



Remuneration & Hours Policy



"My contribution is valued and I'm paid fairly."

Definitions

"Employee" refers to full time and part-time staff/kaimahi who are party to a contract of service. It does not include contractors.

"Salary"/"Salaries" includes wages for the purpose of this policy.

Responsibilities

The board will approve salary/wage levels through the budget approval process.

Management will:

- negotiate and ensure salaries/wages are within budget
- ensure salaries/wages are reviewed annually
- monitor staff workloads
- if attendance records are required, ensure they are accurate
- make recommendations to the board about salary/wage levels and reviews.



Kaimahi will:

- work their hours of work in accordance with their employment agreement and this policy
- keep management informed of their workload and if they are working longer than agreed
- if timesheets are required:
 - keep an accurate daily record of attendance, leave etc
 - give the completed timesheet to management at the end of the pay period.

Requirements

Fair salaries

Salaries will be negotiated fairly and should reflect consideration of the following:

- the skills and qualifications of the person
- the terms of any applicable collective agreement (eg provision for minimum salary rates to be set at or above the Minimum Living Wage)
- legal entitlements
- the salaries of other staff/kaimahi doing similar work
- the going market rate for the position
- other relevant circumstances (team gaps and needs, client/staff ratio requirements).

Additional hours

Salaries are for the hours agreed in the employment agreement. As far as possible, kaimahi are expected to work their scheduled daily and weekly hours in accordance with the employment agreement terms.



If a kaimahi works outside their usual scheduled hours because of programme/service needs, the relevant provisions of their employment agreement(s) will apply. They should, in consultation with management, re-arrange their work hours within the pay period or as soon as possible to accommodate the change (eg start late if they finish late the day before).

A kaimahi may rely on [time-in-lieu](#) if it is not practicable or reasonable for them to rearrange their work schedule to accommodate the additional work hours in the pay period.

Salary review

Salaries will be reviewed at least once a year having regard to:

- individual appraisals and achievements
- the organisation's actual and projected budget for the next year
- appropriateness of using non-monetary options to reward high performance (eg acting at a more senior level, coaching and supervision)
- professional development and training opportunities
- the market rate for a comparable role.

Payment of salaries

Salaries will be paid into employees' nominated bank accounts within the timeframe agreed with kaimahi. Deductions are made for [PAYE, Kiwisaver, Student Loans](#) in accordance with law.

Salary deductions

Deductions will only be made from salaries and wages if:

- requested or agreed (as an employment term) by the kaimahi and it is reasonably practicable to action the deduction (eg for union membership)



- there are legal requirements (eg tax, repayment of study loan, superannuation, court order notified to the relevant kaimahi)
- it is to recover a previous over-payment where the kaimahi/employee has been advised in writing of the over-payment and the intention and reasons for recovering it, or
- to recover wages/salary for a period of unpaid leave.

We will consult with kaimahi/staff before making any deduction and give written notice before actioning any legal requirement for a deduction.

Wages/salary and time record

A record will be kept for each kaimahi of the following:

- name
- age if under 20 years of age
- postal address
- the kind of work in which they are usually employed
- whether they are employed under an individual or collective agreement
- the title and expiry of any applicable collective agreement and the employee's classification under it
- the number of hours usually worked in a pay period and the pay for those hours
- details of any employment relations education leave taken.

The wages and time record must be written or easily convertible to written form (eg as wages record, or roster).

Access to record

Personnel files must be kept for at least six years and pay records for seven years after an employee leaves.



A copy or extract from the record will be provided on request during their employment or in the six years after the end of employment.

Compliance

Social Sector Accreditation Standards- Level 2, 3, 4 Staffing 1.0

NZS 8134: 2021, Workforce and Structure, Service Management 2.3

Minimum Wage Act 1983

Employment Relations Act 2000

Helpful links

[Leave](#)

[Performance appraisal](#)

Review

Date: November 2020

Next review: by October 2022