



Calvary Kronos system upgrade Joint – USCC Minutes

Date: Wednesday 10th January 2024

Venue/Room: Hospital Executive, Level 4, North Block and Web-Ex

Present:

- Liana O'Connor, Human Resources Manager
- Roslyn Everingham, General Manager
- Loch Van Den Berg, Principal Advisor Industrial and Employee Relations
- Marisa Ledlin, Director of Nursing and Cancer Services (Acting)
- Petula Steele, Director of Finance and Corporate Services (Acting)
- Kerrie Chapman, CMN Payroll Manager
- Michele Barry, CMN Deputy Payroll Manager
- Michelle Connors, Calvary National Payroll Manager
- Iurie Brinister, National Project Manager
- Michael Bishop, Head of organisational development and employee engagement
- Brad Knott, Payroll Quality Assurance Manager
- Jeremy Lappin, HSU
- Matthew Ramsay, HSU
- Mark Murphy, ANMF
- Christine Hudson Radiation Therapist (HSU)
- Laura O'Connor Radiation Therapist (HSU)
- Dee Spoljaric Registered Nurse (ANMF)

Apologies:

- Katie Sachs Occupational Therapist (HSU)
- Camilla Smith Registered Nurse (ANMF)
- Jo Berry, Nurse Manager/CNUM (ANMF)
- Eileen Greening, Registered Nurse (ANMF)

Please note, these minutes are a reflection of the conversations which occurred.

Acknowledgement of Country

I acknowledge the traditional custodians and owners of the lands of the Awabakal nation on which we meet today. Through the work of this meeting, we commit ourselves to the ongoing journey of reconciliation.

Actions from previous meeting

- Unions sent through list of questions on 12th December 2023.
- Calvary responded to the list of questions on 22nd December 2023.

- **Consultation**
 - HSU raised communication in writing back and forth was not efficient. It was suggested to discuss the issues in person at the meetings. This request was clarified by Calvary as conflicting information was being received. The first joint USCC, the unions requested for discussions to be formalised in writing however this meeting the unions were requesting further face to face discussions.
- **Biometric data (closed in meeting)**
 - HSU raised concern around staff signing up for the test period however may not be consenting for ongoing use when the system goes live.
 - Calvary suggested for an email to be sent towards the end of the testing period advising staff they have the ability to withdraw consent from the biometric option and re-register when the system goes live.
 - HSU reiterated concerns around using the biometric option and how the data is collected and stored. Calvary advised staff are given two options to register onto the Kronos clocks, via the biometric finger scan or by entering their Calvary payroll number.
 - HSU made comment the system would be used for the performance management process and this had been discussed previously. Calvary made it clear, the purpose of the Kronos system is to accurately capture time keeping and attendance at the hospital. Further to this, it was explained staff clocking in and out of the facility captures the staff onsite should a critical incident occur.
 - In the event there is concerns of a staff member's attendance onsite, the system reporting would be utilised. The system is not being implemented as performance management tool.
- **Advising unions of issues with testing of the system (closed in meeting)**
 - The unions would like to be advised of the issues when testing the system and how they are fixed. The unions were not concerned of the small issues. Calvary highlighted concern around providing all issues to the union as there is raw data and configurations which would be difficult to interpret.
 - Calvary clarified the question raised on this by the union as there may have been misinterpretation of the question raised. It was clarified, the unions seek information where an issue has been rectified. An active list of project issues could be shared with the unions to ensure issues are being resolved in a timely manner. It's anticipated this will be communicated at the end of the testing period prior to training.
 - Calvary raised the primary issue with the test data there is insufficient volume of data to carry out effective testing of the system.
- **Flexibility (closed in meeting)**
 - HSU raised concern around staff working through breaks or working longer than their scheduled rostered hours. HSU requested a policy be written to confirm current flexibility practices would continue. Further to this, HSU wanted to ensure flexibility practices continued should there be a change in manager. Calvary advised this request would not be considered as the Fair Work National Employment standards ensures flexibility is practiced within the workplace.
 - Calvary stated there is an obligation to pay people correctly and this is supported by the wage theft legislation that has been introduced. The electronic time keeping and attendance system is a platform that will ensure staff are being paid correctly.
 - Calvary asked the question of the unions in relation to the wage theft legislation and it was agreed that staff should be paid in accordance with the Enterprise Agreement.
 - Calvary explained there is current Fair Work provisions and internal processes and procedures that enable flexible work practices to occur. Individual flexible work arrangements need to be discussed with the Manager and it's at their discretion to support the request. If there was an issue, this needs to be discussed and HR can provide support to Managers and employees.
 - Calvary explained the current flexible work arrangements and processes will not change with the introduction of the electronic time keeping and attendance system. The NSW Health rostering best

practice guidelines and Temporary Individual Rostering Arrangements (TIRA) are current applications used at CMN.

- **Rostering**

- HSU raised can staff be paid based in hours as opposed to specific roster pattern. Calvary explained the next phase of the project is for the Kronos Rostering Implementation Lead to work with each Department Manager to discuss the rostering requirements for the departments. There is an option for staff to be paid from schedule when clocking in and out.
- It was explained, this next phase will build the rostering component of Kronos which drives the schedules.
- Staff will be able to see their roster and timecard on the My Calvary app.
- HSU asked which departments would be working from a schedule. Calvary explained, depending on the staffing employment arrangement (Day worker and shift worker) this will drive which rostering option is most appropriate.

- **Next steps and Actions**

- Calvary to forward through minutes from the meetings held on the 6th December 2023 and 10th January 2024.
- Calvary Project team to be informed of the project issues list during the testing period.
- Department rostering requirements and the use of scheduling to be explored with the Kronos Rostering Implementation Lead.
- Communication to be drafted to staff towards the end of the testing period to advise it's been finalised and staff have the ability to withdraw consent for the use of the biometric data. These staff would need to re-register and can opt to use their Calvary payroll ID.
- Calvary encouraged for more staff to be registered to enable productive testing. Assistance is needed from shift workers and the Emergency Department. It would be beneficial to test the capabilities of the system.
- Calvary requested the unions identify the questions that have been resolved to ensure the next meeting is productive.
- Next meeting to be held on **24th January 2024 from 10:30am – 12.00pm.**