

HEALTH SERVICES UNION

Membership Contributions Waiver Policy

Policy Statement

The purpose of this document is to provide a clear and consistent approach to how the HSU NSW/ACT/QLD will provide membership fee waiver assistance to members as a retention strategy and to those experiencing hardship due to a number of factors.

Pursuant to the HSU registered under the *Industrial Relations Act 1996*, that is Rule 8(e).

This will provide means for combined action in matters affecting the welfare of members.

Policy

1. Application

This policy applies to all financial members of the HSU NSW/ACT/QLD, pursuant to Rule 10.

In certain circumstances, this policy may apply to associate, retrenched and unfinancial members. A decision will be made on a case by case basis.

2. Waiver Overview

A waiver is an exemption of union contributions owed by a member for a prescribed period of time. A waiver of contributions can be applied to a member record under the following conditions:

- A – Leave With-out Pay (LWOP)
- B – Maternity Leave With-out Pay (MLWOP)
- C – Sick Leave With-out Pay (SLWOP)
- D – Workers Compensation UNPAID
- E – Hardship
- F – Unemployment
- G – Member Retainment Adjustment
- H – Unfinancial Members

Definitions of each of these conditions are provided in section 3 of this policy. Any member may request a waiver in writing or over the phone. The membership admin team will be responsible for reviewing the member's record and history of waivers previously approved to determine eligibility. If approved under the conditions above a waiver of contributions will be applied.

Members must provide their up to date bank account or credit card details for payments to commence at the conclusion of the agreed waived period. The membership admin team will notify the member of the period of the waiver and the date their charges will recommence. The member must contact the HSU in writing prior to this date to confirm whether their circumstances have changed. All efforts will be made to move members on waivers from payroll deductions to direct debit or credit card payments.

Members on a waiver are entitled to all membership benefits with the exemption of an unemployment waiver wherein a member is not entitled to any membership benefits.

3. Definitions

a. Leave Without Pay (LWOP)

For any member not receiving an income from their employer. This is initially for a period of up to six (6) months. This can be extended until a member returns to paid work however the member must contact HSU to advise.

b. Maternity Leave Without Pay (LWOP)

For any member not receiving an income from their employer, this is for the period until a member returns to paid work up to a maximum of twelve (12) months. The member must contact HSU to advise if their return to work date changes.

c. Sick Leave Without Pay (LWOP)

For any member not receiving an income from their employer, this is initially for a period of up to six (6) months, can be extended until a member returns to paid work. The member must contact HSU to advise if their return to paid work changes. For any member not receiving an income due to a Workers Compensation Case, this initially can be for an extended period.

d. Workers Compensation (unpaid)

For any member that is on workers compensation and not receiving an income stream from an insurance policy. This is initially for a period of up to six (6) months however this can be extended until a member returns to paid work. The member must contact HSU to advise if their return to paid work changes.

e. Hardship

For any member that may be experiencing difficulties in making union contributions, this is offered for a period of up to three (3) months only. This can be extended however the extension must be requested in writing and approved by the Union Committee and will be extended for a further three (3) months. An example of hardship may be if a member's home has burnt down.

f. Unemployment

For any member that becomes unemployed and wants to remain a member as they are currently looking for work in a field that would be covered by HSU. This is for a period of up to six (6) months. No extensions are allowed. If after this time frame the member has not obtained employment within the health industry, they are requested to resign from membership.

g. Member Retainment Adjustment

A member whose contributions have not been paid more than two (2) consecutive payments due to unforeseen circumstances but wishes to remain a member and cannot afford to pay the contributions owed may be recommended by management for a member retainment adjustment. This will be reviewed on a case by case basis and tabled for Union Committee approval.

h. Unfinancial Members

A member who is unfinancial and who wishes to remain a member may be recommended by management for a waiver of their arrears on receipt of current direct debit or credit card payment details. This will be reviewed on a case by case basis and tabled for Union Committee approval.

New Members

If a new member wants to join and is not working and is currently looking for work in a field that would be covered by HSU or, is requesting a waiver for any of the "Waiver Definitions" a minimum of three month's contributions must be paid in advance. Once this fee is paid, then the application for a waiver of contributions continues as per the usual process. *Note, this member would not be covered for any benefits until employed.*

4. Waiver Procedure

Waiver Request

Steps
1. Member contacts HSU to advise they require a waiver.
2. Employee requests the reason for the waiver – if in line with the policy conditions, employee reviews member's record for previous number of waivers. If less than 3 and the member provides up to date bank account or credit card details, this waiver is processed and the arrears is cleared. If more than 3 waivers have been granted, escalate for CFO to review.
3. Email sent to member confirming the period of the waiver and the date payments will recommence.
4. Monthly reporting to Union Committee of Management.

Waiver Ended

Steps
1. Report provided on waivers due to end.
2. Contribution is set up to restart based on the original email so a waiver will automatically recommence.
3. If member contacts HSU prior to recommencement date and requests extension: <ul style="list-style-type: none"> • Ensure the waiver is still in line with policy. • Review the record to see if any engagement during waiver and make a call, escalate to management if required. • Include in monthly reporting to Union Committee of Management.

5. Policy Version Control

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