



FAQ's: Transition to Uniting NSW.ACT

This document has been created for Autumn Lodge Aged Care employees who are transitioning to Uniting NSW.ACT in December 2022.

We look forward to welcoming you to the Uniting team. For more information, please email employeeservices@uniting.org

Becoming a Uniting employee

Q1. When will I become a Uniting employee?

- A. The transition of Autumn Lodge Aged Care to Uniting will commence in December 2022. The date you become an employee of Uniting NSW.ACT will be confirmed closer to then.

Q2. What is the process for my transfer to Uniting?

- A. We will send you a letter of offer which will include details about your transfer to Uniting and how we'll pay you. Beginning November, Uniting will issue you with a contract and ask you to commence compliance checks, if required, so that you are ready to become a Uniting employee in December 2022.

Q3. Are all Autumn Lodge employees transferring to Uniting?

- A. All employees will be offered employment with Uniting.

Q4. What compliance checks will be required to become a Uniting employee?

- A. Uniting will recognise the current compliance checks that you have provided as part of your employment with Autumn Lodge.

You will only need to undertake new compliance checks if your check has expired or is about to expire. The compliance checks will be included as part of your new contract with Uniting and all costs associated with the compliance checks will be covered by Uniting.

If you need to complete a check, Uniting will send you the link to start your compliance checks via email and text message. You will need to complete the checks on a desktop computer.

Q5. Will my job title change?

- A. No, your job title and the duties you perform will not change as part of the transition to Uniting. Many Uniting services operate under a Household Model of care, and if a decision is made to implement this model of care at Autumn Lodge at a later date, you will be fully consulted about any changes.

Pay, Benefits, & Leave Entitlements

Q1. Which Enterprise Agreement will I be employed under?

- A. As part of the transfer of services, Uniting is seeking to transition employees from the current Autumn Lodge Aged Care Enterprise Agreement to the relevant Uniting Enterprise Agreement.

This will ensure stability, fairness, and consistency amongst all Uniting employees supporting our Ageing clients. Autumn Lodge employees will benefit from this transfer to the Uniting EA with higher rates of pay and allowances.

Q2. How/when will I be paid at Uniting?

- A. Uniting operates on a fortnightly pay cycle. Your first pay from Uniting will be in December and the exact date will be confirmed closer to the date. The Uniting pay cycle is on a fortnightly basis thereafter.

Q3. Will I have to change superannuation providers?

- A. No. We will continue to pay into the same Superannuation account that you are with, however if you wish to transition to Uniting's default provider, Hesta, this can be arranged and we will provide you with a form to complete.

Q4. What will happen to my leave entitlements?

- A. Your leave entitlements will transfer to Uniting and your prior service with Autumn Lodge will be recognised for all relevant leave purposes. Your leave balances will be available for you to use and you will not have to serve an additional probation period or any other qualifying periods for entitlements such as parental leave.

Q5. I have leave booked after December 2022, will I still be able to take leave?

- A. Yes, absolutely. You will just need to re-apply for the leave in Uniting's internal system and have the leave approved by your Uniting manager after you transition to Uniting.

Q6. What benefits does Uniting offer to employees?

- A. Uniting offers salary packaging with our salary packaging partner, AccessPay. You will have the opportunity to maximise from the time you transition to Uniting, through to the end of the fringe benefits year in March 2023. Maximising means the amount deducted each pay is the maximum you can package each pay cycle, based on your salary and the annual limit. AccessPay will arrange information sessions and individual calls to support you with the transition to its service.

Uniting offers a discount and wellbeing program giving you access to retailer discounts, wellbeing and cashback offers. Uniting also offers an Employee Referral Program where employees can receive a gift voucher when they refer their contacts to a role at Uniting.

Work with Uniting

Q1. What training do I need to complete when joining Uniting?

- A. As part of signing your new contract of employment with Uniting, you will be asked to read Uniting's Code of Conduct and to acknowledge that you have read and understand its contents. Uniting will provide additional information about other training you may need to undertake once you are a Uniting employee. Your training records from Autumn Lodge will be carried over to Uniting.

Q2. Will the policies and procedures that I use in my daily work change?

- A. Like all Aged Care providers, Uniting services are regulated & accredited by the Aged Care Quality & Safety Commission. Many of the policies and procedures that Uniting uses will undoubtedly be similar to Autumn Lodge.

Q3. How and when will I get a Uniting uniform?

- A. Depending on your role, we will be providing Uniting uniforms. Further information regarding uniforms will be communicated prior to the transition date.

Q4. Will I get an allowance to maintain my uniform?

- A. A laundry allowance is payable under Uniting's Enterprise Agreement for eligible roles, such as frontline employees and support staff who are required to wear a Uniting supplied uniform.