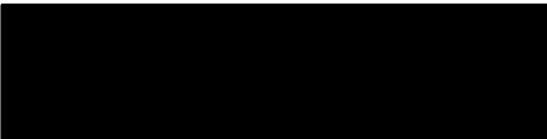




14 April 2022



Dear [REDACTED]

**Re: OIA request – COVID-19-specific remuneration arrangements**

Thank you for your Official Information Act request received 22 March 2022 seeking information from Waitematā District Health Board (DHB) about COVID-19 payments.

Before responding to your specific questions, it may be useful to provide some context about our services.

Waitematā is the largest and one of the most rapidly growing DHBs in the country, serving a population of around 650,000 across the North Shore, Waitakere and Rodney areas. We are the largest employer in the district, employing around 9,000 people across more than 80 locations.

In addition to providing care to our own resident population, we are the Northern Region provider of forensic mental health services and child rehabilitation services, plus the metro Auckland provider of child community dental services and community alcohol and drug services.

In response to your request, we are able to provide the following information:

- 1. All correspondence, including email and text, about COVID-19 remuneration arrangements at Waitematā DHB and between Auckland metro district health boards from February 1 to date.**

Please find attached key communications that were sent to all managers across the organisation for distribution to their teams – **Attachment 1**.

It should be noted that these remuneration arrangements were in effect for a very short period at a time when the Auckland region was dealing with rising case numbers related to the Omicron surge. These arrangements recognised the pressure faced by our staff in increasingly challenging circumstances.

We have provided these key documents as collating and reviewing all correspondence about COVID-19 remuneration arrangements at Waitematā DHB and between Auckland metro DHBs would cover several hundred emails across multiple services and hundreds of staff.

Collating and reviewing the material would involve weeks of work and take frontline staff away from their day-to-day work, which would prejudice our ability to provide core services.

We have considered whether charging or extending the timeframe for responding to this aspect of your request would assist us in managing this work and have concluded it would not. We have, therefore, determined to provide key communications that may be of assistance in your request rather than providing all correspondence. We are, therefore, refusing your request for all correspondence, including emails and texts, other than these key documents under Section 18(f) of the Official Information Act on the grounds that the information requested cannot be made available without substantial collation and research.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to seek a review is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

**2. The number of Waitematā DHB staff who received a \$500 bonus under the COVID-19 remuneration arrangements to cover night shifts, broken down by nurses, midwives, allied health, scientific, technical, admin and support staff.**

It should be noted that the payments made to staff were not as a 'bonus' but were an emergency remuneration arrangement. The information provided is until March 20.

<b>Number of Waitematā DHB staff who received a \$500 payment under the COVID-19 remuneration arrangements</b>	
<b>Professional group</b>	<b>Number of staff</b>
Nursing (incl. midwives)	1279
Allied Health	103
Management/Admin	52
Support	230
<b>Total</b>	<b>1664</b>

**3. The number of Waitematā DHB staff who received a \$250 bonus under the COVID-19 remuneration arrangements to cover overtime, broken down by nurses, midwives, allied health, scientific, technical, admin and support staff.**

It should be noted that the payments made to staff were not as a 'bonus' but were an emergency remuneration arrangement. The information provided is until March 20.

<b>The number of Waitematā DHB staff who received a \$250 payment under the COVID-19 remuneration arrangements</b>	
<b>Professional group</b>	<b>Number of staff</b>
Nursing (incl. midwives)	467
Allied Health	131
Management/Admin	57
Support	86
<b>Total</b>	<b>741</b>

**4. A copy of the COVID-19 remuneration arrangements, including the extension.**

A copy of the COVID-19 remuneration arrangements, including the extension of this arrangement, is provided in Attachment 1.

I trust that this information is helpful.

Waitematā DHB supports the open disclosure of information to assist community understanding of how we are delivering publicly funded healthcare. This includes the proactive publication of anonymised Official Information Act responses on our website from 10 working days after they have been released.

If you consider there are good reasons why this response should not be made publicly available, we will be happy to consider your views.

Yours sincerely



**Executive Director Finance, People and Planning  
Waitematā District Health Board**

**Stephen Davies (WDHB)**

---

**From:** Stephen Davies (WDHB) on behalf of Human Resources (WDHB)  
**Sent:** Friday, 11 March 2022 08:23  
**Subject:** Pay and remuneration during the Omicron surge

**This email is being sent to all managers – please share with your team**  
=====

Tēnā koutou,

We're grateful to everybody who has stepped up to work additional shifts and work in different places as well as the many people who have continued to do an amazing job in their usual place of work.

We want to make sure everyone supporting the Omicron surge work is appropriately rewarded for night shifts, on-call and any hours worked above their contracted hours.

This includes anyone:

- who is working in their primary area of work
- who has been redeployed into other roles
- on MECAs and IEAs
- in clinical and non-clinical roles

Additional pay arrangements have been agreed regionally. You can find all the pay and remuneration details of the offer [here](#).

These enhanced payments for on-call, nights and overtime will be time-limited. We're backdating these arrangements to Friday 4 March\* and they will remain in place until Friday 18 March. (\* These arrangements supersede any previously communicated Omicron night shift payments. Where any previous arrangement has existed these enhanced payments will come into effect from Saturday 12 March.)

**Mahi ē Taea**

Please make sure that all allowances are entered in timecards on Mahi ē Taea – a quick guide is available [here](#). Please note that the night duties and overtime allowances are likely to be paid outside the normal pay run. The on-call allowance must be recorded in Mahi ē Taea and a comment will indicate that this particular on-call will need to be reviewed by Payroll and the higher rate applied. IEA payments must be entered in Mahi ē Taea and will be paid in the next pay run.

If you have any questions, please contact [Covid19questions@waitematadhb.govt.nz](mailto:Covid19questions@waitematadhb.govt.nz).

Ngā mihi,

*Stephen*

**Stephen Davies**  
**Associate Director, Human Resources**

Postal Address: Private Bag 93-503 | Takapuna | Auckland  
[www.waitematadhb.govt.nz](http://www.waitematadhb.govt.nz)

## Stephen Davies (WDHB)

---

**From:** Stephen Davies (WDHB) on behalf of Human Resources (WDHB)  
**Sent:** Friday, 18 March 2022 13:02  
**Subject:** Remuneration during the emergency response

**This email is being sent to all managers – please share with your team**  
=====

Tēnā koutou,

Thank you to everyone who continues to step up to work additional shifts and work in different places as well as the many people who have continued to do an amazing job in their usual place of work.

The additional pay arrangements which came into effect on 4<sup>th</sup> March have been extended through to **06:59 next Tuesday 22nd March**. You can find the details [here](#).

As previously advised, these enhanced payments for on-call, nights and overtime are time-limited and will be reviewed next Monday to see how our capacity has improved after the weekend and a decision made regarding any further extension of these arrangements.

### **Mahi ē Taea**

Please make sure that all allowances are entered in timecards on Mahi ē Taea – a quick guide is available [here](#). Please note that the night duties and overtime allowances are likely to be paid outside the normal pay run. The on-call allowance must be recorded in Mahi ē Taea and a comment will indicate that this particular on-call will need to be reviewed by Payroll and the higher rate applied. IEA payments must be entered in Mahi ē Taea and will be paid in the next pay run.

If you have any questions, please contact [Covid19questions@waitematadhb.govt.nz](mailto:Covid19questions@waitematadhb.govt.nz).

Ngā mihi,

*Stephen*

**Stephen Davies**  
Associate Director, Human Resources

Postal Address: Private Bag 93-503 | Takapuna | Auckland  
[www.waitematadhb.govt.nz](http://www.waitematadhb.govt.nz)



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## Stephen Davies (WDHB)

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**From:** Stephen Davies (WDHB) on behalf of Human Resources (WDHB)  
**Sent:** Monday, 21 March 2022 13:51  
**Subject:** Remuneration during the emergency response

**This email is being sent to all managers – please share with your team**

=====

Tēnā koutou,

The requirement for the additional [pay arrangements](#) which came into effect on 4<sup>th</sup> March has been reviewed this morning. At Waitematā DHB our Covid-19 patient numbers have reduced by over one third over the past seven days and our ability to staff rosters has returned to almost normal.

**The time-limited enhanced payments for on-call, nights and overtime will therefore cease from 06:59 tomorrow, 22nd March.**

### **Mahi ē Taea**

Please make sure that all allowances are entered in timecards on Mahi ē Taea – a quick guide is available [here](#). Please note that the night duties and overtime allowances are likely to be paid outside the normal pay run. The on-call allowance must be recorded in Mahi ē Taea and a comment will indicate that this particular on-call will need to be reviewed by Payroll and the higher rate applied. IEA payments must be entered in Mahi ē Taea and will be paid in the next pay run.

If you have any questions, please contact [Covid19questions@waitematadhb.govt.nz](mailto:Covid19questions@waitematadhb.govt.nz).

Ngā mihi,

*Stephen*

**Stephen Davies**  
Associate Director, Human Resources

Postal Address: Private Bag 93-503 | Takapuna | Auckland  
[www.waitematadhb.govt.nz](http://www.waitematadhb.govt.nz)



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## **Emergency Response (COVID-19 – Omicron) Remuneration Arrangements**

### **Applicable to Auckland Metro DHBs**

In recognition of the increased COVID-19 response across our DHB, we are offering the following rates to staff supporting the Omicron surge during the period Friday 4 – Friday 18 March 2022 (now extended to 06:59 Tuesday 22 March)<sup>\*</sup>.

We acknowledge the extraordinary effort that is required to keep our people and the patients you care for safe over the surge period and we thank you for your support.

The following rates will be activated when there is a situation during a surge in COVID-19 in the community such that critical service delivery cannot be maintained with available staff, as triggered by Chief Executive Officers  
“Critical services” is defined as acute inpatient services, P1 or cancer service delivery, and acute community for a period or as defined by the Chief Executive Officers.

#### **Principles**

1. Staff will be requested to deploy to other areas, ahead of being asked to work additional duties
2. Overtime will be requested and agreed by the manager and staff member before the work is done and rates apply
3. There is a mutual responsibility between the line manager and staff member that hours worked are safe. In order to do this staff are required to share with their line manager any hours they have worked in other services or for other employers
4. Approval will be in accordance with existing delegated authority
5. The Board will approve remuneration arrangements for Executives
6. If contractors are asked to undertake COVID shifts in the Hospital or Community they will be paid their normal contract rate. The relevant ELT member must approve this before duties are offered.

## COVID-19 – Omicron Remuneration Arrangements effective from 4 March to 06:59 22 March<sup>☆</sup>

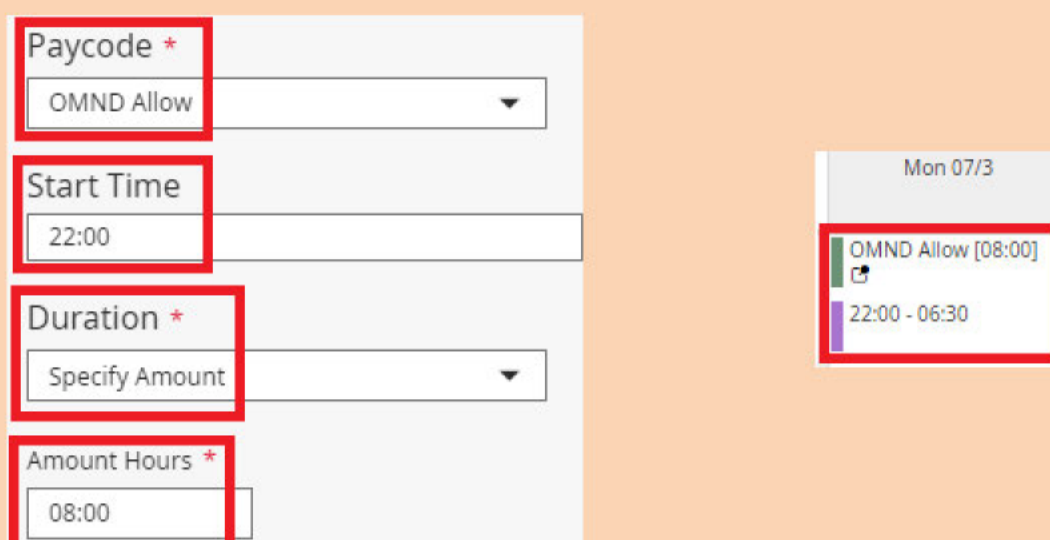
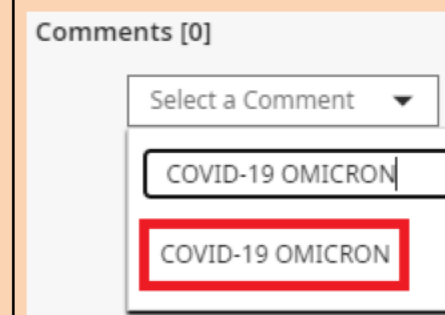
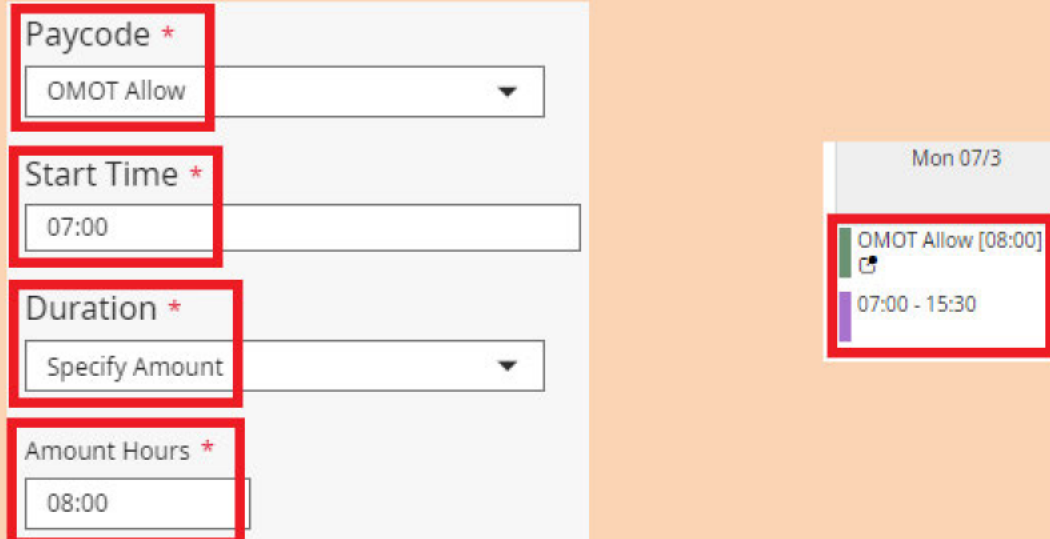
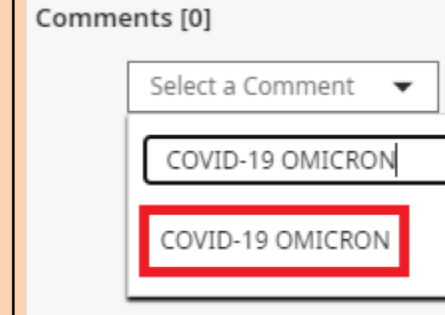
	Duty	Enhanced Rates from 4 March to 06:59 22 March <sup>☆</sup>
Applicable to all Nurses and Midwives, Allied Health, Scientific, Technical, Clerical and Support staff	Night Duties  <i>☆ Where any previous arrangement has existed this allowance will come into effect from Sat 12 March</i>	For work done at night* normal MECA rates plus an allowance of \$500 gross for a full shift, pro rated for part shifts**  <i>Note: the allowance applies to existing rostered shifts and additional rostered duties (* Night = shifts commencing from 10pm onwards until completion of the rostered night duty)</i>
	Overtime & Additional Shifts	For any overtime worked you'll get your normal MECA rates plus an allowance of \$250 gross for a full shift, pro rated for part shifts**  Part-time staff – eligible for the \$250 gross for a full shift (pro rated for part shifts**) where they pick up additional hours over and above their ordinary weekly hours (even where they are not eligible for overtime rates). Casuals – hours above the last 4 weeks average.  <i>Note: not payable if the night duty payment above is applicable, staff may only claim one or the other</i> <i>(** Pro rated is based on an 8 hour shift, i.e. half a shift is \$125 - 4 hours)</i>
	Rostered on-call – on-call payment applies	On-call payments in accordance with the applicable MECA or \$10 per hour (whichever is the greater)  Where the employee is called in – then the night duty or overtime provision above applies
Applicable to all IEA staff	Overtime	For Omicron related deployment completed in Hospital or Community Services and done after 6pm weekdays or on weekends when they are outside your normal hours of work, you will get paid T 1.5
	Weekends on call	If you are rostered on call for Omicron work on the weekend, your on call hours will be agreed with you and you will get 2 hours time in lieu for each day on call on Saturday/Sunday.  If you are called out on the weekend (in addition to the 2 hours above) and i. you work between 2 - 4 hours you will get 4 hours time in lieu ii. you work more than 4 hours you'll get 8 hours time in lieu

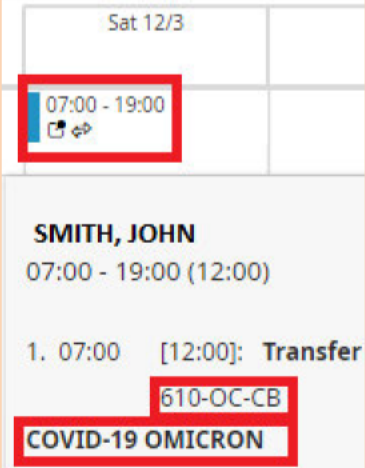
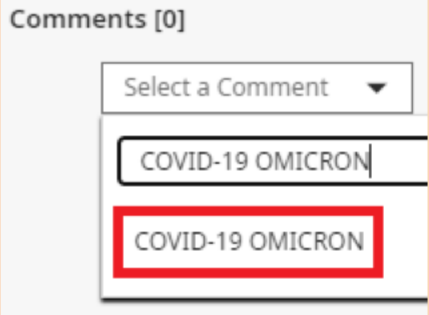


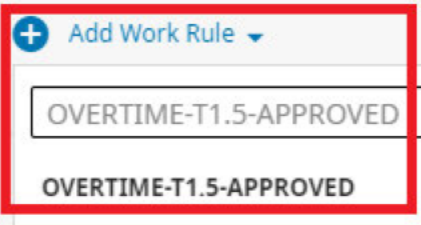
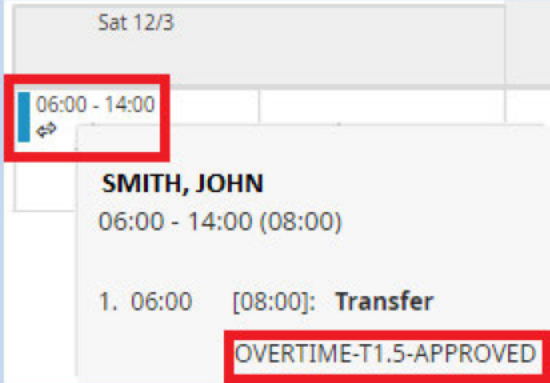
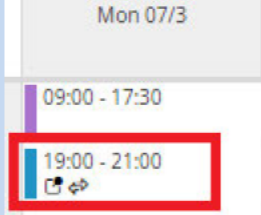

## COVID-19 – Omicron Remuneration Arrangements effective from 4 March to 06:59 22 March

	Duty	Enhanced Rates from 4 March to 06:59 22 March
Senior Medical Staff	Weekday	For work done 0800-1800 you will get your normal MECA rates For work done 1800-2000 you will get \$250 per hour
	Weekends and Nights	For work done at night (2000-0800) you will get \$350 per hour For work done on weekends (0800-2000) you will get \$250 per hour
Resident Medical staff	Additional Duties	Any changes to an after hours shift or an additional shift will be paid at the escalated additional duties rates (also called the winter rates)
	Deployment to other areas	If you are redeployed to a roster which is the same run category or lower, you will be paid your normal salary  If you are redeployed to a roster which has a higher run category or hours of work you will get the run category of the roster you are deployed to



Employee Group	Duty	Rates from 4 <sup>th</sup> – 18 <sup>th</sup> March 2022	Mahi e Taea Schedule Entries	Mahi e Taea Comment
All Nurses, Midwives, Allied Health, Scientific, Technical, Clerical and Support employees	<b>Night Duties</b>  <i>Where any previous arrangement has existed, this allowance will come into effect from Sat 12 March</i>	For work done at night* normal MECA rates apply, plus an allowance of \$500 gross for a full shift, pro-rated** for partial shifts  <i>*Night Duties = hours worked between 10pm until completion of shift</i>  <i>**Pro-rated is based on an 8 hour shift, i.e. half a shift is \$250 - 4 hours</i>  <i>Note: this allowance applies for all night duties whether staff normally work nights or not</i>	<ul style="list-style-type: none"> <li>- Shift entered in Schedule as per normal process</li> <li>- Additionally, enter Paycode <b>OMND ALLOW</b> with Start Time, and Specify the Amount of hours required <u>up to a maximum of 8:00 hours</u></li> <li>- Ensure shift and <b>OMND ALLOW</b> Paycode both appear in the Schedule</li> </ul> 	<p>Comment: COVID-19 OMICRON attached to <b>OMND ALLOW</b> Paycode</p> <ul style="list-style-type: none"> <li>- Right Click on <b>OMND ALLOW</b> Paycode in Schedule</li> <li>- Select <b>Edit</b></li> <li>- Select <b>Add Comment</b></li> <li>- Select <b>COVID-19 OMICRON</b></li> <li>- Select <b>Apply</b></li> <li>- Remember to <b>Save</b></li> </ul> 
	<b>Overtime &amp; Additional Shifts</b>	For any overtime worked normal MECA rates apply, plus an allowance of \$250 gross for a full shift, pro rated for part shifts**  Part-time staff: eligible for the \$250 gross for a full shift (pro rated for part shifts**) where they pick up additional hours over and above their ordinary weekly hours (even where they are not eligible for overtime rates)  Casual Staff: Hours above the last 4 weeks average  <i>**Pro-rated is based on an 8 hour shift, i.e. half a shift is \$125 - 4 hours</i>  <i>Note: not payable if the night duty payment above is applicable, staff may only claim one or the other</i>	<ul style="list-style-type: none"> <li>- Shift entered in Schedule as per normal process</li> <li>- Additionally, enter Paycode <b>OMOT ALLOW</b> with Start Time, and Specify the Amount of hours required <u>up to a maximum of 8:00 hours</u></li> <li>- Ensure shift and <b>OMOT ALLOW</b> Paycode both appear in the Schedule</li> </ul> 	<p>Comment: COVID-19 OMICRON attached to <b>OMOT ALLOW</b> Paycode</p> <ul style="list-style-type: none"> <li>- Right Click on <b>OMOT ALLOW</b> Paycode in Schedule</li> <li>- Select <b>Edit</b></li> <li>- Select <b>Add Comment</b></li> <li>- Select <b>COVID-19 OMICRON</b></li> <li>- Select <b>Apply</b></li> <li>- Remember to <b>Save</b></li> </ul> 

<p>All Nurses, Midwives, Allied Health, Scientific, Technical, Clerical and Support employees</p>	<p>Rostered on-call, on-call payment applies</p>	<p>On-call payments in accordance with the applicable MECA or \$10 per hour (whichever is the greater)</p> <p>Where the employee is called back – then the night duty or overtime provision above applies</p>	<ul style="list-style-type: none"> <li>- On-Call Shift entered into Schedule as per normal process</li> <li>- Ensure Comment: <b>COVID-19 OMICRON</b> is attached to On-Call Shift in Schedule, this enables the enhanced \$10/hr payment</li> </ul>  <ul style="list-style-type: none"> <li>- If called back: Enter callback time into <u>Timecard</u> as per normal process. Additionally, enter <i>Night Duty</i> or <i>Overtime</i> provision as above, into <u>Schedule</u></li> </ul>	<p>Comment: COVID-19 OMICRON attached to On-Call Shift</p> <ul style="list-style-type: none"> <li>- Right Click on <b>On-Call Shift</b> in Schedule</li> <li>- Select <b>Edit</b></li> <li>- Select <b>Add Comment</b></li> <li>- Select <b>COVID-19 OMICRON</b></li> <li>- Select <b>Apply</b></li> <li>- Remember to <b>Save</b></li> </ul> 
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Employee Group	Duty	Rates from 4 <sup>th</sup> – 18 <sup>th</sup> March 2022	Mahi ē Taea Schedule Entries	Mahi ē Taea Comment
<p>IEA employees</p>	<p>Overtime</p>	<p>For Omicron related deployment completed in Hospital or Community Services and done after 6pm weekdays or on weekends when they are outside your normal hours of work, <i>time and a half</i> (T1.5) is payable</p>	<ul style="list-style-type: none"> <li>- Shift entered in Schedule as per normal process</li> <li>- Add Work Rule Transfer to the shift: <b>OVERTIME-T1.5-APPROVED</b></li> <li>- Ensure shift with transfer attached, appears in the Schedule</li> </ul>   <ul style="list-style-type: none"> <li>- If the employee has already worked their regular shift, and additional overtime needs to be added, enter a <b>second shift</b> for the overtime portion, e.g:</li> </ul> 	<p>Comment: COVID-19 OMICRON attached to Overtime Shift</p> <ul style="list-style-type: none"> <li>- Right Click on <b>Overtime Shift</b> in Schedule</li> <li>- Select <b>Edit</b></li> <li>- Select <b>Add Comment</b></li> <li>- Select <b>COVID-19 OMICRON</b></li> <li>- Select <b>Apply</b></li> <li>- Remember to <b>Save</b></li> </ul> 

<p><b>IEA employees</b></p>	<p><b>Weekends on-call</b></p>	<p>If you are rostered on-call for Omicron work during the weekend, on-call hours will be agreed, and you will get 2 hours <i>time in lieu</i> for each day on-call on Saturday/Sunday</p> <p>If you are called back on the weekend (in addition to the 2 hours' <i>time in lieu</i> above) you will also receive:</p> <ul style="list-style-type: none"> <li>• Working between 2- 4 hours, you will receive 4 hours <i>time in lieu</i> or</li> <li>• Working more than 4 hours you will receive 8 hours <i>time in lieu</i></li> </ul>	<p><i>The CRED Paycode credits an employee's Time in Lieu (TIL) balance</i></p> <ul style="list-style-type: none"> <li>- Enter the CRED Paycode with start time, and number of hours required</li> <li>- Ensure CRED appears in the Schedule</li> </ul> <div data-bbox="1347 373 1893 898"> <p>Paycode * CRED</p> <p>Start Time 08:00</p> <p>Duration * Specify Amount</p> <p>Amount Hours * 06:00</p> </div> <div data-bbox="1994 571 2237 722"> <p>Sat 12/3</p> <p>CRED [06:00]</p> </div>	<p>Comment: COVID-19 OMICRON attached to CRED Paycode</p> <ul style="list-style-type: none"> <li>- Right Click on CRED Paycode in Schedule</li> <li>- Select Edit</li> <li>- Select Add Comment</li> <li>- Select COVID-19 OMICRON</li> <li>- Select Apply</li> <li>- Remember to Save</li> </ul> <div data-bbox="2398 583 2801 877"> <p>Comments [0]</p> <p>Select a Comment</p> <p>COVID-19 OMICRON</p> <p>COVID-19 OMICRON</p> </div>
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