

Kaupapa here | National Remuneration Policy

Mō wai me te whānuitanga | Audience and scope

This policy applies to all employees of Te Pūkenga, including permanent, fixed term and casual staff (collectively referred to as kaimahi in this policy document). This policy applies to Remuneration and Benefits allocation and reviews for kaimahi.

This policy is a national policy adopted by Te Pūkenga during its transition phase. It is intended to be an overarching policy that applies to Te Pūkenga head office but also sits across the policies and procedures of each business division of Te Pūkenga. In accordance with the Transitioning (Grandparenting) Former Subsidiaries Policies, the policies and procedures of a business division will continue to apply to the operations of the business division to the extent they are consistent with this policy. This policy will be reviewed, monitored and amended as the People, Culture and Wellbeing functions in each business division (and at Te Pūkenga head office) transition into the organisational design for the national People, Culture and Wellbeing function.

Mokamoka whakaaetanga | Approval details

Version number	2	Issue date	11 October 2022
Approval authority	Te Pūkenga Council	Date of approval	11 October 2022
Policy Sponsor (has authority to make minor amendments)	Chief People Officer	Policy Owner	Chief People Officer
Contact person	Keri-Anne Tane	Date of next review	11 October 2024

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020		Initial version
2	11 October 2022	Keri-Anne Tane and Joy Whiteman	To make this policy fit for national distribution.

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1. Pūtake | Purpose

The purpose of this policy is to enable Te Pūkenga to attract and retain talented, skilled and motivated kaimahi, ensuring that kaimahi receive a fair and equitable level of Remuneration that is relative, but not limited to:

- a) Their role
- b) The relevant Labour Markets
- c) Affordability
- d) Individual contribution
- e) Other relevant external and internal factors.

2. Ngā Mātāpono | Principles

- 2.1. Te Pūkenga recognises that it is in its transition phase and the business division practices may vary. Where an employment agreement contains terms and conditions that are in conflict with this policy, the employment agreement will apply.
- 2.2. This policy and related procedures will be maintained in a way that reflects the following principles:
 - a) Equity
 - b) Consistency of approach and application
 - c) Affordability
 - d) Ability to recruit, retain and motivate kaimahi with the required expertise.
- 2.3. As a crown entity Te Pūkenga acknowledges the requirement to give regard to policy from the public service commission.
- 2.4. Te Pūkenga recognises that embracing Pay Equity is essential in supporting its long-term strategy and is committed to providing an environment where all people are treated fairly, where capability and achievement is rewarded in an equitable manner.
- 2.5. Te Pūkenga is on a continuous quality improvement journey in respect to equity and will apply equity analysis, review and ongoing development to Remuneration practices and policies.
- 2.6. On an annual basis, Remuneration will be reviewed, a review may not lead to an adjustment in kaimahi Remuneration.
- 2.7. Changes to kaimahi Remuneration outside of the annual review cycle may occur only with approval granted in accordance with Te Pūkenga and its business divisions' delegated authorities.
- 2.8. Te Pūkenga will develop and then implement a Remuneration framework that encompasses all roles. Job Evaluation methodology will be used to evaluate roles and place roles into the Remuneration

framework. Job Evaluation will take into consideration the application of equity and Te Pae Tawhiti and Te Tiriti o Waitangi best practice and sized accordingly.

2.9. External Remuneration data will be used by Te Pūkenga to understand relevant Labour Markets (market data) and external factors.

2.10. Remuneration ranges will be established each year using market data out of an external annual salary survey.

3. Ngā Haepapa | Responsibilities

Role	Responsibilities
Manager	Responsible for the day-to-day management and implementation of this policy. Application of this policy in a fair and consistent manner and seeking advice from the People, Culture and Wellbeing team prior to applying and throughout application of this policy.
People, Culture and Wellbeing	Provide sound advice and support throughout in assisting managers and kaimahi (potential and current) in the application of this policy.

4. Ngā Tikanga | Definitions

Term	Means
Benefits	Any benefits provided to kaimahi in addition to their base salary.
Equity	Ensuring jobs are valued based on the skills, responsibilities, experience, knowledge and effort they require and kaimahi are remunerated in accordance with their knowledge, experience, skills and performance. Ensuring systems and processes are equitable and mitigate against bias and discrimination. In particular, ensuring the protection and prevention of discrimination in Remuneration for vulnerable workforces including Pacific, people with disabilities, Rainbow communities, and Māori.
Job Evaluation	Job Evaluation is the systematic process of determining the relative value of different jobs in an organisation. The goal of job evaluation is to compare jobs with each other to create a pay structure that is fair, equitable, and consistent for everyone.
Labour Markets	Refers to the supply and demand for employment and in particular the effect this has on labour supply, competition for workers and Remuneration.
Pay Equity	The same pay for work of the same value (with similar skills and responsibilities).
Remuneration	Compensation kaimahi receive for services rendered.

5. Ngā Hononga ki Tuhinga kē | Links to Other Documents

Ngā Kaupapa-Here e Hāngai ana Related policies
Recruitment
Equity, Diversity and Inclusion Policy
Ngā Tukanga me ngā Hātepe Processes, procedures
Remuneration and Benefits Procedure
Recruitment Procedure