



# Remuneration Procedure

Procedure Number  
WCDHB-HR-0034

Version Nos:  
**2**

## 1. Purpose

This Procedure outlines the West Coast District Health Board (WCDHB) staff remuneration process to ensure that the WCDHB meets its legal and ethical obligations as an employer.

## 2. Application

This Procedure is to be followed by all WCDHB staff members who have authority to employ staff.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

The *relevant Manager* is required to:

- Observe relevant pay scales in collective employment agreements
- Refer to the Human Resources Department for relevant salary information

The *Human Resources Department* is required to:

- support and assist the relevant Manager.
- Ensure processes are in place that provide national, regional and local salary information

The *Human Resource (HR) Manager* is required to:

- Establish the Remuneration Committee
- Provide relevant information to the Remuneration Committee

The *Remuneration Committee* is required to meet regularly:

- To set salaries for new positions
- To agree remuneration packages as the need arises

## 5. Resources Required

This Procedure requires the following resources

- Relevant national salary survey
- State Services Commission Public Service pay-line information
- Collective and individual employment agreements

## 6. Process

### 1.00 Introduction

- 1.01 This Procedure recognises that a remuneration system must not only perform its own role, but it also intersects with other procedures within the WCDHB in order to support the organisations outcomes.



## Remuneration Procedure

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WCDHB-HR-0034

Version Nos:

2

- 1.02 The WCDHB remuneration process:
- Outlines the process for paying for work done;
  - Attracts, motivates and retains the right staff;
  - Provides pay equity for different groups;
  - Supports organisational outcomes;
  - Supports MoH policies around employment relations;
  - Supports DHB and the Health Sector capability;
  - Supports developing careers and career pathways;
  - Supports growing from within the organisation.
- 1.03 All employees shall be employed under individual or collective employment agreements in accordance with the provisions of the Employment Relations Act 2000 and any other relevant WCDHB policies and procedures.
- 1.04 The WCDHB remuneration process will be monitored (by the HR Manager) for equity of process, results, and consistency so that it meets WCDHB alignment and operational principles.

### **2.00 Collective Agreements**

- 2.01 The WCDHB's collective agreements comprise a set of conditions that are relevant to that collective employment agreement only. The WCDHB will adhere to the above processes to ensure consistency between all the departments and occupational groups.
- 2.02 All collective agreement commitments (including settlement and variation) made by the WCDHB are to be authorised by the Chief Executive Officer (CEO).
- 2.03 Any variation to a collective (whether formal or informal) should not be agreed without seeking approval from the HR Manager.
- 2.04 No rate of remuneration, which varies from, that stated in the relevant collective agreement, is to be offered by a WCDHB Manager, without first consulting with the HR Manager.
- 2.05 All proposed variations to a collective agreement, or a non standard payment, except for grand parented arrangements formally agreed during negotiations, are to be approved by the CEO.
- 2.06 All new staff members of the WCDHB who perform work covered by a collective agreement will be employed on terms consistent with the relevant collective agreement.

### **3.00 Individual Agreements**

- 3.01 The WCDHB has standard individual employment agreements which are based on the same set of core conditions contained in the collective agreement, applicable to a specific Service/Department/Ward/Unit.
- 3.02 WCDHB Individual employment agreements are only available from the Human Resources Department.



## Remuneration Procedure

Procedure Number  
WCDHB-HR-0034

Version Nos:  
**2**

- 3.03 Remuneration rates are to be reviewed on an annual basis or otherwise as specified in the agreement.
- 3.04 In order to maintain consistency, no formal variation to an individual agreement is to be made without first seeking approval from the HR Manager.
- 3.05 Remuneration and related benefits are to be established in consultation with the General Manager, the relevant Senior Manager, and the HR Manager.
- 3.06 Offers of, or variations to, an individual employment agreement for a staff member reporting directly to a Senior Manager, are subject to the approval of the Senior Manager.
- 3.07 Offers of, or variations to, an individual agreement for a Senior Manager are subject to approval by the CEO.
- 3.08 Offers of, or variations to, an individual agreement for the CEO are subject to approval by the WCDHB Board.

### **4.00 WCDHB Remuneration Committee**

- 4.01 The WCDHB Remuneration Committee will meet as and when required, in order to:
- To set salaries/remuneration packages for new/existing positions;
  - To undertake remuneration benchmarking activities.
- 4.02 The **Remuneration Committee** will have the following members:
- General Manager Secondary Health Services
  - General Manager Mental Health and Primary Health Services
  - Chief Medical Adviser
  - Director of Nursing/Midwifery
  - General Manager Corporate Services
  - Human Resources Manager

## **7. Precautions And Considerations**

- ➔ All collective agreement commitments (including settlement and variation) made by the WCDHB are to be authorised by the Chief Executive Officer (CEO).
- ➔ Remuneration and related benefits are to be established in consultation with the General Manager, the relevant Senior Manager, and the HR Manager.



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### 8. References

Employment Relations Act (2000) and amendments

WCDHB Collective Employment Agreements

WCDHB Individual Employment Agreements

### 9. Related Documents

WCDHB Staff Recruitment and Selection procedure

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|-------------------------|-----------------------------|-------------------------|
| <b>Revision History</b> | <b>Version:</b>             | 5                       |
|                         | <b>Developed By:</b>        | Corporate Services: HR  |
|                         | <b>Authorised By:</b>       | Chief Executive Officer |
|                         | <b>Date Authorised:</b>     | September 1998          |
|                         | <b>Date Last Reviewed:</b>  | June 2010               |
|                         | <b>Date Of Next Review:</b> | June 2012               |