

The employer must have a decision issued by a unit of Social Work for People with Disabilities on the right to employ assistants in a pay group other than A if the assistants' duties include tasks involved at higher salary levels. The employer must first use this form to apply for the right to use such a pay group. The pay group application must be submitted to your local unit of Social Work for People with Disabilities.

After receiving a positive pay group decision, the employer must use this pay group notification form to report the new pay group of each assistant employee-specifically to the payroll department of Financial Management Services.

Employer's first name	Employer's last name
Employer's date of birth	
Employee's first name	Employee's last name
Employee's date of birth	
Assistant's pay group: B1 B2 C	
Start date: The pay group will be in force as of _____	

The employee is paid an hourly salary in accordance with pay group A if their duties consist mainly of providing assistance in daily activities, work, studies, interaction, leisure time activities or social participation and do not entitle the employee to an hourly salary in pay group B1, B2 or C. In this case, the employer does not have to submit a pay group notification.

B1: The employee's duties include the following permanent duties included in pay group B1 in accordance with the national collective agreement for personal assistants. Tick the boxes that match the employee's duties:

Duties involving lifting or moving a person with a disability

Assistance with intimate hygiene

Procedures related to bowel movements

Colostomy-related tasks

B2: The employee's duties include the following permanent duties included in pay group B2 in accordance with the national collective agreement for personal assistants. Tick the boxes that match the employee's duties:

Independent distribution of medicines

Dosing and administering injectable medicines

Demanding wound care

Assistance with maintaining the functioning of the respiratory tract, in so far as not included in pay group C

Changing a PEG feeding tube

Catheterisation by the employee

Duties related to Cystofix (suprapubic catheter)

C: The employee's duties include the following permanent duties included in pay group C in accordance with the national collective agreement for personal assistants. Tick the boxes that match the employee's duties:

Acting as a personal assistant to a person with a disability who is on a ventilator

Assisting a person with a disability in hospice care

Working in demanding communication-related duties

More information on the B1, B2 or C pay group duties selected above:

Date and place

Employer's signature and name in block letters

Submit the employee-specific form with signatures to the payroll department either as an email attachment or on paper by post.

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