

31st March 2022

Private and Confidential

Via Email: xx@adhb.govt.nz

Employee No.: 0000

Name
Address

Dear Name,

RE: INDIVIDUAL EMPLOYMENT AGREEMENT OFFER

Please find attached a new Employment Agreement for your consideration and acceptance.

This offer is made to you on the basis that:

- you are not a member of the New Zealand Nurses Organisation (NZNO);
- you are not a bargaining fee payer, and
- your role is covered by the DHB-NZNO Multi-Employer Collective Agreement.

If any one of these assumptions is incorrect, please advise me as soon as possible and disregard the contents of this letter.

If you are on a Fixed Term Agreement, this offer will not change your start date, finish date or reason for your fixed term employment.

This offer, should you accept it, will increase your current rate of pay and will change some of your terms and conditions of employment. You may want to get independent legal advice before making your decision whether to accept this offer or not.

The key features of the offer are:

1. An increase to your salary effective from 6th October 2021, or the date on which you commenced employment with Auckland DHB, whichever is the later.
2. Changes to sick and domestic leave effective from 6th September 2021.
3. Changes to the annual leave approval process effective from 6th September 2021.
4. Introduction of the Nursing Practitioner salary scale and training allowance.

Your new rate of pay would align to Level 3, step 6 of the Registered Nurse and Registered Midwife scale (clause 8.0.1, of your Derived IEA). This will change your salary to \$83,932 from 6th October 2021 or the date on which you commenced employment with Auckland DHB, whichever is the later.

To accept this offer you will need to:

1. Sign the "Acceptance of Offer" section
2. Initial each page of the Individual Employment Agreement
3. Sign page 1 of the Individual Employment Agreement.

You can scan and email your documents to the HR Collective Agreements email (HRCollAgreements@adhb.govt.nz) or you can post them via internal mail using the contact details at the top of this letter. Please return all signed and /or initialled documents by **5pm on Tuesday 12th April 2022**.

Following receipt of your acceptance, the resulting changes to your salary will be processed in the next available pay period after Wednesday 13th April 2022.

If we have not received a reply from you by **5pm on Tuesday 12th April 2022** Auckland District Health Board (ADHB) will withdraw this offer and your existing terms and conditions will remain unchanged.

If you have any queries with regard to this offer please feel free to contact your Manager in the first instance or myself.

Yours sincerely,



Vanessa Bowden-Johnson
Collective Employment Agreement Implementation Specialist

Acceptance of Offer

I acknowledge receipt of the offer made by Auckland District Health Board (ADHB) as detailed above in this letter and in the attached Individual Employment Agreement. I also acknowledge that I have been advised of my entitlement to seek independent advice before making my decision.

I am advising the Auckland DHB that I wish to accept the offer made to me.

Signature

Date