

External FAQs

Allied, Scientific, and Technical Pay Equity Settlement- Progression rules post pay equity settlement.

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Background

The Allied Scientific, and Technical (AST) pay equity settlement salary scales and associated terms and conditions apply from 1 June 2023.

The progression rules and the Guidelines of Expectation of Professional Practice (GEPP) in the pay equity settlement replace any previous Merit and CASP systems that were in place prior to settlement.

These FAQs focus on the progression rules for the new salary scales and translation requirements for their implementation.

Full details of the new salary scales can be found in the [General FAQs](#) and [Settlement Document](#).

Clinical/Degree Core Salary Scale

Translation

1. How do I translate to the new salary scale?

You will translate to the new salary scale based on your current step. Please see the [Translation Plan](#) (XLSX, 67 KB).

Progression Rules - Steps 1-7

2. How do I progress through Steps 1 – 7?

Progression through Steps 1 to 7 is by annual increment on the employee's anniversary date. Anniversary dates are not changed by the settlement.

3. Are there any exceptions to how I progress through Steps 1-7?

There are some exceptions to annual progression, such as where there are progression rules in place that relate to training and qualification, and progression might be more or less frequent. Please check your collective agreement [here](#) or individual employment agreement to see if this applies to your role.

Progression Rules – Additional Progression Step (APS)

4. When am I eligible for the Additional Progression Step?

Only employees who have reached Step 7 are eligible to initiate the process to achieve the Additional Progression Step.

Progression to the Additional Progression Step cannot occur earlier than the anniversary date of reaching the top automatic step (Step 7).

5. How do I move to the Additional Progression Step (APS)?

Employees at Step 7 must set objectives aligned with GEPP (the Guidelines of Expectation of Professional Practice) and agree them with their manager.

It is the employee's decision and responsibility to initiate the processes associated with the APS. To commence the process, you will need to write to your team leader/ manager requesting a meeting to set objectives.

6. What is GEPP?

The Guidelines of Expectation of Professional Practice (GEPP) is a document which provides guidance and reflects the expected professional/technical skills and personal attributes of the role holder at each level of practice.

The Guidelines for Expectations of Professional Practice of Allied Health, Scientific and Technical Professionals (GEPP) can be found [here](#).

7. What if I can't agree objectives with my manager?

If you and your manager cannot agree on objectives, you can seek support from your union.

If there is still no agreement, your manager will set the objectives.

8. When will the objectives be assessed?

Assessment against objectives will commence 12 months after the objectives have been set.

9. What happens if I follow the process but my manager doesn't set or assess my objectives?

Progression to APS will not be denied if it is found that your manager has not engaged in the objective setting process and/or the assessment of whether the objectives have been achieved.

10. Once I've achieved my objectives when will I progress to the APS?

Once the assessment is completed and the objectives achieved, progression will be effective from 12 months after the date you wrote to your manager initiating the APS processes, provided that it is not earlier than the anniversary date of your movement to the top automatic step (Step 7).

Progression Rules - Recognition Steps 9 and 10

11. What are the Recognition Steps?

There are two recognition progression steps, Steps 9 and 10. These steps provide practitioners in a non-designated role with a pathway for career and salary progression.

The recognition steps facilitate progression that many employees naturally seek in the course of their work. It is designed to enable employees to utilise their expertise as a formal part of their practice, while enhancing service delivery and fostering continued development and growth through the process of agreed objective setting and delivery.

12. When am I eligible for the Recognition Steps?

An employee may initiate the recognition process immediately after moving to a qualifying step (i.e. Step 8 (APS) to progress to Step 9 or Step 9 to progress to Step 10).

You can progress to the Recognition Step at any time throughout the year (once criteria is met), you do not need to wait for your anniversary date. However, only one step movement can be made annually.

13. How can I progress to the Recognition Steps?

To be Eligible for Salary Progression:

An employee must demonstrate innovation, excellence, leadership, and/or specialist skills and knowledge in their contribution to service. This could include, but is not limited to:

- I. At least two years working in an area of specialisation or advancing practice.
- II. Recognised by other staff as becoming expert in at least one area of clinical or cultural skills and approached as a resource and teacher (with appropriate evidence)
- III. Evidence of involvement in quality and improvement initiatives or audit activity.
- IV. Evidence of involvement in research, presenting at conferences or authoring work.
- V. Agreed postgraduate study.

Has had a satisfactory performance appraisal (or equivalent) within the last 12 months.

Is undertaking clinical work at the level expected as described in the GEPP document at the applied for salary step.

Has achieved agreed objectives linked to Guidelines for Expectation of Professional Practice at relevant level.

Is contributing to the wider organisational goals, the team, the service, the locality, or the system in general.

The criteria for progression to each recognition step are as follows:

To access Recognition Step 1 (Step 9 of the Degree-based scale) an employee must select and complete objectives across no fewer than two domains ensuring that cultural safety and Te Tiriti principles are woven into objectives. Objectives must be chosen from the "Further Developing Knowledge & Skills" or further Stage of Development.

To access Recognition Step 2 (Step 10 of the Degree-based scale) an employee must select and complete objectives across no fewer than two domains, ensuring that cultural safety and Te Tiriti principles are woven into objectives. Objectives must be chosen from the "Becoming Expert" Stage of Development.

14. What sort of objectives do I need to set?

It is intended that objectives are ones that show growth, development, and continuing contribution to the service. As such, objectives will generally be relevant to the service, wider organisation and/or profession evidence of role stretch/meritorious performance. Objectives should be specific, measurable achievable realistic and time bound (SMART).

If you and your manager cannot agree on the objectives, you can seek support from your union, which may include meeting with the union and your manager, professional lead or equivalent.

The objective setting process is to be completed in three months of the employee requesting the meeting. Without agreed objectives no progression will occur.

Recognition objectives must be set and agreed prospectively. However, the setting of objectives may take into consideration work that has been initiated within a reasonable timeframe prior to the objectives being set as long as objectives remain current to service need/service development and of benefit to professional development.

15. Can I work on my objectives during work time?

Where reasonable and agreed with your manager, you may be able to progress the objectives required for recognition progression during work time.

16. What if I'm partway through a Merit or CASP process?

If you're partway through a Merit or CASP process, you can choose to finish this rather than starting the process again under the new recognition progression rules, or you can adjust your objectives to reflect the GEPP process.

Clinical/Degree Designated Salary Scale

Translation

17. How do I translate to the Designated Salary Scale?

The District Chief's (DAH's) are currently completing analysis to identify:

- Those in designated positions who will translate to the new Designated salary scales.
- Those who progressed into higher steps through Merit or CASP and will translate to the new Recognition Steps or have their pay maintained.
- Where the situation is unclear and further discussion is required.

Following this initial analysis, the DAHs will ensure consistency across the Districts and engage with the relevant unions and work constructively to resolve any differences of opinion on specific cases.

18. I have not been translated to the Designated salary scale, can I appeal the decision if I disagree?

If you do not agree with the assessment of whether your role is a Designated position, you must first raise your concerns with your manager and your local District Chief to try to resolve the issue locally.

If this is unsuccessful, you can submit an appeal application to the decision reviewed. The appeal process is only for those who believe they should have been translated to the Designated pay scale and have not been.

Appeal Guide and application form can be found [here](#). [\(Link to be added on confirmation of form\)](#)

Progression Rules

19. I'm in a Designated position, is there progression criteria for me?

There is no merit progression through the Designated steps. Progression through the steps **within** each grade is on an annual basis, on the employee's anniversary date. This is subject to satisfactory performance, which will be assumed to be the case unless the employee is advised otherwise. Progression does not occur beyond the top step of each grade.

There is one merit step in the Designated salary scale, Step 4 of Grade DF. To access this step an employee must be on Step 3 of Grade DF and select and complete objectives across no fewer than two domains, ensuring that cultural safety and Te Tiriti principles are woven into objectives. Objectives must be chosen from the "Acknowledged Leader" Stage of Development. At least one objective will be selected from the "Leadership & Management" domain in the GEPP.

20. Can I move into the next grade on the Designated Scale?

Movement between designated salary scale grades can **only** be done on the basis of appointment to a higher graded position.

Non-Degreed Technical Salary Scale

Translation

21. How do I translate to the new salary scale?

Employees in Technical/Non-degree qualified roles will translate in accordance with in the Allied, Scientific, and Technical Pay Equity Settlement Translation Plan. Please see the [Translation Plan](#) (XLSX, 67 KB).

Progression Rules

22. Are there any progression criteria for those in Group A or B of Non-Degree/Technical Salary Scale?

There is no merit progression through the steps of Group A or B. Progression through the steps **within** each group (A or B) is on an annual basis, on the employee's anniversary date. Progression does not occur beyond the top step of each group.

23. How can I progress from Group A to Group B?

Movement between Group A and B can **only** be done on the basis of appointment to a higher graded position.

24. How can I progress to the Designated Salary Scale in the Non-Degree/Technical Salary Scale?

Movement to the Designated Salary Scale can **only** be done on the basis of appointment to a higher graded position.

25. Are there any progression criteria for those on the Designated Salary Scale?

Movement through the Designated Salary Scale can **only** be done on the basis of appointment to a higher graded position.