



Pay equity and the school administration support staff claim

The Administration support staff in schools pay equity claim (APEC) was settled on 4 July 2022. This document provides an overview of:

- the pay equity claim process for school administration support staff
- the findings of our pay equity investigation and the key aspects of the agreed settlement
- actions for schools and kura resulting from the settlement
- the next steps and where you can find support.

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What is pay equity?

- Pay equity means that people are paid equally for doing work of equal value.
- Achieving pay equity means we have to compare the way that we value and pay for work that we perceive to be very different – such as administration support staff and civil engineers.
- Pay equity recognises that while on the surface two jobs may look very different to each other, they actually require the same or substantially similar skills and experience, responsibilities, degrees of effort or working conditions.
- It also recognises that, in some instances, wages for workers in female-dominated occupations have suffered from sex-based discrimination because of perceptions and prejudices about the value of 'women's work', and a tendency to minimise the skills, responsibilities, conditions and effort required by this work.
- Pay equity is an attempt to ensure that the wages paid to workers in female-dominated occupations are free of assumptions and prejudices about the value of that work because it is done mainly by women.
- By comparing the work and pay of female-dominated occupations with male-dominated occupations, pay equity ensures that workers in female-dominated occupations receive pay that properly recognises the value of the work that they do.

The school administration support staff claim: how did we get here?

In September 2018, NZEI Te Riu Roa raised a pay equity claim with the Secretary for Education on behalf of administration support staff in schools and kura.

On 18 June 2020, NZEI Te Riu Roa and the Ministry signed the terms of reference for the administration support staff pay equity claim which formally started the investigation to find out if the predominantly female administration support workforce in our schools and kura was undervalued and underpaid.

The parties worked collaboratively between July 2020 and August 2021 to investigate the claim.

Sixty-three interviews were carried out with a randomly selected sample of administration support staff and their supervisors that was representative of school demographics. The interview transcripts were then analysed and the key areas of responsibility and associated tasks and activities identified.

We then sought feedback from schools and kura to check whether there were any significant gaps in our general areas of responsibility. As a result of this feedback, we conducted seven further interviews to add to the range of responsibilities documented.

Next, we interviewed a range of comparator roles, which perform work that is different but have skills and experience, responsibilities, working conditions or degrees of effort that are the same or substantially similar to the claimant work, but are male dominated. The interviews were held to fully understand the work of comparators. The comparator roles that were agreed to and used were civil engineers, fishery officers, parking compliance officers, corrections officers, customs officers and teacher aides.

In addition, the terms and conditions from collective agreements, data from claimant and comparator organisations, as well as historical information about the development of the role were analysed to build a full body of evidence.



The findings

The investigation of the claim found that although the work of comparators required the same or substantially similar level of skills, responsibilities, conditions of work, or degrees of effort as administration support staff, the administrators were paid less.

The conclusion of the investigation was therefore that administration support staff employees' pay suffered from gender-based undervaluation and needed to be corrected. For more information, view the [evidence report](#).

Agreement on pay equity issues

On 1 June 2022, the Ministry of Education and NZEI Te Riu Roa reached a proposed settlement agreement that acknowledges the value of the skills, responsibilities and demands of school administration support staff work and ensures it is being remunerated fairly. The settlement was then endorsed by covered employees on 4 July 2022.

The claim applies to administration support staff and anyone who does the work described in the work matrix in state, state-integrated schools or kura.

The settlement includes:



New work matrix

A new work matrix has been developed which better acknowledges the value of the skills, responsibilities, and demands of administration support staff roles. The new work matrix has seven grades (1-7), which will determine the pay rate an administration support staff employee should be on.



New pay equity rates

The new pay equity pay rates range from \$22.75 to \$55.62 per hour and will be effective from 20 August 2021. Administration support staff covered by the pay equity claim settlement will automatically receive the new pay equity pay rates in November 2022 after schools receive the first round of funding through their operational grant on 1 October 2022.



Parental payment

A lump sum payment will be made to administration support staff who return to work for six months after taking parental leave. The payment will be equivalent to six weeks' pay at the employee's normal rate immediately prior to the commencement of parental leave. This new entitlement has been added into the Support Staff in Schools' Collective Agreement and the Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement.

Actions for schools and kura from Term 3 2022

From the beginning of Term 3, there are actions schools and kura need to take, as well as some things to be aware of, to ensure administration support staff receive the benefits and new pay rates resulting from the settlement.

At a glance

- Check that covered employees have an up-to-date employment agreement and job description
- Check that all affected employees' payroll information is up to date and they are on the correct designation code in EdPay
- Understand the ongoing funding you will receive to cover the costs
- Understand: the new pay rates administration support staff will move to; that point-to-point translation is automatic; and that employees on IEAs and CEAs will be translated automatically
- Distribute letters to employees
- Understand how to place new employees on the new work matrix
- Check that you are using a new offer of employment template
- Understand the process for applying for regrading of an employee



For further support with these actions:

- contact the Ministry at ohumahi.support@education.govt.nz, or on 0800 114 117
- visit the Taku portal on education.govt.nz/taku, Education Sector Logon (ESL) required
- contact NZEI Te Riu Roa at payequity@nzei.org.nz, or on 0800 693 443
- contact NZSTA at eraadvice@nzsta.org.nz, or on 0800 782 435 (option #2)



Ensuring employees have an up-to-date employment agreement and job description

While employees' employment agreements are automatically varied by the settlement, it is important that you have an up-to-date signed employment agreement with your employee.

Action

Check that you have an up-to-date signed employment agreement, where necessary, (including the recently promulgated IEAs for non-union members, as available on the [Ministry website](#)) and job descriptions on file for your employees. This is business as usual.



Updating payroll information

Employment status in EdPay

Make sure all affected employees' employment status is correct in payroll.

Designation codes

For employees to receive payment following the settlement, they must be on the correct payroll designation code in Education Payroll. This is done by viewing your My Employee's Tab via EdPay. If an employee is not on the correct code, they will not be paid the new rates.

Action

Principals and authorised payroll users should make sure that employees whose work is covered by a current pay equity claim are on the correct designation code on EdPay.

If employees are not on the correct designation code, this will need to be changed immediately, with the change backdated to the date on which they started the role, where possible.

Designation codes can be changed on EdPay, or with a NOVO2nt form. To the right are the lists of designation codes for this claim.

Designation code	Descriptions
S70	Admin – Executive/Clerical
S71	Admin – Executive Management
S72	Admin – School Secretaries
S73	Admin – Secretarial/Typing
S75	Admin – Administrative Services
S41	School Secretaries
S42	Executive Clerical
S43	Secretarial/Typing
S64	Executive Management
S65	Administrative Services



Understanding the funding you're receiving

Ongoing funding will be provided to schools and kura to cover the increased cost of the administration support staff settlement. This funding will be paid as part of your operational grant instalments, with the first instalment scheduled for 1 October 2022. Schools are required to use the additional settlement funding to apply the pay equity outcomes and new pay rates.

Action

There is no action required by schools as all settlement funding will be calculated and paid automatically. However, from the beginning of Term 3, the funding guide which outlines the additional pay equity funding you will be receiving will be available for you to read.



Understanding the new pay rates

Translation from the old pay rates to the new pay rates will be done automatically by Education Payroll in November 2022. This includes employees on IEAs. Some employees may translate automatically by 30 November 2022 and then subsequently to another point in the matrix due to a pay equity regrading movement. See [Applying for regrading](#).

Action

From the beginning of Term 3, the pay rate translation guide, to help you understand how administration support staff will translate to the new pay rates, will be available for you to read.



Distributing letters to employees

Employees will need to be formally notified that the pay equity claim related to their work has been settled. This includes notifying them of any changes to their employment agreement.

Action

Later in Term 3, we will be sending you a summary of the changes for your employees that are covered by the claim as well as letters to distribute to employees performing work that is the subject of the pay equity claim settlement. There will be letters for: employees covered by the settlement outlining your employees' point-to-point translation from the old pay rates and the new pay rates; employees who opted out of the claim process; and new employees.



Understanding the new work matrix

The work matrix will be used to place new employees, or a new role, or role change for existing employees, as well as to update job descriptions for all existing administration support staff. It can also be used for future use in grading adjustments and progression through the steps on the matrix.

Action

From the beginning of Term 3, the work matrix guide will be available for you to read. This will support you with understanding and using the new work matrix.



New offer of employment template

New employees will need to have a new offer of employment template which references the terms of the settlement.

Action

Make sure you are using the new offer of employment template for employees on IEAs. They will be available to you by via NZSTA at the start of July.



Applying for regrading

On occasion, the automatic point-to-point translation may place an employee on a grade in the new work matrix that does not cover all the skills, demands or responsibilities of their role. Where the employee and their principal/ tumuaki or supervisor agree that the employee's grade is incorrect, the school can apply for pay equity regrade funding.

Schools have three terms (from 1 August 2022 to 31 March 2023) to apply for pay equity regrade funding. If an employee requests to be regraded, we recommend you meet with them to talk through their role, job description and responsibilities in the new work matrix. These conversations will take some time and you have until the end of Term 1 next year to complete them. If you determine that your employee is completing work that is a higher grade because of the pay equity settlement you can apply for pay equity regrade funding.

Guidance on the pay equity regrading criteria and how to apply for additional funding will be available at the start of Term 3. Payment of successful applications will be made to employees after the point-to-point translation of pay rates of the pay equity claim settlement. This means some employees may translate automatically by 30 November 2022 and then subsequently to another point in the work matrix due to a pay equity regrading movement.

The pay equity regrade funding application process is provided only for changes to grades that are from the direct result of the pay equity settlement and not due to correcting historic employment issues, changes to responsibilities or incorrect placement under the previous grading system.

Action

If required, pay equity regrade changes in EdPay will need to be completed on a new application form (available in Term 3), and not with the Novo2nt form you would usually use to change the grade of an employee.

What happens next

Together with NZEI Te Riu Roa and NZSTA, we have developed detailed guidance for school administration support staff, schools, and kura.

This guidance includes funding information, a pay rate translation guide, a work matrix guide, and a regrading guide. The guidance has more details and case studies for your reference. It will be published on education.govt.nz and nzei.org.nz from the beginning of Term 3, and there will be no actions required of schools and kura until this time.

For more key dates and activities in implementing the administration support staff claim settlement, view the [Administration support staff and Kaiārahi i te reo pay equity claims roadmap](#).

Where you can find support

- contact the Ministry at ohumahi.support@education.govt.nz, or on 0800 114 117
- visit the Taku portal on education.govt.nz/taku, Education Sector Logon (ESL) required
- contact NZEI Te Riu Roa at payequity@nzei.org.nz, or on 0800 693 443
- contact NZSTA at eradvice@nzsta.org.nz, or on 0800 782 435 (option #2)

