

28 May 2015

TO WHOM IT MAY CONCERN:

Home and Community Support Provider

Dear Sir/Madam

In-between Travel Settlement Agreement – information required for implementation payments

The purpose of this letter is to request that you complete the attached declaration form to provide information the Ministry of Health (Ministry) requires to pay your organisation for one-off implementation costs for the In-between Travel Settlement. Please return the completed form to IBT@moh.govt.nz by 10 June 2015. The letter also outlines pre-conditions that must be met before that payment can be made.

Negotiated settlement

The Ministry has negotiated a settlement with unions, employers and funding agencies to enable home support workers to be paid for the time they spend travelling between clients.

As part of the settlement agreement (under section 5.5), District Health Boards (DHBs) and the Ministry will make a one-off payment of up to \$2 million to the employers they contract to provide home and community based support services. The funding will be apportioned to providers on the basis of \$75.00 per qualifying employee.

The one-off payment is to establish travel payments for employees. The payment will be made from the Vote Health appropriation and is to be paid before 30 June 2015.

Payments are intended to partly offset the costs of activities such as adjusting worker employment agreements, meeting with support workers to explain changes for the purposes of ratification, and adjusting IT systems.

Pre-conditions for payment

The one-off payments will be administered and paid by the Ministry subject to two pre-conditions:

- i. ratification of the settlement agreement by a majority of participating DHBs, affected employees and employers (providers); and

- ii. receipt of a signed letter of agreement from you. The Ministry will send a letter of agreement for you to sign when you have returned the attached declaration form.

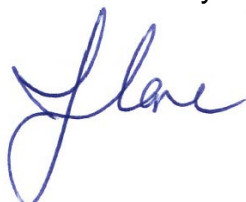
Qualifying employees

Please note that a qualifying employee is defined in the settlement agreement as follows:

“Qualifying Employees means non-salaried employees of the Employers who are required to travel between clients’ homes in the course of their duties to provide publicly funded home based community support services from the date this agreement takes effect.”

If you have any questions or would like further information please contact Steven Lee on (04) 816 2333.

Yours sincerely



Jill Lane
Director – National Services Purchasing
National Health Board

**IN-BETWEEN TRAVEL SETTLEMENT AGREEMENT
– PAYMENT IMPLEMENTATION**

Declaration

This must be signed by your Organisation's CEO or CFO

The number of qualifying employees recorded on the first scheduled payroll run of April 2015 is: _____ (please print clearly)

Note: Please include employees who are currently on leave with a definite return date (e.g. parental leave, leave without pay, sick leave, unpaid leave etc).

I declare that all of the information provided is accurate and complete to the best of our knowledge.

Signature: _____

Name: _____

Designation: _____

Contact Information:

Organisation:	« LEGALENTITY »
Contact Name:	
Physical Address:	
Postal Address:	
Phone:	
Email:	

Please complete and email this Declaration form by 10 June 2015 to:

IBT@moh.govt.nz

You will receive an email acknowledgement of receipt of this signed declaration from the Ministry.

Note: This is not a declaration under the Oaths and Declarations Act 1957