



**Te Tāhuhu o
te Mātauranga**
Ministry of Education



**NZEI
TE RIU ROA**

Librarians and Library Assistants' Pay Equity Claim Settlement

Translation point-to-point rules Support Staff in Schools' Collective Agreement

Use this guide to understand how the point-to-point translation works

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Key information

- » In most cases, point-to-point translation to the employee's new grade and step under the pay equity claim settlement will occur automatically through Education Payroll.
- » If the school or kura does not use Education Payroll as its payroll provider, they will need to process the pay changes through their own system, guided by the Work Matrix and Translation Rules.
- » Progression through the steps within a grade happens on the anniversary date of when each employee started, or where no anniversary date is established, 12 calendar months from the effective date of the new rates (23 November 2022).
- » Schools and kura should ensure that their employees are on the correct designation code so that they will translate correctly to the new grade and step on the pay equity pay scale. The effective date for the correction may impact pay rates and pay equity funding. Contact Ohumahi Support to discuss the effective date, particularly if you are considering an effective date prior to 23 November 2022.
- » If an employee translates to a grade that does not accurately describe their current work on the work matrix, and the school or kura agrees the grading may not be correct, the school or kura can submit an application for [pay equity regrade funding](#). Additional funding is available on an application basis if specific criteria are met. Not all application requests will be approved.
- » Pay equity regrade funding applications must be completed on the new pay equity regrading online application form, and not the Novopay form (NOVO2nt). The form will be available from 1 May 2023.
- » The *Support Staff in Schools' Collective Agreement* (SSSCA) and all Individual Employment Agreements (IEAs) based on that collective agreement will be automatically varied by law, so employees covered by the pay equity claim do not need to sign new copies for the purposes of pay equity.
- » No employee will be paid less as a result of this pay equity settlement.



Point-to-point translation

Point-to-point translation is the automatic transfer of an employee's current point (grade and step) on the old pay scale to the equivalent point (grade and step) on the new pay equity pay scale as agreed in the Librarians and Library Assistants' Pay Equity Claim (LPEC) Settlement. Point-to-point translation does not include salary loading (SALLO) as translation considers only the grade and the step (base rate).

Those employees covered by the claim who are employed on the SSSCA, or an IEA based on that agreement, will be translated automatically provided they are on a correct designation code.

Employment agreements

It is good practice to offer the most up-to-date IEA to non-union employees when changes to this collective agreement occur in order for non pay equity clauses and amendments to apply. See [this webpage](#) for a list of all up-to-date IEA templates.

However, schools and kura do not need to offer a new employment agreement in order for a covered employee to receive the benefits of the pay equity claim settlement. The employment agreement of each employee covered by the claim will be varied automatically by law as a result of the settlement to incorporate all the changes necessary.

View the [updated SSSCA](#) and the [updated IEA](#).

Will Education Payroll do this for us?

Current employees' SSSCA

Most schools and kura will not have to do anything as most employees will be translated automatically by Education Payroll from their old grade to the new applicable grade and the associated new pay rates as agreed in the Librarians and Library Assistants' Pay Equity Claim (LPEC) Settlement.

Education Payroll will look at existing employees' grade(s) and step(s) at 23 November 2022, based on data provided by schools and kura, and automatically convert them to the equivalent grade(s) and step(s) on the new pay equity scale (see the translation table on [page 5](#)).

For this pay equity claim settlement, the most important thing right now is that your employees have the correct designation code and are on the correct current grade and step. For more detailed information on designation codes and how to identify designation codes correctly, please see the [Pay Equity Payroll Guide](#).



Current employees in Te Aho o Te Kura Pounamu and specialist residential schools

This translation guide is specific to the SSSCA and IEAs based on that collective. The Ministry of Education and NZEI Te Riu Roa (and the Public Service Association for specialist residential schools) will work together with Te Kura and specialist residential schools to determine the appropriate translation to the applicable pay equity rate for covered employees based on the step or steps held from 23 November 2022. This will occur during Term 2, 2023.

Non-Education Payroll schools and kura

If your school or kura does not use Education Payroll Limited (EPL) as a payroll administrator/provider, you will need to manage the translation of covered employees using this guide and the [Work Matrix Guide](#), to determine the correct translation for your employees through your own payroll system. Non-EPL schools and kura do not use designation codes to classify work, so it is important that the Work Matrix Guide is used to determine covered employees.

Non-EPL schools and kura can contact ohumahi.support@education.govt.nz or call 0800 114 117. School boards and principals can contact NZSTA on 0800 435 772 (option #2 for employment) or at eradvice@nzsta.org.nz. NZEI Te Riu Roa members can contact 0800 693 443 for help in interpreting or applying pay equity settlement entitlements.

Appointment of new employees

New employees will be placed on a grade using the work matrix. Please refer to the [Work Matrix Guide](#) for detailed information on how to grade an employee. To ensure the employees translates correctly, also refer to the [Pay Equity and the Librarians and Library Assistants' Claim](#) guide for guidance for schools and kura who plan to recruit new, covered employees between settlement and the payment implementation date.



Funding the difference between the old pay rate and the new pay equity rate

The Ministry of Education provides pay equity funding to cover the increased costs of the Librarians and Library Assistants' Pay Equity Claim (LPEC) Settlement. The funding covers the cost of the point-to-point translation from the pay scale in the previous collective agreement to the new pay equity pay scale. See the [funding webpage](#) for more information on funding.

Translation rules

- » The new pay rates will be effective from 23 November 2022 as set out in the new pay rates table on [page 5](#).
- » Librarians and library assistants employed pursuant to the SSSCA, or an IEA based on that collective agreement, will translate to the applicable pay equity rate based on the grade(s) and step(s) held from 23 November 2022, as set out in the table below.
- » The pay equity translation is additional to, not a replacement for, annual progression. Please see detailed information about progression, including case studies in [Annual progression](#).
- » An employee whose work is covered by the claim must be on the correct designation code to ensure they are included in translation. [See the list of designation codes for this claim](#).
- » Librarians and library assistants whose pay rate prior to translation exceeds the pay rate of the new grade and step after automatic translation will retain their higher pay rate through SALLO. Note that SALLO is not funded by the claim settlement as it is a payment that exceeds the pay equity printed rate.
- » Employees with annualised pay translate based on the grade and step, not the annualisation rate. Annualisation is a mechanism to spread pay over 52 weeks and it does not affect the grade and step.
- » There is no automatic translation to the new Grade D. If you or your employee believe an existing role belongs in Grade D please see the [Pay Equity Regrading Guide](#).
- » No employee will be disadvantaged by the pay equity translation process.

Examples of translations with annual progressions and/or SALLO are included in the case studies from [page 6](#).



Translation table

Current grade	Current grade & step	Current hourly rate effective 2 June 2022 – 1 June 2023	Rate effective 2 June 2023 as per the collective agreement	Translation grade	Translation step	Translation hourly rate PE rate effective 23 November 2022 – 1 June 2023	Translation hourly rate PE rate effective 2 June 2023
A	A1	\$22.75	\$23.26	A	3	\$27.69	\$28.11
B	B1	\$22.75	\$23.26	B	1	\$28.08	\$28.50
	B2	\$22.92	\$23.26		2	\$28.94	\$29.37
C	C2	\$22.92	\$23.26		3	\$29.84	\$30.29
	C3	\$23.69	\$24.05		4	\$30.76	\$31.22
	C4	\$24.56	\$24.93		5	\$31.71	\$32.19
	C5	\$25.43	\$25.81		6	\$32.70	\$33.19
	C6	\$26.30	\$26.69		7	\$33.68	\$34.19
D	C7	\$27.17	\$27.58	1	\$36.11	\$36.65	
	Range of rates	D7	\$27.17	\$27.58	2	\$37.42	\$37.98
		\$27.18-30.34			3	\$38.78	\$39.36
		\$30.35-33.52			4	\$40.18	\$40.78
	D8	\$36.69	\$37.24	5	\$41.64	\$42.26	

Notes:

- i. In the new pay rates table above to the right, the annual rate is based on a 40-hour/week, 52-week/year employee. For an employee who works fewer than 40 hours/week, 52 weeks/year, the annual rate should be pro-rated.
- ii. The divisor to calculate the hourly rate from the annual rate is 2,080.

New pay rates table

New grade	New step	Hourly rate (/2080) PE rate effective 23 November 2022 – 1 June 2023	Annual rate PE rate effective 23 November 2022 – 1 June 2023	Hourly rate (/2080) PE rate effective 2 June 2023	Annual rate PE rate effective 2 June 2023
A	1	\$24.99	\$51,973	\$25.36	\$52,753
	2	\$26.30	\$54,709	\$26.69	\$55,530
	3	\$27.69	\$57,588	\$28.11	\$58,452
B	1	\$28.08	\$58,399	\$28.50	\$59,275
	2	\$28.94	\$60,205	\$29.37	\$61,108
	3	\$29.84	\$62,067	\$30.29	\$62,998
	4	\$30.76	\$63,987	\$31.22	\$64,947
	5	\$31.71	\$65,966	\$32.19	\$66,955
	6	\$32.70	\$68,006	\$33.19	\$69,026
	7	\$33.68	\$70,046	\$34.19	\$71,097
C	1	\$36.11	\$75,112	\$36.65	\$76,239
	2	\$37.42	\$77,836	\$37.98	\$79,004
	3	\$38.78	\$80,659	\$39.36	\$81,869
	4	\$40.18	\$83,584	\$40.78	\$84,838
	5	\$41.64	\$86,616	\$42.26	\$87,915
D	1	\$44.23	\$92,001	\$44.89	\$93,381
	2	\$45.60	\$94,846	\$46.28	\$96,269
	3	\$47.01	\$97,780	\$47.72	\$99,247
	4	\$48.46	\$100,804	\$49.19	\$102,316



Translation examples

The following case studies are intended to describe common scenarios that may apply to many employees and how they will be translated to their new pay equity rate.

These case studies do not include the SSSCA pay rate increases effective 2 June 2023 - see tables on page 5.

There may be some situations where translation does not seem to fit with any of the examples provided. In this instance we suggest contacting the Ohumahi Support Team to work through any questions at ohumahi.support@education.govt.nz or on 0800 114 117. School boards and principals can contact NZSTA on 0800 435 772 (option #2 for employment) or at eradvice@nzsta.org.nz. NZEI Te Riu Roa members can contact 0800 693 443.

Case study 1: Standard translation

Jen | Grade B, Step 2 at \$22.92 >> will translate to Grade B, Step 2.

Prior to the Librarians and Library Assistants' Pay Equity Claim Settlement, Jen was on Grade B, Step 2 at \$22.92 per hour. Following the pay equity claim settlement, her grade will be automatically translated to Grade B, Step 2 and she will be earning \$28.94 per hour from 23 November 2022.

Current grade and step	Current hourly rate	Translation grade	Translation step	Translation rate
B1	\$22.75	B	1	\$28.08
B2	\$22.92	B	2	\$28.94
C2	\$22.92	B	2	\$28.94

Note: These hourly rates are base rates and do not include any SALLO or the SSSCA pay increases effective 2 June 2023.

Case study 2: Employee has two or more roles

Judy | Grade C, Step 5 at \$25.43 per hour >> will translate to Grade B, Step 5.

Judy works 35 hours per week in term time only, or 40 weeks of the year. She works 25 hours per week as a librarian and 10 hours per week as a teacher aide. In her librarian role, she is currently on Grade C, Step 5 at an hourly rate of \$25.43. Judy will translate to Grade B, Step 5 (\$31.71) for the 25 hours per week in this role.

The 10 hours she works as a teacher aide ought to have previously been assessed against the Teacher Aide Work Matrix, to place her in the correct pay equity grade and step for that role. If this has not already occurred, it should happen now so that Judy has two different roles with different designation codes and rates.

Current grade and step	Current hourly rate	Translation grade	Translation step	Translation rate
C4	\$24.56	B	4	\$30.76
C5	\$25.43	B	5	\$31.71
C6	\$26.30	B	6	\$32.70

Note: These hourly rates are base rates and do not include any SALLO or the SSSCA pay increases effective 2 June 2023.



Case study 3: Range of rates (D-RR)

Siona | Grade D-RR at \$31 per hour >> will translate to Grade C, Step 3.

Employees in the Grade D 'Range of Rates' (D-RR) on the old scale will translate to a step in the new Grade C.

Any employee currently employed on Grade D-RR (range of rates) with an hourly rate between \$30.35 up to and including \$33.52 will automatically translate to Grade C, Step 3 of the new pay equity scale, as per the settlement agreement. Siona is paid \$31 per hour, hence has translation to Grade C, Step 3 at a new hourly rate of \$38.78 (as \$31 per hour falls within this range of rates bracket).

Current grade and step	Current hourly rate	Translation grade	Translation step	Translation rate
D-RR	\$27.18 up to and including \$30.34	C	2	\$37.42
	\$30.35 up to and including \$33.52	C	3	\$38.78
	\$33.53 up to and including \$36.68	C	4	\$40.18

Note: These hourly rates are base rates and do not include any SALLO or the SSSCA pay increases effective 2 June 2023.



Salary loading (SALLO) and paying above the printed rate in the collective agreement

Some employees are paid a salary loading (SALLO). It allows the employee to be paid above the rate stated in the SSSCA. Any payment or SALLO above the maximum rate in any grade is for discussion and agreement between the employee and their school or kura. SALLO payments are not covered by pay equity funding as they are a payment that exceeds the pay equity printed rate.

Note: Rules around SALLO have changed. SALLO can now only be applied to the top step of a grade and not to any other step within a grade. Please note that whilst SALLO can only be added on the top step of a grade, an employee can be appointed to any step within a grade.

SALLO and translation

Translation to the new pay equity rates is an automatic point-to-point translation based on the base grade(s) and step(s) recorded on an employee's pay history from 23 November 2022. The pay equity translation takes into account the printed pay rate only and not any SALLO.

Upon translation, Education Payroll will automatically adjust any SALLO, taking into account the employee's new pay equity rate and their previous pay rate and the SALLO combined, as follows:

- » Where the new pay equity rate is lower than the previous pay rate and SALLO combined, the loading will be adjusted. This means the combined rate would stay the same (the employee will receive the same pay they currently receive) and the school would continue to pay some SALLO; or
- » Where the new pay equity rate is higher than the previous pay rate and SALLO combined, the SALLO is effectively 'absorbed' - in this case the pay equity rate will be the sole payment and SALLO will end.

The case studies below demonstrate different scenarios in relation to SALLO.

Case study 4: SALLO adjustment

Maria is currently on Grade C, Step 4, with a pay rate of \$24.56 per hour and receives a SALLO of \$6.44 per hour, which means the total agreed pay rate is \$31 per hour. She will translate to the new pay equity Grade B, Step 4, which is a pay rate of \$30.76 per hour. This means her school is required to pay the \$0.24 difference so that Maria still maintains her pay rate of \$31 per hour. The SALLO has been adjusted and Maria will not receive an increase in her total rate of pay as she is already paid higher than the pay equity rate.



New SALLO can only be agreed when Maria reaches the top step of the grade. In this example, Grade B, Step 7.

The amount of SALLO paid is quite high in this instance. It would be a good time to check whether the role requirements have been reviewed under the Position Elements Table and consider whether the work is sitting in the correct grade prior to automatic translation occurring. SALLO may have been used instead of grade or step changes.

Note: This case study does not include the SSSCA pay increases effective 2 June 2023.

Case study 5: SALLO absorbed

Sam is currently on Grade C, Step 3 with a pay rate of \$23.69 per hour and receives a SALLO of \$1.31 per hour, which means her total agreed pay rate is \$25 per hour. She will translate to the new pay equity Grade B, Step 3, which is a pay rate of \$29.84. As SALLO is 'absorbed' within the new pay equity rate, Sam will receive a pay rise of \$4.84 per hour. As the new pay equity rate is higher than Sam's previous total rate (salary + SALLO), the new pay equity rate will be the sole payment and SALLO will end.

New SALLO can only be agreed when Sam reaches the top step of the grade. In this example, Grade B, Step 7.

Note: This case study does not include the SSSCA pay increases effective 2 June 2023.

Case study 6: SALLO at the top step of a grade

Ma'ata is currently on Grade D, Step 8 with a pay rate of \$36.69 per hour and receives a SALLO of \$5 per hour, which means her total pay rate is \$41.69 per hour. She will translate to the new pay equity Grade C, Step 5, \$41.64 per hour. Ma'ata retains her previous rate of \$41.69 and the SALLO is adjusted to \$0.05. The result of discussions post-translation between Ma'ata and her school means that she will continue to receive a SALLO of \$5 per hour above the pay equity rate, which means that her new total pay rate is \$46.64 per hour. The cost of the \$5 SALLO which is paid above the pay equity rate falls to the school and is not funded by the settlement.

New SALLO can be agreed between Ma'ata and her school because the new Grade C, Step 5 is the top step of the grade.

Note: This case study does not include the SSSCA pay increases effective 2 June 2023.



Annual progression

Each year on an employee's anniversary date an employee will progress through the steps within their grade or, where no anniversary date is established, 12 calendar months from 23 November 2022 (the effective date of the pay equity rates) subject to the conditions for progression being met (see *clause 5.3.2* of the [Settlement Agreement](#)). Progression does not occur beyond the top step of a grade.

If no anniversary date is known, it is taken to be 12 months from the effective date of the new rates (23 November 2022), so the first progression for such an employee would be 23 November 2023.

Important: From 18 October 2022, the SSSCA provides for annual progression through the steps within a grade to be applied automatically, unless:

- » An employee has been notified in writing no less than two months prior to their progression coming due that they are not meeting agreed written standards of performance.

Schools and kura must notify EPL to withhold progression. If an employee is meeting agreed standards of performance, progression will occur automatically on the employee's anniversary date. Schools and kura do not need to do anything for progression to occur automatically.

Automatic progression is a change in process, as prior to the amended SSSCA, schools and kura were required to proactively apply progression for their employees.

Progression to the maximum step of new Grade B

In accordance with *clause 5.3.3* of the Settlement Agreement, for employees in Grade B, progression will occur as outlined in *clauses 5.3.1* and *5.3.2* to the maximum step of the grade. Once an employee is at the maximum step of the grade, no further change beyond that step will occur unless:

- » the employee has been at the top step of the new Grade B for at least 12 calendar months; **and**
- » is meeting or exceeding standards of performance as assessed by the employer against the job description and/or written requirements for the position; **and**
- » the employer considers the employee's work is not solely within Grade B because some of the routine and ongoing skills, demands and responsibilities required by the role and performed by the employee fall within Grade C.

Where the school or kura considers that the above has occurred, the employee will be placed on Grade C, Step 1. This will be a business-as-usual (BAU) change of grade and would not be funded by the pay equity settlement.

Note: It is considered best practice to regularly review job descriptions and written requirements for each position (whether at the top of Grade B or not). If an employee is required to (and agrees to) undertake work on a routine and ongoing basis that belongs in a higher grade than they are currently in, the employee should be placed in the higher grade.



Case study 7: Anniversary progression

Any anniversary date that falls after 23 November 2022 and before the pay equity implementation payment date will be taken into account when calculating the payment due to the employee.

Aroha | Grade B, Step 1 at \$22.75 per hour.

As at 23 November 2022, Aroha was employed on the SSSCA Grade B Step 1. Her anniversary date was 30 April 2023. Aroha had her annual appraisal with her kura and she was found to be meeting standards of performance. She therefore progressed to Grade B, Step 2 as of 30 April 2023.

However, Aroha must be translated to the new pay scale from 23 November 2022. Her grade at that point was B, Step 1. For pay equity purposes, she translates to new Grade B, Step 1 for the period 23 November 2022 until her anniversary date of 30 April 2023. From her anniversary date of 30 April 2023, she translates to the next step in the new scale, Grade B, Step 2. This means Aroha will receive backdated rate adjustments and entitlements at two different rates.

Aroha's new step will be Grade B, Step 2.

Date	Current grade and step	Current hourly rate	Reason for change	Translation grade and step	Translation rate	Paid
23 November 2022 - 29 April 2023	B1	\$22.75	Pay equity translation	Grade B, step 1	\$28.08	Difference paid by 31 August 2023
From 30 April 2023	B2	\$22.92	Annual progression with pay equity translation	Grade B, step 2	\$28.94	Difference paid by 31 August 2023

Note: These hourly rates are base rates and do not include any SALLO or the SSSCA pay increases effective 2 June 2023.

SALLO and progression

Where SALLO continues to be paid following the automatic translation process (because the agreed previous pay rate exceeds the translated pay equity rate), SALLO will be paid until the pay equity rate matches or exceeds the pay equity rate and SALLO combined. When the employee moves up a step within their grade due to annual progression, the amount of SALLO will reduce. Any employee receiving SALLO on top of their printed pay equity rate will retain the higher pay rate (printed rate + SALLO) until the SALLO is 'absorbed' with each year of progression and the printed pay equity rate is the sole payment.



Case study 8: SALLO and progression

Using [Case study 4](#): SALLO adjusted, Maria translated to Grade B, Step 4 with a pay rate of \$30.76. However, Maria's school continued to pay her \$0.24 per hour SALLO so that she maintained her pay rate of \$31 per hour, as the old rate of pay + SALLO combined was higher than the new pay equity rate (\$30.76).

Maria's anniversary date is 3 May. On 3 May 2023, Maria will progress to the new Grade B, Step 5 with a pay rate of \$31.71. Due to annual progression, the pay equity rate has now exceeded the previous pay equity rate + SALLO (\$31 per hour). SALLO has been absorbed and the pay equity rate is the sole payment (\$31.71). New SALLO can only be agreed when Maria reaches Grade B, Step 7 - the top step of the grade.

Note: This case study does not include the SSSCA pay increases effective 2 June 2023.



Who to contact for further advice

- » Ministry of Education – Ohumahi Support Team, email ohumahi.support@education.govt.nz, log an enquiry on your Taku portal at education.govt.nz/taku or call 0800 114 117
- » NZSTA (for schools and kura), email eradvice@nzsta.co.nz or call **0800 782 435** (option #2)
- » NZEI Te Riu Roa (for NZEI members), email nzei@nzei.org.nz or call **0800 693 443**
- » Citizens Advice Bureau, call **0800 367 222**
- » Employment advocate of your choice.



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