

**Ministry for Primary Industries Verification Services and
Professional Verifiers Institute Library Resource**

APPOINTMENT ASSISTANCE

A) Essence:

“Appointment assistance recognises that the veterinary workforce is internationally in short supply. This process provides Verification Services with the option to appoint, or retain the veterinarian that is best qualified and most suitable to the nature, operation and location of the particular position. It considers the business effectiveness, the professional development and long-term value to the work that verification services does for its stakeholders. Each appointment will have different levels of convenience and other factors, attributable to either MPI or the individual, which will be reflected in the total package of appointment assistance.”

B) Principles:

1. Verification Services prioritises the appointment of the person that is best qualified and most suitable to the nature, operation and location of a particular position to provide for the optimum business effectiveness, professional development and long-term value to the work of Verification Services and its stakeholders.
2. The fact that the veterinarian workforce is on Immigration New Zealand's long-term skill shortage list is acknowledged, as is the existence of MPI's Voluntary Bonding Scheme for Veterinarians and the importance of the Veterinarian workforce to the purpose and work of MPI Verification Services.
3. In recognition of the desire of MPI Verification Services to appoint and retain veterinarian staff where it is mutually beneficial and practical, it is acknowledged that certain appointments will have a different proportion of 'convenience' attributed to either MPI or the individual appointee, which will be reflected in the total package of Appointment Support.

C) Application to the CEA

Related Employment agreement clause: 35: Transfer Expenses, 54: Transfer Leave

- 1) Appointment Assistance applies to:
 - a) new appointments external to the Verification Services from within New Zealand including from veterinarian practice, other government departments and new graduates; or
 - b) relocation from overseas; and
 - c) internal appointments from within the Verification Services, unless they are made following the disestablishment of an incumbent's previous position in which case the provisions in Chapter 7 Management of Change will apply.
- 2) The application of ***Appointment Assistance*** will be considered and agreed between Verification Services and individual appointee on a *situation specific basis* prior to the confirmation of the appointment and will consider:
 - d) How the appointment of the individual into the specific position provides for the optimum business effectiveness, professionalism and long-term value to the work of VS and its stakeholders; and
 - e) The nature, operation and location of the work as it relates to the suitability of the appointee as well other considerations that may be relevant such as mutually (VS and individual

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- appointee) supported professional development and career progression; and health and wellbeing of an individual appointee.
- f) The proportion of convenience to the individual (such as to accommodate personal choices) will be reflected in the total package of appointment assistance considered and agreed. In some cases, approval of the appointment itself will contribute the sum total of the assistance provided by MPI to accommodate the individual choices of veterinarians.
- g) Whether the individual is applying for appointment assistance within 2 years of receiving such assistance for a previous appointment. A further appointment within 2 years that is at the greatest proportional convenience to the individual appointee may not be considered for additional appointment assistance other than paid leave to assist the relocation.
- 3) An **Appointment Assistance Package** may be approved for an appointee of usually up to an agreed maximum of \$15,000, and may include:
- a) Travel fares and expenses to their new location within or to New Zealand for the appointee and their family.
 - b) The removal, relocation, insurance and storage of their personal furniture and effects.
 - c) Provision of a vehicle or transport assistance, meals during training while away from home and accommodation expenses during training and for two weeks at their home location.
 - d) Real estate fees for the sale and purchase of their primary abode (see below), excluding any home based or separate business facility.
 - e) For Appointees from within MPI – travel fares to visit their family who are still at their former location and/or paid leave of up to 3 days to assist with the relocation of their family and personal effects.
 - f) Any other reasonable travel or relocation assistance that are agreed between Verification Services and the appointee as part of the total package.
- 4) **Real estate fees** are to be agreed based on the average median sale and purchase price in the sale locality, derived from best available external data sources.
- a) The level of transfer assistance for promotion or MPI convenience will usually be up to \$15,000, but where real estate fees are to be included this may be extended further, with additional assistance towards the real estate fees of up to \$20,000.
 - b) Where special circumstances exist, any further assistance will be approved by the manager in consultation with MPI VS Director.
- 5) In the event the **Appointee resigns** the position within 2 years, the appointee acknowledges that the Appointment Assistance package can be recovered by MPI on a pro rata basis.

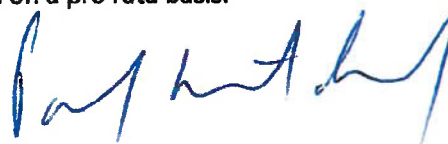
Signed:



Director
MPI Verification Services



Director
Human Resources



President
Professional Verifiers Institute

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