

## **Guideline re Employee transfer to Recruit**

### **Applications by Employees and Authorised Officers for Recruit Positions**

Employees and authorised officers may apply for recruit positions and are subject to the normal recruitment process as for any other recruit applicant. This includes, but is not limited to, any relevant vetting or security checks which are normally required as part of the recruitment process.

An employee or authorised officer may choose whether they wish to resign prior to taking up a recruit role. Current employees are not required to resign, however if they wish to it is their choice and the consequences are summarised in the [Implications](#) table below.

### **Implications for Conditions of Employment**

#### **Superannuation**

Police employees are responsible for managing their own superannuation entitlements. As a general comment the superannuation providers will require a Police employee to have left the Police before the Police employee can access their superannuation benefits. A change in employment status does not meet the criteria of leaving Police. The Police employee should therefore check with their scheme provider prior to taking any action which could potentially impact on their superannuation entitlements and/or ability to access those entitlements. Police do not determine the conditions under which staff members may access their superannuation entitlements; this is the responsibility of the Trustees / Board of the relevant superannuation provider. Police does not provide any advice or guidance or guarantees to Police employees regarding their superannuation benefits.

#### **Insurance**

Police employees are responsible for managing their own insurance entitlements. Recruits and Constables receive an insurance subsidy as part of their TR (Total Remuneration). This subsidy is not paid to other employees.

#### **Recognition of Previous Service**

Police employees who have changed employment status will be able to have their previous Police service recognised in their new status, provided that the service meets the requirements outlined in the relevant employment agreement.

This recognition of previous service applies to:

- annual leave
- sick leave
- long service leave

but does not include leave without pay, except for parental leave.

E.g. an employee works for Police for 3 years 6 months prior to becoming a recruit, their service will keep extending so at the end of the recruit training they would have 4 years service rather than 6 months as per other recruits.

#### **Remuneration**

All recruits receive a recruit's salary - this applies regardless of the previous service or remuneration received in their employee or authorised officer role.

#### **Leave Entitlements**

A Police employee who changes their status will carry with them any accrued leave balances. Districts may request that excessive leave is taken prior to becoming a recruit and/or require a leave management plan is discussed and

agreed when they take up their probationary constable role (on assumption the recruitment course is passed and further offer of employment given and accepted).

The new leave entitlement will be in accordance with the role the individual is commencing and the relevant employment agreement.

Note: if the employee was employed prior to 1 July 2003 the grandparented LSL provisions are significantly more beneficial. Should the employee resign and then take up the recruit role they would have a new "employed by" date which would impact the amount of LSL granted in the future (while the previous service would be recognised the "employed by" date would be the date hired as a recruit).

NZ Police does not cash up leave for Police employees who remain in NZ Police employment as this does not meet Holidays Act requirements.

### **Implications of resigning or transferring without resigning**

<b>Implications on:</b>	<b>If the employee resigns they</b>	<b>If the employee doesn't resign they</b>
CSI Date	receive a new Police anniversary date being the date they commence as a recruit	keep their original Police anniversary date
Previous service	have to apply but any qualifying previous service with Police would be recognised provided service recognition payments had not already been made.	automatically have any previous service carried over
Leave Entitlements	receive the amount of annual leave etc contingent on their years of service recognised. Sick leave is as per a new employee role. Note: if employed prior to 1 July 2003 LSL provisions change significantly.	Leave accrual continues unchanged, sick leave balances remain and continue to accrue at the rate and allocation date as per original position.
Leave Balances	are paid out their leave balances as per a standard cessation of employment	keep their existing leave balance which is carried forward. They will not have an opportunity to take that leave during the recruit course therefore will keep the balance for when/if they graduate and accept a permanent role within a district. The leave will be paid at the higher of the employee's ordinary rate or average weekly earnings at the time of taking the leave which may be lower than their rate prior to becoming a recruit. If the recruit fails and their employment ceases at the end of the course, all leave will be paid out as per a standard cessation of employment.
QID	have to receive a new QID	keep their original QID
Other conditions, eg grand-parented provisions, FEO etc	cease	cease upon acceptance of Recruit agreement

**Other Conditions of Employment**

Where a Police employee receives an entitlement or condition of work as part of their current employment status (eg Flexible Employment Options, study leave or a grand-parented provision), the Police employee is responsible for seeking HR advice on the future validity of the entitlement or condition of work should they change their employment status. In general these arrangements will cease upon transferring to the Recruit agreement.