[TODAY’S DATE]

Your rights and options under the new pay equity law – the Equal Pay Act

Under the Equal Pay Act 1972, NZEI Te Riu Roa has raised a pay equity claim for administration support staff. This letter outlines your options and rights.

Pay equity acknowledges the value of the skills, responsibilities and demands of workers in female dominated occupations. In 2019, the Administration support staff pay equity claim was deemed arguable.

You have received this letter because payroll information identifies you as doing the same or substantially similar work, to work covered by the administration support staff claim. You are automatically covered by this claim, unless you choose to opt out of it.

Regardless of whether you are a union member, unless you opt out of the claim:

* you will be entitled to vote on any proposed settlement of the claim, and
* if the claim is settled, the benefits of any settlement will automatically apply to you.

Unless you opt out on or before [INSERT DATE 20 WORKING DAYS FROM TODAY], we will send your name and contact details to NZEI Te Riu Roa so that they can keep you up to date with the claim.

You can choose to opt out of the claim by [clicking here](https://app.forms.education.govt.nz/forms/view/els035) and completing the form, or by emailing [payequity.claims@education.govt.nz](mailto:payequity.claims@education.govt.nz). You can opt out of the claim any time between now and the final date of voting on any proposed settlement.

This letter and the attached factsheet outline your options, whether you would like to stay in or opt out of the claim.

If you have any questions about this letter, please contact [payequity.claims@education.govt.nz](mailto:payequity.claims@education.govt.nz).