

## MECA Implementation Template: Health Care Assistants

### USUAL EMPLOYER LETTER HEAD

[Date]

To [Name]

[Address]

Tēnā koe [Name]

#### **CONFIDENTIAL: Change of Employment Contract to the 2023 PHC MECA**

As you may be aware, the New Zealand Nurses Organisation (NZNO) has been bargaining with employer representatives to include Health Care Assistants within the coverage of the nationally agreed Primary Health Care Multi Employer Collective Agreement (MECA).

The new 2023 MECA has been signed by the NZNO (on your behalf) and our representatives on 28 September 2023.

Your employment terms and conditions will, with effect from 28 September 2023, be as set out in the 2023 MECA. As this is a new contract of employment, I attach a copy for your information.

[include a copy of the MECA]

#### Transition

The 2023 MECA is the first MECA to cover health care assistants. The MECA states that at the commencement of the agreement, health care assistants are entitled to the first step of the scale, and will progress through the scale in accordance with clause 9.2. The transition principles set out in clause 2.5.1 apply.

Where an HCA's hourly rate, having applied the principles of 2.5.1 is above the first step of the printed HCA scale, the employee shall retain that hourly rate and will not reduce to the first step in that scale. In this case the employee will be entitled to move to the step in the scale above their current hourly rate on 1 July 2024.

#### Pay Rate

I can therefore advise that with effect from 28 September 2023:

- Your new hourly base rate will increase to \$xx.xx  
[or]
- Your new MECA hourly base rate will be \$xx.xx. However, as we have previously increased your rate to this level [or – above this level], your existing pay rate will be protected and there will be no further increase at this stage.

We aim to update your pay rate (if relevant) and include any back-pay to 1 July 2023 in time for your [insert date] pay day.

## Next Review

The 2023 MECA terms will apply until 30 June 2024. We can therefore expect further national bargaining to commence prior to 30 June 2024 in order to further update those terms and conditions.

I would like to thank you for your highly valued and ongoing contribution to the practice. I appreciate that the protracted nature of the national MECA negotiations may have been frustrating and I thank you for your patience during that process.

[Optional - Delete if preferred or if not applicable] I would like to also confirm our commitment towards pay parity with the Te Whatu Ora MECA pay rates as soon as we receive funding from the government or Te Whatu Ora to enable us to do so. I can confirm that our national representatives, GenPro, are advocating strongly on our behalf to secure such funding.

If you would like to discuss any of the terms or calculations set out in this correspondence, or you believe we may have inadvertently calculated them incorrectly, please do not hesitate to contact me directly in the first instance. Please also note that these details remain confidential between your employer and yourself

Thank you again for your ongoing service and dedication.

Nāku iti noa, nā

*[SIGNATURE]*

[Name]

[Designation]