

Unitec Allied/General Schedule

The provisions within this schedule apply to existing Allied/General kaimahi whose primary place of work is deemed to be the business division known as Unitec Polytechnic.

All policies and procedures of the division, associated with the scheduled terms and conditions identified below will apply.

Clause Number	Heading
Section 1	Hours of Work
Section 2	Overtime Rates
Section 3	Leave Provisions
Section 4	Allowances and Expenses
Section 5	Redundancy Compensation

Section 1 - Hours Of Work

Hours of work are set out in Part C, Section 3.1

Exceptions to the hours of work, plus other related clauses are as follows. They have been grouped together by work type for ease of reference.

1.1 Security Officers and Security Team Leaders

1.1.1 Hours of work

- a) The ordinary hours of work for full-time security kaimahi shall be 40 hours per week and may be worked on any day of the week, Monday to Sunday inclusive.
- b) Security kaimahi will attend work 10 minutes before the start of their rostered shift in order to conduct a handover. No additional remuneration will be paid for the handover.

1.1.2 Roster

- a) The employer shall set up the rostered shifts of work in consultation with kaimahi. Except as otherwise agreed, kaimahi shall work in accordance with the roster.
- b) Except in cases of sickness, accident, covering absenteeism or by agreement of kaimahi, the employer shall give kaimahi seven days' notice of any change to the roster.

1.1.3 Overtime

- a) Hours worked in excess of 40 hours per week shall be paid as overtime. All overtime worked shall be paid at 1.25 the rate of relevant daily pay on the basis of one hour's pay for one hour, or part thereof worked.

1.1.4 Additional leave

- a) Security kaimahi shall be entitled to two additional days of leave each year to be taken on days to be agreed between the employer and kaimahi. These additional days of leave shall be taken during the year they fall due and will not be carried forward.

1.1.5 Uniforms

- a) When starting employment, kaimahi shall be supplied with at least two appropriate uniforms at the employer's expense.

- 1.1.6 Kaimahi are responsible for laundering their own uniforms.
- a) Kaimahi supplied with uniforms or other protective clothing in the course of their employment shall return them on being supplied with a replacement, or on the termination of their employment.
- 1.1.7 Meal allowance
- a) Upon completion of nine and a half hours of work on any one day, the employer shall pay the kaimahi a meal allowance of \$15.89 from date of ratification 2024 and \$16.53 from 1 January 2025.
- b) Payment of the meal allowance(s) shall be made by direct credit at the time the kaimahi salary is paid.
- 1.1.8 Professional development
- a) Permanent kaimahi shall be entitled to two days paid professional development per calendar year for approved professional development activities.
- b) Kaimahi are required to give reasonable notice of any proposed activities and their timing and together kaimahi and employer are to ensure that professional development activities do not have a negative operational impact.

1.2 Shuttle Bus Drivers

- 1.2.1 Hours of work
- a) The ordinary hours of work for full-time security kaimahi shall be 47.5 hours per week and may be worked on any day of the week, Monday to Saturday, 7am to 9pm, usually worked on 5 consecutive 9.5 hour days.
- 1.2.2 Overtime
- a) If shuttle bus driver ordinary hours of work are 9.5 hours per day, unless otherwise agreed, overtime shall be paid at time and a half for the first three hours worked in excess of the 9.5 ordinary hours, and double time thereafter.
- b) If shuttle bus driver ordinary hours of work are greater than 9.5 hours per day, overtime shall be paid at time and a half for the first three hours worked in excess of such agreed ordinary hours, and double time thereafter.
- c) Part time shuttle bus drivers who work less than 9.5 ordinary hours per day will receive overtime payments in accordance with I only for the hours worked in excess of a total 9.5 hour worked on any working day.
- d) If required to work overtime on a Saturday or Sunday (where there are not the ordinary days of work), or a public holiday (including employer holidays) shall be paid a minimum payment equal to three hours at the appropriate rate.
- e) Overtime will be calculated on a daily basis and will only be paid where the overtime has been approved by the shuttle bus driver's manager.

Section 2 - Overtime Rates

2.1 This section should be read in conjunction with Section Four of Part C of the CEA.

- 2.1.1 Overtime worked will, with agreement, be recognised by the provision of time in lieu on the basis of one hour for each hour worked, or where agreed with the manager, overtime shall be paid at ordinary rates for the first 3 hours per week and time and double time (T2) thereafter.

Section 3 - Leave Provisions

3.1 Long Service Leave

- 3.1.1 Long service leave eligibility is from the next applicable service anniversary date (i.e. may not be retrospectively applied). Kaimahi will be entitled to paid long service leave as follows:
- a) After 10 years' continuous service: 2 weeks
 - b) After 15 years' continuous service: 2 weeks
- 3.1.2 Unless otherwise agreed in writing between the employer and the kaimahi, long service leave must be taken within two years of the entitlement falling due or it shall be forfeited. Information regarding this entitlement will be made available to the kaimahi when it falls due.
- 3.1.3 If employment is terminated before any long service leave entitlement has been taken or forfeited, then the equivalent salary shall be paid in the final pay.

3.2 Other Leave

- 3.2.1 The employer may grant other leave, with or without pay, on such terms and conditions as the employer decides

Section 4 - Allowances And Expenses

4.1 Travelling Allowance

- 4.1.1 An employee required to travel within New Zealand on the employer's business will be paid a travelling allowance as follows:
- a) approved actual and reasonable accommodation costs, or an allowance of \$37.89 from date of ratification 2024 and \$39.41 from 1 January 2025 per night when staying privately, and
 - b) actual and reasonable travel costs, an actual and reasonable meal costs up to \$75.76 from date of ratification 2024 and \$78.79 from 1 January 2025 for each completed 24 hour period, and
 - c) an incidental allowance of \$9.50 from date of ratification 2024 and \$9.88 from 1 January 2025 for each 24-hour period or part thereof;
 - d) in addition, when away from home, an employee with dependents is entitled to one visit home per month at the employer's expense.
- 4.1.2 Where appropriate the employee will provide proof of payment.

4.2 Meal Allowances

- 4.2.1 When an employee's required hours of duty span any two meal breaks, breakfast, lunch or dinner, the employee will be paid one meal allowance of \$15.89 from date of ratification 2024 and \$16.53 from 1 January 2025.

Section 5 - Redundancy Compensation

5.1 See Part A, Section 12 for further organisational change provisions.

- 5.1.1 Redundancy compensation is payable to the value of 6 weeks' salary/wages for your first year or part year of service and 2 weeks' payment for each subsequent complete year of service, subject to a maximum total payment of 44 weeks' compensation.

- 5.1.2 If you are made redundant, you are entitled to reasonable time off to attend interviews for alternative employment, subject to the operational requirements of Unitec.