



30 January 2024

Sarah M

By email: fyi-request-25141-01e71306@requests.fyi.org.nz

Tēnā koe Sarah

Official information request for information regarding staff appointments

I refer to your request for information under the Official Information Act 1982 (the Act) dated 12 December 2023:

“Professional staff contracts state that on appointment employees are to be placed in a point within the upper and lower salary levels of the grade taking into consideration:

- i) relevant work experience in previous or current employment*
- ii) relevant educational or other qualification;*
- iii) ease or difficulty of recruitment having regard to the specific skills and the level of skills required.*

By what metric is ease or difficulty of recruitment measured?

Further guidelines for management state that the following should also be considered:

- 1) the appointee's level of skills and experience in comparison with the requirements of the role description (you would normally pay at the top end if they meet these requirements fully and towards the bottom if they need development)*
- 2) consistency and relativity with other comparable positions within your team, area, and around the university*

Based on these criteria (and any other relevant university policy) is it possible for any of the following to happen (and please provide the relevant policy information)

- 1) new staff members are paid less than the departing staff member given equal skills, qualifications and experience*
- 2) staff are not paid what the role is assessed at*
- 3) staff can move from a role in the same (or lower band) requiring similar skills and qualifications and be paid less than they were previously”*

1. By what metric is ease or difficulty of recruitment measured?

Ease or difficulty of recruitment is measured utilising feedback from a number of sources such as:

- Recruitment agencies and job ad boards
- Previous experience of recruiting
- Amount of candidates that meet the person specification
- Feedback on previous recruitment rounds
- Occupation classifications received via Immigration New Zealand.

2. *Is it possible for any of the following to happen*

1) *new staff members are paid less than the departing staff member given equal skills, qualifications and experience*

Yes it is possible as the previous incumbent will be (usually) proficient in their duties within the University context.

2) *staff are not paid what the role is assessed at*

Not it is not possible. The collective agreement determines salary steps and individual employment agreements use job evaluation methodology determine bands for roles.

3) *staff can move from a role in the same (or lower band) requiring similar skills and qualifications and be paid less than they were previously*

Staff generally do not move to another role in the same or lower band and be paid less. If on occasion it happens, it is usually at the employees request. To meet that request it can be custom and practice that their salary is abated over a two year period until it matches the lower salary or we grandfather their salary.

You have the right to seek an investigation and review by the Ombudsman of the decisions made regarding this request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me at oiarequests@vuw.ac.nz.

Ngā mihi nui

Blair Doherty
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