



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



NZSTA

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TE RIU ROA**

# Librarians and Library Assistants', and Science Technicians' Pay Equity Claims

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

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

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## Key information

The key information below will be explored in depth throughout the guide. It is important to read the entire guide before submitting a funding application for pay equity regrading.

- » Pay equity regrading provides funding for approved or partially approved applications in instances where the grade the employee automatically translates to is not consistent with their work when considered against the work matrix (that is, as a direct result of the automatic point-to-point translation in the pay equity settlement).
- » The pay equity regrading application must not be used to respond to a change in responsibilities or to correct a historic employment or grading error. It is not used for step-change requests within a grade.
- » The school must use the [pay equity regrade application form available via Taku](#), the Ministry of Education portal, to apply for pay equity regrading of an employee.
- » Funding will not be available for regrading applications made via any other form. Applications for pay equity regrading must not be made using the NOVO2nt form.
- » Pay equity regrading can only be used to change the grade of an employee into a higher grade. Pay equity regrading cannot be used to change an employee's grade to a grade that is below their automatic point-to-point translation.



## If you think a translated grade is wrong

Pay equity regrading, as outlined in the settlement agreements, aims to address issues that may have arisen in the automatic point-to-point pay rate translation. On occasion, translation to a new grade may not align with the skills, responsibilities and demands of an employee's role as recognised in the work matrix. If employees and their schools and kura consider the translated grade to be wrong, they can apply for pay equity regrading and the associated funding.

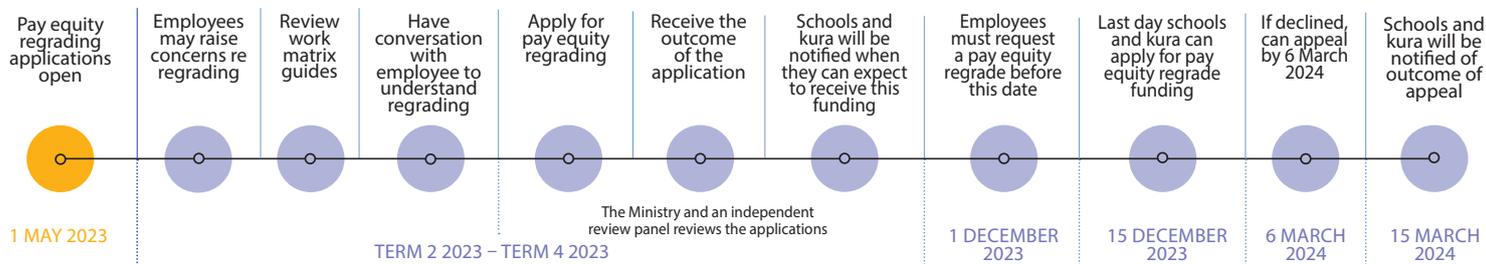
If an application is approved or partially approved, the employee will be placed on the first step of the new grade. Schools and kura do not need to do anything to change the grade for approved or partially approved applications as these grade changes will be actioned as part of the pay equity regrade process.

The assessment is based only on the role the employee had in the lead-up to the settlement on 6 March 2023.

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

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

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





## Discussion about pay equity regrading

Schools and kura can apply for pay equity regrading where they and the employee consider that the automatically translated grade may not match the highest-level skills, demands and responsibilities required for competent performance of the role.

Below are the main steps to consider prior to applying for pay equity regrading. The conversation employers have with their employees when discussing pay equity regrading is very important. If an employee approaches their principal/tumuaki or supervisor (the employer), concerned that they may not have translated to the correct grade, or the employer has such concerns, the first step is to have a conversation.

1. The employee and employer should work through the current job description and responsibilities together, referring to the work matrix. Please allow time for these conversations to take place.
2. In the conversation, it is important to make clear that an application for pay equity regrading is based on a shared understanding and interpretation of the work matrix. Please refer to the work matrix guide and see information below for considerations.
  - a. consider the routine and ongoing skills/demands/responsibilities of the role. This is in order to demonstrate that the higher grade requested in the regrade application better recognises the highest-level skills/demands/responsibilities that are required for competent performance of the role; and
  - b. ensure the duties that are undertaken routinely and not one-off or isolated events. However, not every activity in a grade must be part of the role in order to be placed in a particular grade.
3. Part of the discussion should include whether or not the employee was on the correct grade and step (under the old Position Elements Table). If the grade is incorrect, this is a historic error.

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



## Historic errors

In some cases, applications submitted for pay equity regrade funding are, in fact, historic grading errors which should have been processed and corrected prior to the pay equity point-to-point translation occurring. Correcting historic errors prior to translation is important to ensure that employees translate correctly.

Employees needed to have been placed correctly using the position elements/characteristics table by comparing this against the job description/requirements of the role. If it is identified that an employee has been placed in the wrong grade on the previous position elements/characteristics table, or that the roles and responsibilities required of a role have changed, then that would be considered a historic error. If you identify a historic error, you should use a NOVO2nt form to correct the grade and step.

The effective date would be the date agreed between the employer and the employee that the role requirements belonged in a higher grade. Applying a backdated grade change may require multiple NOVO2nt forms if there have been multiple changes in pay from the effective date.

Education Payroll Limited would then translate the employee according to the updated grade and step.

### **Example of historic errors**

#### *Case study 1: Roles and responsibilities have changed*

Employee A has not had their job description or role reviewed in 2+ years. During this time the demands and responsibilities of the role have changed. Upon checking their point-to-point pay equity translation, it is identified that the work belongs in a higher grade. Point-to-point translation is therefore correct based on the outdated job description, but not the current requirements of the role.

This is an example of a historic error.

#### *Case study 2: Incorrect placement under previous grading system*

Megan is a science technician on B2 \$22.92 with a salary loading (SALLO) of \$3.28 (total \$26.20). SALLO has been used to reach an agreed pay rate without identifying the correct grade that the work belongs in. Megan and her manager agree that based on the job description and duties the role should have been placed in Grade C.

This is an example of a historic error.



## Need-to-know information

Requests from employees for pay equity regrading must be made to the employer between the start of Term 2 and 1 December 2023. The employer should complete the application before 15 December and, if declined, can appeal by 6 March 2024.

The employer should complete the application as soon as possible to allow the employee's grade to be corrected.

**To be eligible for pay equity regrading and the associated funding, the criteria on page 7 must be met. This may mean that not all applications will be approved and some may only be partially approved.** If an application is approved, the new grade would be effective from 23 November 2022, or the date that the employee commenced their role, whichever is later.

If the application is declined (partially or in full), someone from the Ministry of Education will contact the employer to explain why this is the case.

Employers can request an appeal of the decision by emailing the Ministry's Ohumahi Support Team at [ohumahi.support@education.govt.nz](mailto:ohumahi.support@education.govt.nz) outlining why they believe the decision is incorrect and providing additional material to support their appeal. The appeal will need to be lodged by 6 March 2024.

## Payment to successful applicants

Payment to employees for successful applications will be made after the point-to-point translation to the new pay rates of the pay equity claim settlement (by 31 August 2023). If a regrade application is approved, the grade change will be applied from the effective date of the pay equity rates (23 November 2022) or the date the employee began in their role, whichever is later.

## Payment of pay equity regrade funding

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



## Independent review group

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

The review group will take into account the routine and ongoing skills, demands and responsibilities outlined in the job description and place the employee on the grade which reflects the highest-level skills, demands and responsibilities.

## Pay equity regrading application form

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

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

### Requirements for the application process

You will need to be a principal or have delegated authority from the principal to complete an application for pay equity regrading on behalf of an employee.

**Applications will not be accepted from an employee applying on their own behalf.**

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

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



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

- » The employee must have been employed under the relevant collective agreement or promulgated Individual Employment Agreement (IEA), before the settlement date (6 March 2023).
- » The employee should have translated to a higher grade in the work matrix as a direct result of the pay equity claim settlements. This grade translation must be based on the work an employee was employed to do on or prior to 6 March 2023. Evidence will need to be provided to demonstrate this; for example, a job description.
- » The employee's current job description or completed statement of work (prior to the settlement date).
- » If changes were made to an employee's role which led to a change in pay grade on or after 6 March 2023, they will not be eligible for pay equity regrade funding. The regrade must not be a result of a change in responsibilities or to correct a historic employment or grading error.
- » Any request for pay equity regrading must be made to the employer prior to 1 December 2023.

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

- » The name of the employee's relevant collective agreement or IEA.
- » The employee's job description or a document which details the work done prior to the settlement.
- » The employee's grade and step as at 23 November 2022, or the date that the employee commenced in their role, whichever is the later (step required for funding purposes only.)  
Note: If an employee is on a grade with no steps (eg D-RR), you will need the employee's hourly or annual rate. **This is their base rate excluding any SALLO or annualisation.**
- » The employee's MoE number.
- » The employee's job title (as per current employment documentation).
- » The employee's applicable designation code.
- » The employee's job number.
- » If there has been a change in step and/or grade after 23 November 2022, the date of the change and the resulting change to the employee's grade and/or step.
- » The rationale for the regrading application.



## Who to contact for further advice

- » Ministry of Education – Ohumahi Support Team, email [ohumahi.support@education.govt.nz](mailto:ohumahi.support@education.govt.nz), log an enquiry on your Taku portal at [education.govt.nz/taku](https://education.govt.nz/taku), or call **0800 114 117**
- » NZSTA (for employers), email [eradvice@nzsta.org.nz](mailto:eradvice@nzsta.org.nz) or call **0800 782 435** (option #2)
- » NZEI Te Riu Roa (for NZEI members), email [nzei@nzei.org.nz](mailto: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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We **shape** an **education** system that delivers  
**equitable** and **excellent outcomes**

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kia **rangatira** ai, kia **mana taurite** ai ōna **huanga**

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