

Transfer of Employment

Catholic Healthcare Ltd to Western NSW Local Health District



Frequently Asked Questions (FAQ)

For Team Members

September 2022

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1. BACKGROUND

Why is CHL transferring it's Healthcare Services (business) to Western NSW Local Health District?

Catholic Healthcare and the Western NSW Local Health District (WNSWLHD) have a strong and collaborative partnership which has been built over many years to serve the needs of the local community. Since 2011, Catholic Healthcare has operated both inpatient and outpatient healthcare services at Lourdes Hospital in Dubbo and St Vincent's Outreach Services in Bathurst, funded through the WNSWLHD.

Following a recent review of the service agreement and changing community needs, both organisations have acknowledged an increasing need to focus service delivery in areas including aged care, rehabilitation, and effective chronic disease management in the community.

A mutual decision has been reached that the future needs of the community will be best achieved by integrating the operation of Lourdes Hospital and St Vincent's Outreach Services into WNSWLHD. The transfer of operations will take place from 3 October, 2022. Both Catholic Healthcare and WNSWLHD remain committed to their longstanding, collaborative partnership, and to ensuring a smooth transition for patients, employees, and the community.

What does a transfer of business mean?

A transfer of business is when a business, or part of a business (old employer) transfers to another business (new employer), and the employees become employed by the new employer.

The work the transferring employee performs for the new employer is the same, or substantially the same, as the work the employer performed for the old employer.

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When will the transfer take effect?

The transfer to Western NSW Local Health District (WNSWLHD) will take effect on Monday 03 October 2022, therefore your last day with Catholic Healthcare will be Sunday 02 October 2022.

What will happen to the Patients?

WNSWLHD will continue to provide inpatient and outpatient services from Lourdes Hospital and will be reviewing the location hub for services currently provided by St Vincent's Outreach Services.

WNSWLHD will use this opportunity to further enhance the experience of patients as they move from inpatient care to rehabilitation and palliative care in Dubbo, improving access to contemporary and innovative models of care throughout treatment both in hospital and while in the community. The opportunity to bring these services under the Local Health District's structure is consistent with clinical services planning for both Dubbo and Bathurst, and with WNSWLHD's strategic goals to provide one service across many places, to improve health outcomes, to make meaningful gains in Aboriginal health and to provide world-class rural healthcare.

Will other Catholic Healthcare services – including Residential Aged Care, Home and Community Services, Day Centre and accommodation buildings – continue to operate in the same location adjoining Lourdes Hospital?

Yes, Catholic Healthcare will continue to operate its residential aged care home Holy Spirit Dubbo and Home and Community Services neighboring Lourdes Hospital, as well as the accommodation offered through Christine Griffiths Units. Catholic Healthcare will also continue to operate the production kitchen onsite, which supplies catering to Lourdes Hospital as well as Holy Spirit Dubbo and St Mary's Villa Dubbo residential aged care homes.

All employees who work in these areas remain Catholic Healthcare employees.

What if I am contacted by the media regarding the transfer of operations at Lourdes and St Vincent's Outreach Services?

Catholic Healthcare Media Policy stats that employees should not speak to any members of the media. If the media contacts you, or approaches your workplace in person, politely say you are unable to comment and refer them to Catholic Healthcare's PR & Communications Team. Contact details are:

- Danielle Oppermann, Senior PR & Communications Manager – M 0415 030 297, E dopperma@chcs.com.au.
- Please also report this to your manager.

In accordance with our social media policy, employees should also refrain from making any posts or comments on Catholic Healthcare or personal social media accounts about the transfer, which may reflect negatively on the organisation.

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2. WHAT IT MEANS FOR ME?

What will happen to us, the team members?

All current employees of Catholic Healthcare's Health service line, which includes all employees of Lourdes Hospital, Dubbo and St Vincent's Outreach, Bathurst, will have their employment transferred to Western NSW Local Health District (WNSWLHD). WNSWLHD will become your new employer.

All catering employees working out of the Dubbo Production Kitchen will remain employees of Catholic Healthcare.

How will I be formally notified of the transfer of my employment?

Included with this FAQ document you will find a letter advising of the transfer of your employment from CHL to WNSWLHD.

You will also receive a Welcome Pack from WNSWLHD which includes documents you will need read, complete and return to the WNSWLHD prior to 23 September 2022. A letter of employment is included in your welcome pack, and the LHD will work with you and your managers to review and sign new Position Descriptions post transition.

What will my role be with WNSWLHD?

You will transfer to WNSWLHD in your current role and continue to perform the duties of your role. Services being provided to our patients and clients, in essence, remain the same, however, as can occur in any organisation, changes may be made to the operations of a business based on the evolving needs of the community.

These changes may mean that some staff may be required to change reporting lines, duties or location in the future. Should your role change, WNSWLHD will discuss this with you following the transfer of employment on the 3rd of October.

Will I still get the same rate of pay?

Yes. CHL employs you under the NSW Health Awards so your employment will remain under the same Award and conditions.

What happens to all my accrued, untaken leave entitlements (Annual leave, Long Service leave, Personal (sick) leave)?

Your accrued, untaken leave entitlements will transfer with you to your new employer, WNSWLHD.

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I have leave booked; can I still take it?

Yes, any current leave underway or approved leave will be granted. Future leave request will need to be put the NSW Health Systems and in accordance with the relevant Award.

What happens if I am currently on Parental or long-term leave?

Your leave will continue as usual. If you are on maternity leave you still have the same award entitlements in regard to returning to work.

If you are currently receiving Centrelink or Commonwealth Maternity Leave payments, you will need to contact Centrelink to change your employer. WSNWLHD HR can provide any required information. Please contact WNSWLHD-HRSupport@health.nsw.gov.au.

Will my start date with CHL apply for service?

Yes. As part of your transfer of employment there is no break in your continuity of your service. Therefore, NSW Health will recognise your service start date as the date you originally commenced with Catholic Healthcare.

What about Salary Sacrifice arrangements?

The ability to salary sacrifice is not a condition of employment rather a benefit. It is something each employer arranges.

WNSWLHD have a different salary sacrifice arrangement and salary sacrifice provider. WNSWLHD salary sacrifice provider is SalaryPackagingPlus. Information about the salary sacrificing arrangements at WNSWLHD are included in your Welcome Pack.

CHL employees who currently have a salary sacrifice or novated lease arrangement with Smart Salary will need to cease this arrangement and complete and application forms for SalaryPackagingPlus completed.

A representative from SalaryPackagingPlus will be onsite in Dubbo on 15 September 2022 and then onsite in Bathurst on 16 September 2022.

In addition, your WNSWLHD Welcome Pack will have more information.

Will my work location change?

Dubbo Team Members:

Client facing/frontline inpatient services/ roles will remain unchanged and operate out of Lourdes Hospital, Dubbo.

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Some client facing/frontline community positions will be located at Dubbo Health Service located at Myall Street Dubbo. Any employee working in client facing /frontline community positions will be advised and supported as you move into your new location.

St Vincent's Outreach, Bathurst Team Members:

Client facing/frontline roles at Bathurst will be located at Bathurst Health Service located at 361 Howick St, West Bathurst NSW 2795. Any employee working in client facing/frontline community positions will be advised and supported as you move into your new location.

Other management and administrative roles may change location, if this is the case you will be advised and supported into your new location.

What happens if I resign?

Should you resign from your current role at Catholic Healthcare, before Sunday 25 September 2022, you will be required to provide notice in line with your relevant State Award. Following the separation of your employment you will be paid your final pay, and any outstanding accrued and unused statutory entitlements, including annual leave.

What if I don't want to work for WNSWLHD?

If you do not transfer to WNSWLHD, you will need to provide a letter of resignation. In any event, it will be deemed that you have resigned.

If you would like to consider a different role with Catholic Healthcare, a list of current vacancies across the Catholic Healthcare network can be made available to you for review and application. You would be required to participate in CHL's recruitment process for any position you apply for.

If you take a role at another Catholic Healthcare service e.g., Home and Community, Residential Aged Care all your prior service and any accrued leave will remain with CHL.

Has the Union been notified?

Yes. On the day of the staff meeting, the relevant Unions were advised of the transfer of services. They were also advised that if requested by a Union member, they may attend an individual meeting with their Union member.

3. TRANSFER PROCESS AND TIMELINE

What will happen from the announcement today, 13 September 2022?

From today, 13 September 2022 until 02 October 2022 you will continue to be employed by CHL and will continue to perform your role as you have been.

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Please refer to the timeline table below for the transition timeline:

Commencement Date	End Date	Process
Tues, 13 Sep 2022	Wed, 28 Sep 2022	Consultation Period
Tues, 13 Sep 2022	Thurs 15 Sep 2022	EAP Onsite
Tues, 13 Sep 2022	Friday 23 Sep 2022	WNSWLHD Welcome Pack provided and returned to LHD.
Sun, 2 Oct 2022	Sun 2 Oct 2022	Last day employed by CHL
Mon, 3 Oct 2022	Mon, 3 Oct 2022	First day employed by WNSWLHD
Thurs 6 Oct 2022	Thurs 6 Oct 2022	Final Pay received form CHL
Mon 3 Oct 2022	December 2022	WNSWLHD Orientation
Thurs 22 Sept 2022	Thurs 20 Oct 2022	First pay received from WNSWLHD

Who and how can I discuss the impact on me during the Consultation Period?

The consultation period is a time to discuss the impact of the change on you. The consultation period will finish on Wednesday 28 September 2022.

If you would like to discuss the individual impacts of the change, please contact Deanna Cole, Administration & Business Services Manager on 6841 8511 to make an appointment. All individual meetings will be conducted with a representative from the CHL Health team and a CHL HR Representative.

Please Note: Employees who would like to speak to a representative from WNSWLHD can make contact at the numbers below to clarify any details or make an appointment with a member of the team, if they wish.

What orientation will I receive when I commence with NSW Health?

Commencing on 03 October 2022, employees and managers will undertake the WNSWLHD Orientation and relevant mandatory training and be made aware of how you can contact the Employee Assistance Program (EAP), Human Resources Team and DHS and BHS Management Teams.

WNSW LHD delivers a variety of training for both orientation and skill development across many platforms (Face to face, Virtual, Online). During the orientation and transition period staff will be supported to complete relevant training.

When will I get my final pay from CHL?

Your final pay will be processed and paid on 06 October 2022, with the ordinary CHL pay cycle.

An income statement will be made available to you via your my gov account following the 22-23 financial year. You will be able to see the details of your year-to-date earnings / total earnings from CHL in your MyGov account.

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4. SUPPORT AND CONTACTS

What support or assistance is available to assist with this change?

Catholic Healthcare is committed to providing support to all employees. The Health Service Manager and/or a member of the Human Resources team will be onsite to support you throughout the consultation period (13 September 2022 – 28 September 2022) should you wish to further discuss the change and individual impact this has on you.

Please Note: Employees who would like to speak to a representative from WNSWLHD can make contact at the numbers below to clarify any details or make an appointment with a member of the team, if they wish.

In addition, a representative from Access EAP will be onsite 13 September 2022 to 15 September 2022 to offer on the spot, free and confidential counselling.

To make a booking, please use the following link:

Dubbo based Employees:

<https://accesseapbookasession.as.me/?calendarID=7209046>

Bathurst based Employees:

<https://accesseapbookasession.as.me/?calendarID=7209062>

Alternatively, all employees including have access to the Employee Assistance Program (EAP). This is an independent, confidential counselling service available to employees and their family members.

The service is fully funded by Catholic Healthcare and as such no cost will be incurred by either employees or their family members in the same household when services are used. You may have up to 3 counselling sessions.

For confidential counselling call 1800 81 87 28. You can also visit accesseap.com.au.

Who can I contact if I have further questions?

If you have questions about this change that are not answered in this document or your Welcome Pack from WNSWLHD, please speak to Michele Smith in the first instance.

Michelle Smith

0466 791 577

micsmith@chcs.com.au

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If your query relates to information about leaving Catholic Healthcare and what services will be made available to you and you would like to speak to a member of the HR team, please see the appropriate contact details below:

HR Contact	Contact Number	Email
Sandy Ferguson	0490 440 985	Sferguso@chcs.com.au
Gabrielle Walton	0490 386 302	gwalton@chcs.com.au

If your questions relate to your employment with WNSWLHS please see the appropriate contact below:

Dubbo based Employees:

Contact	Contact Number	Email
EA to General Manager	02 6809 6450	WNSWLHD-Dubbo-ExecutiveAdmin@health.nsw.gov.au

Bathurst based Employees:

Contact	Contact Number	Email
EA to General Manager	02 6809 6450	WNSWLHD-Bathurst-ea@health.nsw.gov.au