

Automatic progression for support staff, kaiārahi i te reo and therapists

Progression entitlements are now being applied automatically for support staff, kaiārahi i te reo and therapists.

The ratification of the Support Staff in Schools' Collective Agreement and Kaiārahi i te Reo and Therapists' Collective Agreement in June 2022 included an important change around progression (also known as an increment). Since 17 October 2022, progression has been automated.

This means schools and kura are no longer required to process progression for eligible employees on the anniversary of their job start date.

If your employee has had a progression due since 17 October 2022, or is covered by a pay equity claim which settled before this date, do not progress/increment them manually, as this will be occurring automatically.

There are some exceptions where schools and kura need to make manual changes:

- » For employees in Grade D (range of rates), schools and kura will continue to review the employee's rate annually.
- » Progression is automated unless the school or kura has notified the employee no less than two months before progression is due that they will not progress. The school or kura need to arrange deferring progression with EPL.
- » Additionally, progression can also be deferred for employees covered by the Administration Support Staff Work Matrix who are at the top step of permeable Grades 2 and 3 where the employer considers the work belongs solely in their current grade (clause 3B.6.4 of the SSSCA).

If you wish to defer progression, see [EdPay | Training | Deferring automatic salary increments for non-teachers](#) for instructions. If your employee is annualised, the increment will still be processed automatically on their job start date.

Job start date and progression

Every employee has an anniversary date that is used for automatic progression. This is an employee's job start date. You can find an employee's job start date by following these steps in EdPay:

- Open an employee's profile from the 'Employees Dashboard'.
- Navigate to the 'Job History' tab.
- The earliest start date (if there are multiple records) will be the job start date for that job number.

The two most likely scenarios in which the system might reflect an incorrect job start date, are:

- if an employee was employed prior to 22 August 2012
- if an employee has transferred to a different school on the same job, these will be reflected with the job start date of when they were first employed.

If your employee has a job start date in the system which is incorrect, please update this to reflect the employee's correct date. The job start date should ideally be:

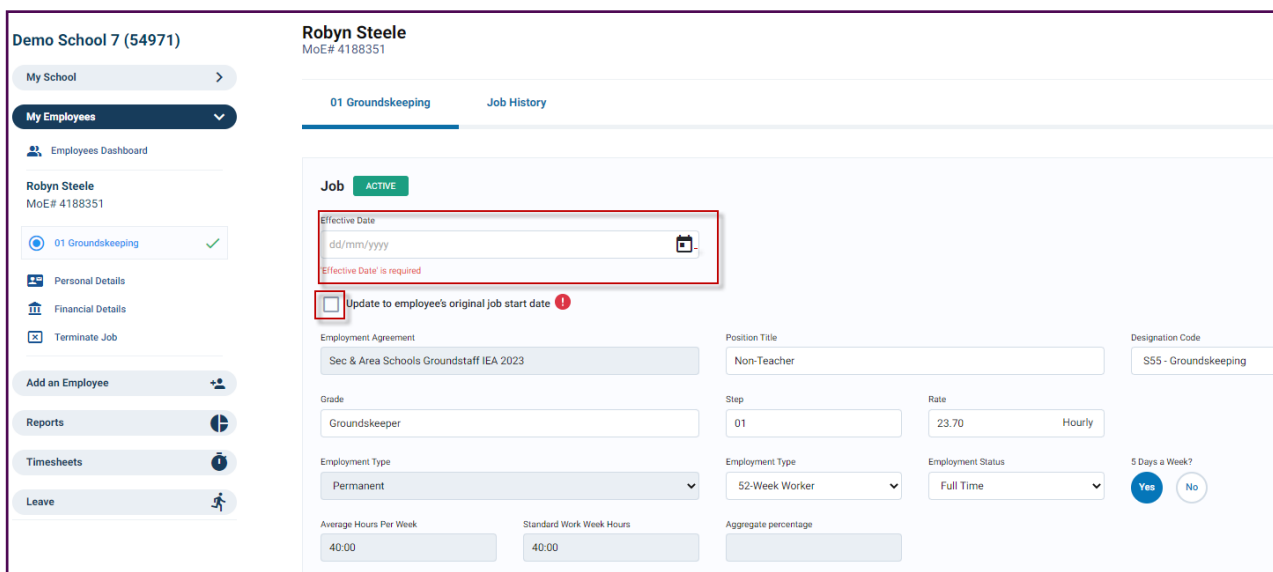
- a. the anniversary of the job start date as per the employment documentation
- b. in cases where this date is unknown, 12 months since their last increment was processed by the school.

For librarian and science technician employees, corrections (if required) must be made by 31 July 2023 so pay equity entitlements will be applied correctly.

To make any changes to a job start date, complete an EP31 or update in EdPay. To update in EdPay, follow the instructions and screenshot below:

- Navigate to the 'My Employees' tab.
- Select 'Employee'.
- Edit on Job Details.
- Edit Effective Date – tick 'Update to employee's original job start date'.
- Click Send.

Please note that you cannot change the year of a job start date to one that is later than the original date. If you need to change a start date, use the correct anniversary's day and month, and set it to the previous year. For example, if the original date is 22 August 2012 and the correct anniversary is 1 December 2012, you will need to set the date as 1 December 2011.



Demo School 7 (54971)

Robyn Steele
MoE# 4188351

My School >

My Employees ▼

Employees Dashboard

Robyn Steele
MoE# 4188351

01 Groundskeeping ✓

Personal Details

Financial Details

Terminate Job

Add an Employee +

Reports

Timesheets

Leave

Job ACTIVE

Effective Date
dd/mm/yyyy

Effective Date is required

☒ Update to employee's original job start date

Employment Agreement
Sec & Area Schools Groundstaff IEA 2023

Position Title
Non-Teacher

Designation Code
S55 - Groundskeeping

Grade
Groundskeeper

Step
01

Rate
23.70 Hourly

Employment Type
Permanent

Employment Type
52-Week Worker

Employment Status
Full Time

5 Days a Week?
Yes No

Average Hours Per Week
40:00

Standard Work Week Hours
40:00

Aggregate percentage

If you are going to backdate a change, contact NZSTA for support. We encourage you to check the anniversary dates of all your non-teaching staff.