

1963/109



**THE HOSPITAL EMPLOYMENT (OCCUPATIONAL
THERAPISTS) REGULATIONS 1963**

BERNARD FERGUSSON, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington this 19th day of June 1963

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Hospitals Act 1957, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

REGULATIONS

1. (1) These regulations may be cited as the Hospital Employment (Occupational Therapists) Regulations 1963, and shall be read together with and deemed part of the Hospital Employment Regulations 1963* (hereinafter referred to as the principal regulations).

(2) For the purposes of regulation 4 of the principal regulations, these regulations shall be deemed to form a Part of the principal regulations.

Commencement

2. (1) The scales of salaries and wages specified in the Schedule to regulation 4 of these regulations shall be deemed to have come into force on the dates respectively shown in the headings of the columns therein headed "Yearly Rate of Salary on and from 1 April 1960" and "Yearly Rate of Salary on and from 1 October 1961".

(2) Except as aforesaid, these regulations shall be deemed to have come into force on the 1st day of April 1960.

Interpretation

3. In these regulations, unless the context otherwise requires,—

“Assistant charge occupational therapist” means an occupational therapist who assists a charge occupational therapist in the administration of the occupational therapy department of an institution and, in the absence of the charge occupational therapist, discharges the duties of the charge occupational therapist:

“Charge occupational therapist” means the principal or only occupational therapist employed in an institution:

“Establishment of staff”, when used with reference to an institution or department thereof, means the number of occupational therapists (including charge occupational therapists) and occupational therapy aids that the Director-General from time to time determines is normally required for the work of the institution or department; or, where no such determination has been made, means the average number of occupational therapists and occupational therapy aids employed on normal days of work during the period of six months ended with the 31st day of March or the 30th day of September, whichever is the later date, immediately preceding the date on which the average is to be calculated:

“Extended treatment institution, ward, or annex” means an institution, ward, or annex recognised as such by the Director-General for the purposes of these regulations and mainly or wholly conducted for patients requiring prolonged medical or surgical treatment and nursing care; but does not include a tuberculosis institution, ward, or annex:

“Occupational therapist” has the same meaning as in the Occupational Therapy Act 1949:

“Occupational therapy aid” means a person engaged in elementary occupational therapy duties under the direct supervision of an occupational therapist:

“Staff occupational therapist” means an occupational therapist employed in any position not otherwise designated in the Schedule to regulation 4 hereof:

“Tuberculosis institution, ward, or annex” means an institution, ward, or annex wholly conducted for the reception or treatment of persons suffering from tuberculosis; and the term “tuberculosis ward” includes a ward mainly conducted for the reception and treatment of persons suffering from tuberculosis:

“Tutor occupational therapist” means an occupational therapist who is responsible for the teaching of occupational therapy students in a subsidiary training school and is mainly or wholly engaged in that work.

Scales of Salaries and Wages

4. The scales of salaries and wages applicable to occupational therapists and occupational therapy aids shall be those set out in the Schedule appended to this regulation, namely:

SCHEDULE: SCALES OF SALARIES AND WAGES OF OCCUPATIONAL THERAPISTS AND OCCUPATIONAL THERAPY AIDS

Position	Yearly Rate of Salary on and from 1 April 1960			Yearly Rate of Salary on and from 1 October 1961		
	Minimum	Maximum	Increments	Minimum	Maximum	Increments
1. Charge Occupational Therapist—	£	£	£	£	£	£
(a) (i) In an institution in which the establishment of staff is eight or more	781	915	44, 40, 25, 25	811	945	44, 40, 25, 25
(ii) In an institution in which the establishment of staff is less than eight but not less than three	746	865	35, 44, 40	776	895	35, 44, 40
(iii) In an institution in which the establishment of staff is less than three	708	825	38, 35, 44	738	855	38, 35, 44
(b) If actively supervising the occupational therapy work of one or more other institutions whose aggregate establishment of staff is four or more	£46 additional.			£46 additional.		
(c) If undertaking tutorial duties	An additional amount not exceeding £85 as determined by the Board with the approval of the Director-General.			An additional allowance not exceeding £85 as determined by the Board with the approval of the Director-General.		
2. Assistant Charge Occupational Therapist—	£	£	£	£	£	£
(a) In an institution in which the establishment of staff is eight or more	708	781	38, 35	738	811	38, 35
(b) In any other case	The remuneration of a staff occupational therapist.			The remuneration of a staff occupational therapist.		

3. Staff Occupational Therapist	641	746	38, 29, 38	671	776	38, 29, 38
4. Occupational Therapist Engaged in Tutorial Duties—						
(a) Tutor Occupational Therapist: The appropriate yearly rate of salary of a staff occupational therapist in accordance with clause 3 of this Schedule, increased by an additional amount not exceeding £85 per annum as determined by the Board with the approval of the Director-General.						
(b) Occupational Therapist, other than a tutor occupational therapist giving lectures to occupational therapy students or a charge occupational therapist giving lectures to occupational therapy students and receiving additional remuneration under paragraph (c) of clause 1 of this Schedule: The appropriate yearly rate of salary of an occupational therapist as provided in clauses 1 to 3 (inclusive) of this Schedule, as the case may be, with the addition of 13s. 8d. per lecture of one hour or more:						
Provided that the number of lectures for which payment is made shall not exceed fifty in any year.						

SCHEDULE: SCALES OF SALARIES AND WAGES OF OCCUPATIONAL THERAPISTS AND OCCUPATIONAL THERAPY AIDS—*ctd.*

Position	Yearly Rate of Salary on and from 1 April 1960			Yearly Rate of Salary on and from 1 October 1961		
	Minimum	Maximum	Increments	Minimum	Maximum	Increments
5. Occupational Therapy Aid	£ 387	£ 491	£ 20, 24, 25, 35	£ 402	£ 511	£ 25, 24, 25, 35
	Subject to the prior approval of the Director-General a Board may, in special circumstances, determine in respect of an occupational therapy aid who has been in receipt of the maximum salary for at least two years a yearly rate of salary exceeding £491 but in no case exceeding £542, and in exceptional circumstances a yearly rate of salary exceeding £542 but in no case exceeding £615.			Subject to the prior approval of the Director-General a Board may, in special circumstances, determine in respect of an occupational therapy aid who has been in receipt of the maximum salary for at least two years a yearly rate of salary exceeding £511 but in no case exceeding £567, and in exceptional circumstances a yearly rate of salary exceeding £567 but in no case exceeding £640.		
6. Part Time Occupational Therapist or Occupational Therapy Aid	A rate of salary representing that proportion of the salary payable in respect of full time employment in the position occupied that the number of hours worked during the week bears to 40, such rate to be increased by 10 per cent if the hours worked are 30 or less.			A rate of salary representing that proportion of the salary payable in respect of full time employment in the position occupied that the number of hours worked during the week bears to 40, such rate to be increased by 10 per cent if the hours worked are 30 or less.		
7. Occupational Therapist or Occupational Therapy Aid in a tuberculosis institution, ward, or annex	The remuneration for corresponding positions provided for in clauses 1 to 5 (inclusive) of this Schedule and £33 additional for the first six months, increased to £65 additional for any subsequent period.			The remuneration for corresponding positions provided for in clauses 1 to 5 (inclusive) of this Schedule and £33 additional for the first six months, increased to £65 additional for any subsequent period.		
8. Occupational Therapist or Occupational Therapy Aid employed in an extended treatment institution, ward, or annex	The remuneration for corresponding positions provided for in clauses 1 to 5 (inclusive) of this Schedule and £33 additional.			The remuneration for corresponding positions provided for in clauses 1 to 5 (inclusive) of this Schedule and £33 additional.		

Deduction for Board and Lodging

5. In respect of any period during which a Board provides an occupational therapist or an occupational therapy aid with board and lodging, it shall make a deduction from the salary of the employee concerned at an annual rate of £156.

Overalls and Uniforms

6. (1) A suitable overall shall be supplied for the use of every male occupational therapist or occupational therapy aid, but shall remain the property of the Board.

(2) A uniform dress, including a cap and a cape or cardigan, shall be supplied for the use of every female occupational therapist or occupational therapy aid, but shall remain the property of the Board.

(3) Two pairs of duty shoes and six pairs of duty stockings shall each year be supplied free of charge to every female whole time occupational therapist or occupational therapy aid.

(4) One pair of duty shoes and three pairs of duty stockings shall each year be supplied free of charge to every female part time occupational therapist or occupational therapy aid working not less than 20 hours a week.

(5) All such overalls and uniform dresses, but not other clothing, shall be laundered free of charge.

(6) Where a Board is unable to supply duty shoes or duty stockings it may, in lieu thereof, grant a reasonable allowance towards the cost incurred by the female occupational therapist or occupational therapy aid in procuring those shoes or stockings.

Hours of Work

7. (1) On Monday to Friday inclusive the hours of work shall be between the hours of 8 a.m. and 5.30 p.m., and shall be not more than eight on any one day, inclusive of 10 minutes for morning and 10 minutes for afternoon tea.

(2) On Monday to Friday inclusive a break of one hour for a meal between the hours of 12 noon and 2 p.m. shall be allowed on each day, but any such break shall not count as hours of work for the purposes of these regulations.

(3) On Saturday the hours of work shall be between the hours of 8 a.m. and 1 p.m., and shall be not more than four, inclusive of 10 minutes for morning tea.

(4) The normal weekly hours of work shall be forty.

(5) Notwithstanding the foregoing provisions of this regulation, a Board may in case of emergency require an occupational therapist or an occupational therapy aid to work at times and for periods other than those hereinbefore prescribed.

Overtime

8. (1) Where an occupational therapist (other than a charge occupational therapist) or an occupational therapy aid is required to work more than 40 hours in any week, the excess time shall be deemed to be overtime, and he shall be entitled either to time off equivalent to the excess time or to payment in respect thereof at one and a half times the hourly rate of pay, whichever the Board in its discretion directs.

(2) For the purposes of this regulation the hourly rate of pay shall be a two thousand and eightieth part of the yearly rate of salary payable in accordance with the foregoing provisions of these regulations before making any deduction under regulation 5 hereof, and in the final calculation of the rate of payment for overtime a fraction of less than a halfpenny is to be reckoned at the halfpenny above and a fraction of more than a halfpenny at the penny above.

(3) Where a charge occupational therapist is required to work more than 40 hours in any week, he shall be entitled to time off equivalent to the excess hours at a later date convenient to the Board.

Annual Leave and Holiday Leave

9. (1) Leave of absence on full pay for recreational purposes shall be granted to the several classes of occupational therapists and to occupational therapy aids according to the following scale, namely:

Class of Employee	Number of Days Leave in Respect of Each Year of Employment
1. Tutor occupational therapist Occupational therapist wholly or mainly employed on cerebral palsy work	28
2. All other occupational therapists Occupational therapy aids	21

(2) The number of days stated in subclause (1) of this regulation is to be reckoned in consecutive days (including Saturdays and Sundays, but excluding any of the public holidays, or substituted succeeding days, where applicable, prescribed in subclause (5) of this regulation, that may fall during a period of leave).

(3) A Board may permit annual leave to be taken in two periods.

(4) When the employment of an occupational therapist or occupational therapy aid ceases, he shall be paid salary instead of being granted leave in respect of any annual leave or portion of annual leave accrued due to him.

(5) In addition to annual leave granted in accordance with this regulation, each occupational therapist or occupational therapy aid shall be allowed leave on full pay on the following public holidays—namely, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Anzac Day, Sovereign's Birthday, Labour Day, and the holiday observed in the locality concerned as Anniversary Day:

Provided that, when any of the above-named public holidays (other than Anzac Day) that can fall on a Saturday or Sunday so falls, the next succeeding day (not being a Sunday) which is not one of the said public holidays or observed as a substituted holiday under this proviso shall be allowed:

Provided further that any occupational therapist or occupational therapy aid may be required to work on any of the above-named public holidays or substituted succeeding days if he is allowed an equivalent holiday on a later date convenient to the Board.

Sick Leave

10. (1) Where an occupational therapist or occupational therapy aid is granted leave of absence on account of sickness or injury not arising out of and in the course of his employment (hereinafter referred to as sick leave), he shall be entitled to full pay according to the scale prescribed in the Schedule set out in subclause (7) of this regulation.

(2) The length of service for the purposes of the Schedule means the aggregate period of service, whether continuous or intermittent, in the employ of a Board, a separate institution, or the Crown, or of two or more of such employers.

(3) The total period of sick leave with full pay set out in the Schedule may consist of one or more periods. Sick leave with full pay for each period allowed is to be reckoned in consecutive days (including Saturdays, Sundays, and the public holidays or substituted succeeding days, where applicable, that may fall during a period of sick leave).

(4) The total period of sick leave with full pay to which any occupational therapist or occupational therapy aid is entitled as set out in the Schedule shall be computed in respect of his whole length of service.

(5) In addition to sick leave with full pay as provided for in the foregoing provisions of this regulation, an occupational therapist or occupational therapy aid may, at the discretion of a Board, be granted sick leave with full pay for not more than eight days in any year where on account of minor illness it is deemed inadvisable for him, in his own interests or those of the institution, to be on duty.

(6) Where in the opinion of a Board an occupational therapist or occupational therapy aid in its employ is incapacitated by sickness or injury arising out of and in the course of his employment, it shall be permissible for the Board to continue to pay his full salary during incapacity:

Provided that the prior written approval of the Director-General shall be obtained for any such payment beyond a period of three months:

Provided further that the period in respect of which salary is paid in accordance with the provisions of this subclause shall not be regarded as sick leave with pay for the purposes of the foregoing provisions of this regulation.

(7) The Schedule referred to in subclause (1) of this regulation is as follows:

SCHEDULE

Length of Service	Total Period of Sick Leave With Full Pay During Whole Length of Service
Up to three months' service	7 days.
Over three months' and up to six months' service	14 days, inclusive of days previously allowed.
Over six months' and up to nine months' service	31 days, inclusive of days previously allowed.
Over nine months' and up to five years' service	46 days, inclusive of days previously allowed.
Over five years' and up to ten years' service..	92 days, inclusive of days previously allowed.
Over ten years' and up to twenty years' service	183 days, inclusive of days previously allowed.
Over twenty years' and up to thirty years' service	275 days, inclusive of days previously allowed.
Over thirty years' service	365 days, inclusive of days previously allowed.

Location Allowances

11. (1) In addition to the salary and other emoluments payable in accordance with the foregoing provisions of these regulations, there shall be payable to every occupational therapist and occupational therapy aid employed for 28 days or more in an institution whose location in the opinion of the Director-General justifies extra remuneration a location allowance at a rate determined by the Director-General, but in no case exceeding £65 a year.

(2) In respect of the first month during which an occupational therapist or occupational therapy aid is so employed, the location allowance shall be paid in one sum upon completion of the month, and thereafter as a regular addition to his salary.

T. J. SHERRARD,
Clerk of the Executive Council.

EXPLANATORY NOTE

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations prescribe the scales of salaries and allowances and other conditions of employment for occupational therapists and occupational therapy aids employed by Hospital Boards. They form part of the Hospital Employment Regulations 1963, which prescribe other matters relating generally to the salaries, allowances, and conditions of employment of certain classes of Hospital Board employees.

Issued under the authority of the Regulations Act 1936.
Date of notification in *Gazette*: 20 June 1963.
These regulations are administered in the Department of Health.