

Mr Gerard Hayes
 Secretary
 Health Services Union
 Pitt Street
 SYDNEY

Email to: Kerry.Colling@hsu.asn.au

Proposal for Wyong Hospital – Cashier Hours and Shift Times

Dear Mr Hayes

I write to advise of a proposal to change the hours and shift times of the Cashier hours at Central Coast Local Health District (the District). These changes would occur at the Cashier Office, Wyong Hospital.

Current Roster

The service currently has 0.5FTE contracted to 20 hours per week for the Cashier role.

M	T	W	T	F	S	S	M	T	W	T	F	S	S
0730-1600	0730-1600	0730-1600								0730-1600	0730-1600		

Proposed Roster

After careful review and consideration, the District is proposing the following: In consultation with Cashier there were two proposed rosters:

1. 18 hours per week, 3x6 hour days

M	T	W	T	F	S	S	M	T	W	T	F	S	S
07:30-14:00	07:30-14:00	07:30-14:00							07:30-14:00	07:30-14:00	07:30-14:00		

2. 24 hours per week 4 days x 6 hours days

M	T	W	T	F	S	S	M	T	W	T	F	S	S
07:30-14:00	07:30-14:00	07:30-14:00	07:30-14:00					07:30-14:00	07:30-14:00	07:30-14:00	07:30-14:00		

After consultation on 20 December 2023 Cashier opted for the first option of 18 hours on a trial basis commencing on Monday the 11th of March 2024 for a trial period of eight weeks.

The staff member was sent email correspondence in regards to these changes on dates 20 December 2023, 28 December 2023, 13 February 2024. A verbal conversation was held on 11 January 2024 and a letter was sent by hand summarising the changes and giving 4 weeks' notice on the 9 February 2023.

The HSU was sent correspondence via an emailed letter on 6 March 2024.

The key benefits of the proposal include:

This change is requested to ensure alignment with the business needs of the Clinical Support Services Teams to support efficient and effective use of resourcing. This is supported with an increase in cashless payments and the implementation of a new Payment Portal.

Staff have been preliminary canvassed on the proposal. Staff have been invited to provide feedback by 6th May 2024.

With this proposed change I can confirm there will be:

No changes to shift allowances

One impacted employee

Support Documents

Please find attached:

Current roster

Proposed roster

Timeframe for Implementation of proposal

I anticipate this proposal will be implemented and be operational by 30th June 2024.

Feedback on Proposal

I wish to confirm staff have been provided with a copy of this letter as part of the consultation process.

I invite you to provide any feedback, comments, questions and/or concerns on this proposal within **two (2) weeks from the date of this letter**. This feedback can be emailed to me via email.

Thank you for your support in advance. If you require any additional information I can be contacted on 02 4394 4872 or via email Donna.Walters@health.nsw.gov.au

Yours sincerely,



Donna Walters

Clinical Services Support Manager

Wyong Hospital and Long Jetty Health Care Facility

CENTRAL COAST LOCAL HEALTH DISTRICT