day fall on a Saturday or Sunday and these days would be otherwise working days, the public holidays shall be Saturday and/or Sunday in accordance with the Holidays Act 2003.
- (v) Where employees are not required to work on any of the public holidays specified it being a day that would otherwise be a working day, the employer shall pay not less than employees' relevant daily pay for that day.
- (vi) Where employees are required to work on any of the public holidays specified excluding Christmas Day, being a day that would otherwise be a working day, employees shall be paid one and half times the portion of the relevant daily pay that relates to the time actually worked on the day. Employees shall also become entitled to an alternative holiday of a whole paid day off work.
- (vii) Where employees are required to work on Christmas Day, being a day that would otherwise be a working day, employees shall be paid double the portion of the relevant daily pay that relates to the time actually worked on the day. Employees shall also become entitled to an alternative holiday of a whole paid day off work.
- (viii) Where employees work on any of the public holidays specified, being a day that would not otherwise be a working day, employees shall be paid the portion of the relevant daily pay that relates to the time actually worked on the day plus half that amount again and shall not be entitled to an alternative holiday.
- (ix) Where employee's days of work are **fixed**, the employee shall only be entitled to public holiday provisions if the day would otherwise be a working day for that employee. Where an employee's days are **not fixed**, the employee shall be entitled to public holiday provisions if they worked on the day of the week that the public holiday falls 50% or more of the time over the last twelve (12) weeks.

11.6 Alternative Holidays

- (i) Any alternative holiday shall be taken at a mutually agreed time within 12 months of entitlement.
- (ii) The provision of a whole paid day off work as an alternative holiday for work performed on a Public Holiday shall be an agreement between the employer and the employee pursuant to the Holidays Act 2003 and that day shall be the holiday.

11.7 Sick Leave

- (i) Sick leave (paid or unpaid as the case may be) may only be taken when employees, employees' spouses or partners, or dependent (of the employee concerned) persons, are sick or injured.
- (ii) For employees employed from 1 April 2023, at the commencement of employment, employees shall be entitled to fifteen (15) days sick leave for the following 12 months and each subsequent 12-month period.

For employees covered by this Collective Agreement with a commencement date prior to 1 April 2023, an increase of five (5) days to current sick leave entitlement will be provided on a pro-rated basis (from 1 April 2023) based on the employee's existing established sick leave anniversary date, at which point the employee shall be entitled to fifteen (15) days sick leave for the following 12 months and each subsequent 12-month period.

- (iii) Where employees take sick leave for less than two (2) hours there shall be no deduction from the sick leave entitlement.
- (iv) Where employees take sick leave for two (2) or more hours and less than six (6) hours this shall be deemed to be a half day's sick leave.
- (v) Where employees take sick leave for six (6) hours or more this shall be deemed to be a day's sick leave.

- (vi) Where an employee has a consistent pattern of short-term sick leave, or where absences attributed to sick leave are more than 10 days per annum, the employer may require the employee to participate in a review process to establish practical arrangements to assist the employee in recovering from sickness or injury and to support overall health and wellness.
- (vii) Clauses (iv) to (v) above shall apply on a pro-rated basis for part time employees. By way of example, an employee who ordinarily works a three (3) hour shift and takes that shift off on sick leave, the deduction shall be one (1) days sick leave. Where the same employee takes one (1) hour sick leave the deduction shall be half day's sick leave.
- (viii) Untaken paid sick leave shall carry over to any subsequent 12-month period of employment, up to a maximum of fifty (50) days' current entitlement in any one year.
- (ix) Employees shall notify the employer as early as possible before the employee is due to start work on a day that is intended to be taken as sick (paid or unpaid as the case may be) leave.
- (x) Where employees are partially or wholly incapacitated so that they are unable to work as contemplated for a period longer than one week, the employer may require employees to provide medical certificates in support.
- (xi) Sick leave in this Agreement is inclusive of, and not additional to, sick leave provided for in the Holidays Act 2003.
- (xii) Employees may apply for discretionary leave as per the BHL Discretionary Leave Policy once their normal entitlement has run out.

11.8 **Bereavement Leave**

- (i) Employees shall be entitled to three (3) days' paid bereavement leave on the death of employees' spouses or partners, parents, children, brothers or sisters, grandparents, grandchildren or spouse's or partner's parents.
- (ii) In accordance with the Holidays Act, employees shall also be entitled to three (3) days' paid bereavement leave for a miscarriage or stillbirth.
- (iii) Employees shall be entitled to one (1) day's paid bereavement leave on the death of any other person where the employer accepts that employees have suffered a bereavement after considering: the closeness of the association between the employee and the deceased, whether the employee has significant responsibility for any of the arrangements for the ceremonies relating to the death, or any cultural responsibilities of the employee in relation to the death.
- (iv) Employees shall notify the employer as early as possible before they are due to start work on a day that is intended to be taken as bereavement leave.
- (v) The employer may require evidence in support of a request for bereavement leave.
- (vi) Bereavement leave in this Agreement is inclusive of, and not additional to, bereavement leave provided for in the Holidays Act 2003.

11.9 **Jury Service Leave**

- (i) Where employees are obliged to undertake jury service the difference between the fees (excluding reimbursing payments) paid by the Court and employees' ordinary pay shall be made up by the employer provided Court expenses vouchers are produced to the employer and employees return to work immediately on any day they are not actually serving on a jury.

- (ii) Paid jury service leave shall be made up to a maximum of five (5) days in respect of each separate period of jury service.

11.10 Education & Training

- (i) The employer recognises the value and importance of education and training for its employees, and BHL is committed to supporting professional development for all employees.
- (ii) Employees can complete an education request form as per the BHL Education & Training Policy and BHL Application for Education & Training Process. This request form includes identifying additional costs including course/conference costs, travel and accommodation costs, and whether leave is required for the employee to participate in the training.
- (iii) In considering approval of these requests BHL considers the professional development needs of the employee and the operational or service development needs of the organisation, along with practical considerations, such as cost.
- (iv) Where a request is approved that includes paid study leave, employees shall be paid the employees' ordinary time rate of pay for each hour outside ordinary hours of work during which a minimum of one hour's study is attended.

11.11 Employment Relations Education Leave

- (i) The Employer shall grant leave on pay for employee's party to this collective agreement to attend courses authorised by NZNO or E Tu and approved by the Minister to facilitate the employees' education and training as employee representatives in the workplace.

FTE eligible employees as at 1 March each year	Maximum number of days of employment relations education leave that the union is entitled to allocate
1-5	3
6-50	5
51-280	1 day for every 8 FTE eligible employees for part of that number
281 or more	35 days plus 5 days for every 100 FTE eligible employees or part of that number that exceeds 280

For the purpose of this clause, calculating the number of full-time equivalent eligible employees employed by an employer –

An eligible employee who normally works 30 hours or more during a week is to be counted as 1

An eligible employee who normally works less than 30 hours during a week is to be counted as one half.

The NZNO/E Tu shall send a copy of the programme for the course and the name of employees attending at least 14 consecutive days prior to the course commencing.

The granting of such leave shall not be unreasonably withheld considering continuing service needs.

The provision of Part 7 of the Employment Relations Act 2000 shall apply where any provision or entitlement is not provided for, or is greater than specified in the clauses above.

The Act requires that a union calculates the number of days leave and notify the employer of the entitlement but they must do so before 30 March every year. The number of days specified in the notice becomes the number of day's entitlement to education leave for the next 12 months.

11.12 Parental Leave

- (i) Parental leave shall be granted in accordance with the provisions of the Parental Leave and Employment Protection Act 1987 and its amendments, which provides for unpaid and paid parental leave.
- (ii) Where an employee takes parental leave in accordance with the Act, and the employee assumes or intends to assume the primary care of the child, and the employee is eligible and in receipt of the statutory paid parental leave payment, the employer shall pay the employee the difference between the gross weekly statutory payment and the gross weekly value of the employee's ordinary rate multiplied by the employee's contracted full time equivalent (FTE) for a period of up to 14 weeks.
- (iii) Payment will commence from the start of the employee's parental leave.
- (iv) Payment shall only be made in respect of the period for which the employee is on parental leave and in receipt of the statutory payment if this is less than 14 weeks.

11.13 Family Violence Leave

- (i) On completion of six months current continuous service an employee will be entitled up to 10 days family violence leave in accordance with the Holidays Act 2003.
- (ii) An employee will also be entitled to request flexible work arrangements for a period of up to two months in accordance with the Employment Relations Act 2000.

12. EMPLOYEE PROTECTION PROVISION

The purpose of this clause is to provide protection to employees where the employee is an affected employee because of the restructure of the employer's business. In this clause *restructuring* means either the selling, transferring or contracting-out of all or part of the employer's business. It does not mean the end of any contracting-in arrangement, the sale or transfer of shares in a company, or any arrangement made or concluded while the employer is adjudged bankrupt or in receivership or liquidation.

In negotiating with a new employer about a restructuring the employer shall meet with affected employees to discuss at least:

- How the restructuring relates to the affected employees; and
- Whether or not the employees shall transfer to the new employer and if so whether on the same terms and conditions of employment; and
- If the employees' employment, which is to transfer to the new employer, shall be treated as continuous.

The employer acknowledges the right of the unions to provide input into any restructure which may affect its members.

At the time of a restructuring the employer and employee shall determine what entitlements the employees, as affected employees, have available if the employees do not transfer to the new employer, by referring to this Agreement.

13. CO-OPERATION CONSULTATION AND MANAGEMENT OF CHANGE

The parties to this collective agreement recognise they have a mutual interest in ensuring that health services are provided professionally, efficiently and effectively, and that each has a contribution in that regard.

The parties commit themselves to the establishment of ongoing communications in relation to employment relations matters. The parties agree to act in good faith and shall be active, constructive, communicative and responsive in their dealings.

The employer agrees to consult with employees where Braemar is proposing to make a decision that may adversely affect the continuation of an employee's employment.

The employer accepts that NZNO delegates are a recognised channel of communication between NZNO and the employer in the workplace.

Prior to the commencement of any significant change to structure within the workplace which may affect the continuation of an employee's employment, the employer will identify and give reasonable notice to employees who may be affected and to the NZNO to allow them to participate in the consultative process so as to allow substantive input.

14. TERMINATION

14.1 By the Employer

- (i) Employees' employment may be terminated by the employer by the giving of four (4) weeks' written notice following due process, except in the case of serious misconduct when the employment may be terminated without notice. Examples of where the employer may provide four weeks' notice following due process includes:
 - (a) Progressive disciplinary action relating to misconduct or poor performance;
 - (b) Incapacity;
 - (c) Failure to meet police vetting requirements relevant to the Children's Act (2014);
 - (d) Failure to meet immigration requirements relevant to maintaining eligibility to work in New Zealand; or
 - (e) Failure to maintain professional registrations required to undertake the role for which the employee is employed.
- (ii) Where employees are employed as trainees, substandard (poor) performance shall include the failure to reach the training milestones set out in employees' training agreements.
- (iii) On the giving or receiving of notice of termination the employer may elect to pay wages in lieu of notice.
- (iv) Where employees or the employer does not provide the requisite notice, an amount equivalent to the un-provided period of notice shall be paid or forfeited for improperly terminating this Agreement.
- (v) Medical termination, or termination for incapacity refers to a situation where an employee's incapacity is such that they are no longer able to meet the obligations of their employment, including their duties, and the employer is unable to provide work consistent with the employees diminished capacity. Due process shall include the examination of the employee by at least one registered medical practitioner appointed (and paid for) by the employer, and agreed to by the employee, for the purpose of assessing the employee's level and type of incapacity in relation to the employee's work.
- (vi) Redundancy means the situation where employees' employment is either mainly or wholly surplus to the needs of the employer.
- (vii) Where employees' employment is to be terminated for redundancy, the compensation for redundancy shall be payable:

- (a) Six (6) weeks' ordinary pay for the first 12 months' current continuous employment, or part thereof, with the employer; and
 - (b) Two (2) weeks' ordinary pay for each subsequent 12-month period of current continuous employment, or part thereof, with the employer, up to a maximum total of 26 weeks' ordinary pay as compensation for redundancy.
- (viii) For the avoidance of doubt, no compensation for redundancy shall be payable where employees' employment is not terminated as the result of a redundancy situation.

14.2 By Employees

- (i) Employees' employment may be terminated by employees by the giving of four (4) weeks' written notice, or without notice by abandonment.
- (ii) Where employees provide a longer notice period than required under this Agreement, the employer shall not be obliged to accept such notice.
- (iii) Where employees do not provide the requisite written notice, an amount equivalent to the unprovided period of notice shall be paid or forfeited by employees improperly terminating the employment.
- (iv) Abandonment means the situation where the employee is absent without notification for two or more consecutive working days and the employee is deemed to have abandoned the employment with the effect that the employee's employment terminated without notice on the last day of work.
- (v) Employees shall return any property owned by the employer upon termination or the employer shall be entitled to make corresponding deduction from employees' final pay (including holiday pay).

15. RESOLUTION OF EMPLOYMENT RELATIONSHIP PROBLEMS

An *employment relationship problem* is any problem relating to or arising out of the employment relationship, including a dispute or personal grievance, but is not a problem with the fixing of new terms and conditions of employment.

Dispute means a dispute about the interpretation, application, or operation of this Agreement.

Personal grievance means any grievance that an employee may have against the employer because of a claim that the employee has been:

- Unjustifiably dismissed; or
- That one or more of the conditions of the employee's employment, (including any condition that survives termination of employment) is, or was, affected to the employees disadvantage by some unjustifiable action by the employer; or
- That employee has been either discriminated against, sexually harassed, racially harassed, or subjected to duress in relation to membership or non-membership of a union or employees organisation, in employees' employment.

The Ministry of Business, Innovation & Employment (MBIE) provides mediation services, which can assist employers and employees in resolving their employment relationship problems. MBIE's services include information about rights and obligations, information about services available to resolve employment relationship problems and assistance in resolving problems.

MBIE may deliver its services by telephone, fax, Internet, email, pamphlets, brochures, booklets or codes, or specialist problem solving assistance.

Where employees consider that there are grounds for a personal grievance, employees must raise the grievance with the employer or a representative of the employer (unless consent is obtained) within 90 days beginning with the date of which the action alleged to amount to a personal grievance occurred or came to the notice of the employee, whichever is the later.

Where the employer does not consent to the personal grievance being submitted after the expiration of the 90-day period, the employee may apply to the Employment Relations Authority for leave to submit the personal grievance after the expiration of the 90-day period.

Where employees are dismissed, employees may within 60 days of the dismissal or when they became aware of the dismissal, whichever is the later, request from the employer a written statement setting out the reasons for the dismissal. Where such statement is requested, the employer shall provide the statement within 14 days.

16. SIGNATORIES TO AGREEMENT



Fiona Michel
Chief Executive Officer

.....
Fiona Michel, Braemar Hospital Limited

Date: 30.05.2023
.....



.....
Colette Boddie, New Zealand Nurses' Organisation

Date: 12-06-2023
.....



.....
Victoria Hughes, E tū

Date: 07.06.2023
.....

ROLE DESCRIPTIONS

Clinical employees:

Health Care Assistants

An employee who performs simple nursing tasks and hospitality services relating to patient care under the direction and supervision of a registered nurse and/or medical practitioner in the operating theatre or ward where the registered nurse or medical practitioner shall be accountable for the patient care.

Enrolled Nurses

A qualified employee who holds an Annual Practising Certificate issued by the Nursing Council of New Zealand with a scope of practice as an enrolled nurse and who performs nursing tasks related to patient care under the direction of a registered nurse.

Registered Nurses

A qualified employee who holds an Annual Practising Certificate issued by the Nursing Council of New Zealand with a scope of practice as a registered nurse.

Nurse Practitioners

A qualified employee who holds an Annual Practising Certificate issued by the Nursing Council of New Zealand with a scope of practice as a nurse practitioner.

Associate Charge Nurses

A registered nurse who reports to a Charge Nurse and whose work involves the supervision of nursing staff and allocation of nursing work within Theatre, the Inpatient Ward, PACU, SCU, or Day Ward. The Associate Charge Nurse role is considered a Senior Scoped role for the purposes of Schedule Two.

Charge Nurses

A registered nurse whose work involves the supervision of nursing staff and allocation of nursing work within Theatre, the Inpatient Ward, PACU, SCU, or Day Ward. The Charge Nurse role is considered a Senior Scoped role for the purposes of Schedule Two.

CSSD Technicians

A technician working in the Central Sterile Services Department (CSSD) to ensure the decontamination and sterilisation of instruments and equipment.

CSSD Coordinators

An employee who coordinates the day-to-day operational requirements (which could include the supervision of staff) on a shift basis, with regard to the decontamination and sterilisation of instruments and equipment.

CSSD Loans Coordinators

An employee who works with both internal and external customers to ensure a consistent and streamlined delivery of service for Central Sterile Services Department loan equipment.

Registered Anaesthetic Technicians

A qualified employee who holds an Annual Practising Certificate (APC) issued by NZATS.

Anaesthetic Technician Trainees

An unqualified employee who is undertaking training to become an Anaesthetic Technician.

Hospitality employees:

Baristas

An employee who prepares and serves espresso-based drinks, food, and cold drinks. The Barista typically works in the café and can be involved in front-of-house customer service, stocktake, and cleaning duties. From time to time, Baristas may provide coverage or support the Food & Beverage Attendants.

Food & Beverage Attendants

An employee who works across the hospitality team to deliver a range of both front of house and back of house tasks, i.e. washing dishes, assisting with the kitchen, delivering of food to patients, clearing rubbish etc. Food & Beverage Attendants collaborate with Health Care Assistants in relation to hospitality aspects of patient services.

Kitchen Attendants

Responsible for kitchen duties at Braemar Hospital including prepping food, temperature checks, collecting dishes from patients' rooms, washing dishes, removing rubbish etc.

Cooks

Responsible for the preparation, delivery, and sanitation of food for the employer's employees, patients, and clients, and in accordance with standards set out in the Food Control Plan and Health and Hygiene regulations. This role is separate and distinct from the Managing/Executive Chef role which oversees the running of the kitchen and kitchen-based employees.

Laundry Attendants

An employee whose work involves the laundering of linen, uniforms, and patient gowns under the supervision of and allocation of work from the Laundry Supervisor.

Laundry Supervisors

An employee, whose work involves the laundering of linen, uniforms, and patient gowns and the supervision of and allocation of work to Laundry Attendants.

Housekeepers

An employee whose work involves cleaning the employer's premises including fixtures and fittings, and equipment or items within the premises.

Housekeeping Supervisors

An employee whose work involves the supervision of Housekeepers, cleaning, and the allocation of cleaning work.

Clerical employees:

Medical Receptionists

An employee who works in the front reception of the hospital and whose work involves the greeting of employees, patients, and visitors, the fielding of telephone enquiries, and some administrative work relating to reception duties.

Medical Records

A clerical and administrative employee working in Medical Records.

SCHEDULE 2

Enrolled Nurses

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	29.99	62,369	1	30.67	63,803
2	31.37	65,260	2	32.10	66,761
3	33.83	70,370	3	34.61	71,988
4	34.96	72,726	4	35.77	74,399
5	36.10	75,081	5	36.93	76,808

Registered Nurses

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	32.64	67,891	1	33.39	69,453
2	35.33	73,492	2	36.15	75,183
3	37.54	78,075	3	38.40	79,871
4	39.67	82,509	4	40.58	84,407
5	44.07	91,674	5	45.09	93,783
6	45.39	94,411	6	46.43	96,583
7	46.76	97,254	7	47.83	99,491

Senior Scoped Rates

Effective 1 July 2023			Effective 1 September 2023		
Grade/Step	Hourly Rate	Per Annum	Grade/Step	Hourly Rate	Per Annum
1/1	46.87	97,488	1/1	47.95	99,730
1/2	48.67	101,238	1/2	49.79	103,567
1/3	52.03	108,228	1/3	53.23	110,717
2/1	47.77	99,355	2/1	48.87	101,640
2/2	49.51	102,982	2/2	50.65	105,351
2/3	52.71	109,644	2/3	53.93	112,166
3/1	50.39	104,807	3/1	51.55	107,218
3/2	52.12	108,414	3/2	53.32	110,907
3/3	55.41	115,245	3/3	56.68	117,896
4/1	52.98	110,196	4/1	54.20	112,730
4/2	54.71	113,803	4/2	55.97	116,420
4/3	58.08	120,804	4/3	59.41	123,582
5/1	54.71	113,803	5/1	55.97	116,420
5/2	56.47	117,452	5/2	57.77	120,153
5/3	59.86	124,517	5/3	61.24	127,381
6/1	56.47	117,452	6/1	57.77	120,153
6/2	58.19	121,037	6/2	59.53	123,821
6/3	61.04	126,957	6/3	62.44	129,877

Hospital Coordinator

Effective 1 July 2023		Effective 1 September 2023	
Hourly Rate		Hourly Rate	
52.46		53.67	

Registered Anaesthetic Technicians

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	31.38	65,260	1	32.10	66,761
2	32.59	67,785	2	33.34	69,344
3	35.01	72,813	3	35.81	74,488
4	36.38	75,677	4	37.22	77,418
5	38.13	79,305	5	39.00	81,129
6	40.08	83,358	6	41.00	85,275
7	41.15	85,585	7	42.09	87,554
8	44.08	91,696	8	45.10	93,805
9	45.32	94,263	9	46.36	96,431

Anaesthetic Technician Trainee

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	29.52	61,399	1	30.20	62,811

CSSD Technicians

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	25.52	53,082	1	26.11	54,303
2	26.54	55,204	2	27.15	56,474
3	27.61	57,432	3	28.25	58,753
4	28.68	59,659	4	29.34	61,032

CSSD Coordinators

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	33.59	69,864	1	34.36	71,471
2	34.88	72,559	2	35.69	74,228

CSSD Loans Coordinator

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	30.08	62,566	1	30.77	64,005
2	31.73	66,003	2	32.46	67,521

Health Care Assistants

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	25.39	52,805	1	26.00	54,073
2	26.98	56,111	2	27.60	57,402
3	28.78	59,863	3	29.44	61,240
4	29.30	60,943	4	29.97	62,345
5	30.18	62,771	5	30.87	64,215

Medical Receptionists

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	26.80	55,734	1	27.41	57,016
2	27.30	56,774	2	27.92	58,080
3	27.84	57,898	3	28.48	59,230
4	28.38	59,023	4	29.03	60,380
5	28.93	60,169	5	29.59	61,552
6	29.48	61,314	6	30.16	62,724

Medical Records

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	24.60	51,168	1	26.03	54,136
2	25.19	52,395	2	26.65	55,434
3	25.78	53,622	3	27.28	56,732

Housekeepers, Laundry Attendants, Food & Beverage Attendants, Baristas, Kitchen Attendants

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	24.60	51,173	1	26.03	54,141
2	25.06	52,128	2	26.51	55,151
3	25.53	53,104	3	27.01	56,184
4	26.01	54,101	4	27.52	57,239

Cooks

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	26.36	54,822	1	26.96	56,083

2	26.86	55,862	2	27.47	57,147
3	27.36	56,901	3	27.99	58,210
4	27.87	57,962	4	28.51	59,295
5	28.40	59,065	5	29.05	60,424

Housekeeping Supervisor, Laundry Supervisor

Effective 1 July 2023			Effective 1 September 2023		
Step	Hourly Rate	Per Annum	Step	Hourly Rate	Per Annum
1	28.01	58,260	1	29.52	61,401