

## ROSTER FAQs

HSU Delegates have been receiving many questions from members about roster terms, to help clear this up, delegates met to come up with this fact sheet to help all members understand what may be on the table as roster negotiations continue.

### Shift Length

So far, in roster negotiations, the two major contenders for the length of shift that should be worked have been 9.5 and 10 hours. However, our previous survey results, and conversation with members. We are hearing that members are split between 8 and 10.

#### 8 HOUR SHIFTS

##### PROs

- Flexibility
- Each rostered day, you are away from home less (if no overtime is completed)
- Shorter shifts can be beneficial for managing fatigue.
- Can fit in better with family responsibilities due to shorter shift lengths.
- In the current environment, staff have more access to potential extension of shift OT \*

##### CONs

- More days at work per week
- Travelling in to work more days = more money spent on work-related travel costs, i.e. petrol.
- Longer working weeks can make it challenging to manage fatigue across the whole week.
- Will require shifts runs of 6/7 days straight. Or breaks of 1 day off.

*\*Accessing extension of shift overtime is not an easy thing to fight for in these roster negotiations, talk to your delegate*

#### 10 HOUR SHIFTS

##### PROs

- More guaranteed days off each year (50-52 extra days a year then with 8hr shifts)
- More opportunity to access full shifts at overtime rates.
- Saving money and travel time on trips to work

##### CONs

- Longer shifts mean you are away from home longer each day you work.
- Any extension of shift overtime is more fatiguing.

## Hour Averaging vs ADOs

### HOURS AVERAGING

**DEFINITION:** For FULL TIMERS: Over the roster period (e.g., 6 weeks) you work an average of 38 hrs/week, and each pay fortnight you are paid 76hrs regardless of many hours you work. Week to week, your hours may vary, but your base rate of pay will always be 76hrs/fortnight. Over the roster period your work times will average out. PART TIMERS will be equivalent hours.

### ADOs (Allocated Days Off)

**DEFINITION:** Each pay fortnight you work 80hrs. You are paid for 76hrs, and you bank 4 hours, these hours build up to be spent at your leisure as days off. You can accrue up to 3 ADOs. The purpose of ADOs is to ensure employees get an extra day off either every 4 or 5 weeks depending on shift length, NSW Health instructs managers to build the allocated days off into the roster, but the day can be saved by mutual agreement.

Regardless of which system is used you are paid for 76hrs of work each pay fortnight (full time)

Regardless of which system is used ALL your loadings, overtime, allowances and any other extra payment will be paid in the pay fortnight it is earned.

### HOURS AVERAGING

#### PROs

- Flexibility of shift arrangement across the roster period
- If you need a sector/shift swap to get a particular day off you have the flexibility to repay within a longer period (e.g., the whole roster period in which that sector/shift swap falls)

#### CONs

- Less flexibility picking your days off

### ALLOCATED DAYS OFF

#### PROs

- Potential to choose your ADO off
- Can build up to 3 days off

#### CONs

- ADO choice may be rejected.
- Build-up of ADOs must be arranged with manager.
- Less flexibility in roster formulation (as each fortnight 80hrs must be w

An Hours Averaging roster still has rostered days off built in (Rostered Days Off or RDOs), whereas allocated days can be banked by mutual agreement with your manager.

## More Questions

### **Why are these roster negotiations dragging on so long?**

Two reasons. First, there are three different groups involved in the negotiations, HealthShare, nurse delegates (from NMANSW) and PTO delegates, (from HSU) this means the roster needs to be agreed upon by three parties. The second reason is that the many of the rosters presented by HealthShare to committee members have been created by consultants who have created 52-week or 100-week roster cycles with multiple mistakes. This was hard to read and difficult to take back to members, especially as the HealthShare representatives in the room with committee members were unable answer many of the questions raised by union representatives in the room.

### **What about casuals?**

There is some concern about number of casuals working many shifts. Casual employees are meant to be used to come in casually and work shifts here and there, and to work more shifts when there's more work, for instance if there's a very busy period. A casual employee is not guaranteed any shifts, but also can chose to leave or not come in any time.

Where casuals are working so many hours in the week they may as well be permanent staff, HSU can assist with getting them transitioned. They shouldn't be treated as permanent workers without the protections of permanent workers.

### **I'm worried that if the roster negotiations result in 10-hour shifts, moving from 8 hours to 10 hours will reduce the amount of overtime pay I get. What can be done about this?**

Overtime pay was hard fought for and won by union members in the past. It's important to remember that overtime pay is a punishment to the employer, as they have not managed employees sufficiently and need to ask them to do work on top of their normal hours. It's meant to discourage them from doing this. One of the goals of HealthShare will be to eliminate as much overtime as possible from the roster in this new roster reform. Guaranteed overtime cannot be secured by roster negotiations.

If members are relying on overtime to make ends meet, this is very concerning. PTOs are woefully underpaid by Healthshare, this is due to the 2.5% wages cap which has severely limited pay rises over the last 10 years. With the election coming up, the HSU members are fighting to ensure that no matter who is elected in March, the 2.5% cap on wage increases is removed.

### **I have heard all staff will move onto the new roster. I have carer responsibilities. This roster change will affect me. What happens to my current roster?**

To ensure fairness and equality. No matter what shift length is decided upon. All staff will move to the new roster pattern. Whether you are full time or part time, all staff will work their fair share of Morning/afternoons and weekday/weekend shifts. Healthshare is required by law to consider those that have carer responsibilities, these will be assessed on a case-by-case basis with local management once a new roster is developed. If HSU members stand together behind one roster, this will be the surest way of getting a roster that is fair for all.

## The 9 Principles of a Good Roster

Below are the 9 principles that were voted on by members early in the process to steer roster negotiations. Response to this online survey was 60% of membership and these principles were well received by HealthShare Management in the first USCC.

- Fatigue management must be prioritised **93% Agree**
- Safework NSW laws and guidelines must be honoured **96% Agree**
- Metro Sydney should follow one roster **50% Agree**
- Regional hubs should have unique rosters based on their own area's needs **75% Agree**
- Rostered single officers should not be accepted. **60% Agree**
- Where casuals have worked a reasonable number of hours in a roster, they should not be prioritised for extra shifts over permanent staff who have put their name down for OT. **75% Agree**
- Where gaps are anticipated, rosters should be backfilled as soon as possible **91% Agree**
- Everyone will follow the same roster. However genuine caring responsibilities or exceptional circumstances must be accommodated on a case-by-case basis. **85% Agree**
- ADDITIONALLY, casual staff who have been working regularly for 12 months and wish to convert must be offered a permanent role by HealthShare as soon as possible. **76% Agree**

## The Roster Ideas Vote Outcomes

Below are responses from the other doomed 'Roster Ideas' survey, with the main problem question highlighted. Some members thought the combination 8 and 10 hours shift roster question implied that staff could chose to either work 8 hour shifts or 10-hour shifts, others thought it meant some shifts worked would be 8 hours and some would be 10.

Response to this in persona and email survey was 46% of membership.

- How do you feel about potential roster change?
  - I want change **22%**
  - I'm open to change **34%**
  - I don't want change **44%**
- Preferred Shift Length
  - 8 hours **22%**
  - 10 hours **33%**
  - Combo of 8 & 10 **27%** ← This answer caused confusion.
  - Other & Not Sure **17%**

### THE FOLLOWING ALL HAD BROAD SUPPORT

- Roster should be forward rotating **82% Agree**
- Roster should have a minimum of 2 and maximum of 5 days in a row **81% Agree**
- Days off in the roster should be minimum two in a row **94% Agree**
- In a period of 6 weeks, 2 weekends should be worked **72% Agree**
- Weekends should be worked together as a block **80% Agree**

Early roster proposals put together by HSU Delegates were based on these results as they came in, but were flatly rejected by HealthShare.

Once another vote is held on the most contentious issues, delegates will be better placed to propose rosters that reflect what the majority of members want and negotiate from a stronger, more unified position.

# Early Roster Proposals from HSU Delegates

METRO ROSTER IDEA A														Hours	Base Rate	
Line	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Worked	Pay
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish		
1	RDO		06:00	16:00	06:00	16:00	10:00	20:00	10:00	20:00	RDO		RDO		40	38
			10		10		10		10		10		10			
2	14:00	22:00	14:00	22:00	14:00	22:00	RDO		RDO		06:00	16:00	06:00	16:00	44	38
	8		8		8						10		10			
3	06:00	16:00	10:00	20:00	10:00	20:00	RDO		RDO		RDO		RDO		30	38
	10		10		10											
4	06:00	16:00	10:00	20:00	10:00	20:00	14:00	22:00	14:00	22:00	RDO		RDO		46	38
	10		10		10		8		8							
5	RDO		RDO		RDO		06:00	16:00	06:00	16:00	10:00	20:00	10:00	20:00	40	38
							10		10		10		10			
6	10:00	20:00	RDO		RDO		06:00	16:00	06:00	16:00	RDO		RDO		30	38
	10						10		10							
7	RDO		08:00	18:00	08:00	18:00	10:00	20:00	10:00	20:00	RDO		RDO		40	38
			10		10		10		10							
8	10:00	20:00	16:00	00:00	16:00	00:00	RDO		RDO		08:00	18:00	08:00	18:00	46	38
	10		8		8						10		10			
9	08:00	18:00	10:00	20:00	10:00	20:00	RDO		RDO		RDO		RDO		30	38
	10		10		10											
10	06:00	16:00	06:00	16:00	06:00	16:00	16:00	00:00	16:00	00:00	RDO		RDO		46	38
	10		10		10		8		8							
11	RDO		RDO		RDO		06:00	16:00	06:00	16:00	16:00	00:00	16:00	00:00	36	38
							10		10		8		8			
12	16:00	00:00	RDO		RDO		08:00	18:00	08:00	18:00	RDO		RDO		28	38
	8						10		10							
	<b>Total</b>														<b>456</b>	<b>456</b>

**FULL TIME**  
 Combination 8 & 10  
 Forward Rotating  
 Min 2 Max 5  
 Min 2 Days off  
 2 out of 6 weekends worked  
 Weekends as a block

This is a full time, hours averaged roster. RDO stands for Rostered Day Off

METRO ROSTER IDEA B														Hours	Base Rate	
Line	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Worked	Pay
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish		
1	RDO		RDO		06:00	16:00	06:00	16:00	06:00	16:00	14:00	00:00	14:00	00:00	50	38
					10		10		10		10		10			
2	RDO		RDO		RDO		RDO		RDO		06:00	16:00	06:00	16:00	20	38
											10		10			
3	06:00	16:00	11:00	21:00	11:00	21:00	RDO		RDO		RDO		RDO		30	38
	10		10		10											
4	09:00	19:00	09:00	19:00	14:00	00:00	14:00	00:00	14:00	00:00	RDO		RDO		50	38
	10		10		10		10		10							
5	RDO		06:00	16:00	06:00	16:00	11:00	21:00	11:00	21:00	RDO		RDO		40	38
			10		10		10		10							
6	RDO		RDO		RDO		RDO		RDO		09:00	19:00	09:00	19:00	20	38
											10		10			
7	14:00	00:00	14:00	00:00	RDO		RDO		09:00	19:00	11:00	21:00	11:00	21:00	50	38
	10		10						10		10		10			
8	11:00	21:00	RDO		RDO		06:00	16:00	06:00	16:00	RDO		RDO		30	38
	10						10		10							
9	06:00	16:00	06:00	16:00	09:00	19:00	09:00	19:00	RDO		RDO		RDO		40	38
	10		10		10		10									
10	11:00	21:00	11:00	21:00	11:00	21:00	11:00	21:00	11:00	21:00	RDO		RDO		50	38
	10		10		10		10		10							
	<b>Total</b>														<b>380</b>	<b>380</b>

**FULL TIME**  
 10 hours  
 Forward Rotating blocks  
 Min 2 Max 5  
 Min 2 Days off  
 Weekends as a block

METRO ROSTER IDEA C														Hours	Base Rate	
Line	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Worked	Pay
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish		
1	06:00	16:00	06:00	16:00	06:00	16:00	11:00	21:00	11:00	21:00	RDO		RDO		50	38
	10		10		10		10		10							
2	RDO		RDO		RDO		06:00	16:00	06:00	16:00	09:00	19:00	09:00	19:00	40	38
							10		10		10		10			
3	14:00	00:00	RDO		RDO		09:00	19:00	09:00	19:00	RDO		RDO		30	38
	10						10		10							
4	RDO		RDO		06:00	16:00	06:00	16:00	06:00	16:00	14:00	00:00	14:00	00:00	50	38
					10		10		10		10		10			
5	RDO		RDO		09:00	19:00	14:00	00:00	14:00	00:00	RDO		RDO		30	38
					10		10		10							
6	09:00	19:00	11:00	21:00	RDO		RDO		RDO		06:00	16:00	06:00	16:00	40	38
	10		10								10		10			
7	11:00	21:00	11:00	21:00	RDO		RDO		RDO		RDO		RDO		20	38
	10		10													
8	06:00	16:00	06:00	16:00	11:00	21:00	11:00	21:00	11:00	21:00	RDO		RDO		50	38
	10		10		10		10		10							
9	RDO		09:00	19:00	11:00	21:00	RDO		RDO		11:00	21:00	11:00	21:00	40	38
			10		10						10		10			
10	11:00	21:00	14:00	00:00	14:00	00:00	RDO		RDO		RDO		RDO		30	38
	10		10		10											
	<b>Total</b>														<b>380</b>	<b>380</b>

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 10 hours  
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