

# SINGLE SITE EMPLOYMENT

## WHO DOES THE “SINGLE SITE” PROGRAM APPLY TO?

The program will apply to permanent and casual residential aged care workers who:

- Work in a Local Government Area designated by the Australian Government as a hotspot (Hotspot LGA) for multiple approved residential aged care providers; or
- Live in a Hotspot LGA and work for multiple residential aged care employers, including at least one located in a declared COVID-19 hotspot.
- Are employed as Registered nurses, Enrolled nurses, Personal care workers, Hotel services workers (catering and cleaning), Diversional therapy and activities workers, Allied health workers, Maintenance workers, and Administrative workers

The “Single Site” Program also only applies to the following employers:

- An approved residential aged care provider inside a Hotspot LGA where they are supporting eligible workers to work solely at that their facility
- An approved residential aged care provider outside a Hotspot LGA incurring additional costs as a result of workers who also work inside a Hotspot LGA working solely at the facility outside the hotspot.

## WHO IS NOT COVERED?

The “Single Site” Program will not apply to permanent and casual residential aged care workers who:

- Only work for one residential aged care facility; and
- Do not live or work in a Hotspot LGA; and
- Do not work for residential aged care providers that are located in a Hotspot LGA.

## HOW DOES IT WORK? WHAT DOES IT MEAN IF THE “SINGLE SITE” PROGRAM APPLIES TO YOU?

If the Principles apply to you, then you can elect a single residential aged care facility to be your primary employer and worksite. This will be the single site at which you will work for the period until the Australian Government advises that the Hotspot LGA is no longer a hotspot for the purpose of these arrangements. This decision will be made in light of consistent low case numbers of community transmission for two weeks in a row. This will occur with at least two weeks’ notice to allow workers to transition.

There will be an expectation that the primary employer is the provider with whom the majority of your hours are worked, with discretion granted in the event:

- That the secondary employer is closer to your home;
- That the secondary employer has an urgent workforce need;
- That the primary employer has agreed to unpaid authorized leave for you;
- In any other reasonable circumstance that is agreed by the primary employer and you.

If the “Single Site” Program applies to you, you can elect a single residential aged care facility to be your primary employer. This will be the single site at which you will work for the period until the end of the “Single Site” Program.

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## **HOW CAN I ELECT A PRIMARY EMPLOYER?**

You will need to advise your primary employer that you want to elect to work for them exclusively at one site for the relevant period (a minimum of 2 weeks, unless ceased earlier). You will need to advise any other residential aged care employer (secondary employer/s) that you work for that you have elected another employer as your primary employer and request authorised unpaid leave for a minimum of 2 weeks or until the Hotspot LGA is no longer considered a hotspot by the Australian Government.

You will need to provide to the primary employer evidence of your current employment with other residential aged care provider/s. This evidence can be statement/s of service, contracts of employment, and payslips.

## **IF YOU HAVE ELECTED A PRIMARY EMPLOYER:**

- Your job with the secondary employer/s will be kept open for you.
- If your leave for that duration was approved as unpaid leave, personal and annual leave will not continue to accrue with the secondary employer/s during this period.
- The period of unpaid leave will count as service for long service leave purposes.
- You will be able to access annual leave or long service leave entitlements during this period that have been accrued through work for your secondary employer/s.

## **IF I ELECT TO HAVE A PRIMARY EMPLOYER, WILL I BE WORSE OFF?**

Your primary employer will accommodate the additional hours that you usually work at other residential aged care sites. Therefore, you will not be financially disadvantaged.

## **WHAT IF YOUR PRIMARY EMPLOYER CANNOT OFFER YOU THE SAME HOURS?**

If they cannot, or do not, you will be paid your usual hours regardless through the primary employer as the Government has committed funding for this purpose.

## **WHAT IF YOU DO NOT ELECT A PRIMARY EMPLOYER?**

Both the New South Wales Government and the Australian Government have issued advice encouraging staff to minimise work across multiple facilities to minimise the risk of COVID-19 infections across sites. At this stage, it is optional as to whether you elect to work for one employer and worksite only. If you don't nominate a primary employer, then the usual employment conditions apply to you.