

## Scalabrini Bexley Roster Review

Dear Member,

We have received notification from Scalabrini HR of a roster review at Scalabrini Bexley (see attached).

It is important to note we only received the notification late on 5 November.

It is also very important that you do not feel pressured to accept any change to your contracted hours or sign anything you are not happy with.

During any consultation process you are entitled to:

- Take time to consider any changes proposed.
- Refuse the changes and/or offer alternatives. We would advise members to give reasons for why the change does not suit them (e.g. family responsibilities, cannot afford a loss in hours).
- Be represented by the HSU.

If you need individual representation, please email [agedcare@hsu.asn.au](mailto:agedcare@hsu.asn.au).

Throughout this process, we will only be able to represent HSU members.

Encourage your workmates to join online at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or phone 1300 478 679.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

## Private and Confidential

5 November 2018

FAO Rob Sheehy - HSU

*Sent via email- rob.sheehy@hsu.asn.au*

Dear Mr Sheehy

### Scalabrini Bexley Roster Review

This letter is intended to advise you of the consultation process and need to complete a Roster Review at Scalabrini Bexley.

Over recent weeks a review of Scalabrini Bexley's work practices and staffing requirements has been completed to enable a more effective workflow across the Village. As always, the aim is to deliver a more person-centred approach to care going forward. We are also responding to employee feedback about wanting more certainty of shifts, greater consistency of hours worked and a fairer distribution of workload.

In summary, the proposed new roster will result in:

1. No changes to night shift or to the number of Registered Nurse and Enrolled Nurse hours.
2. The addition of 66 hours per week in lifestyle to allow weekend coverage.
3. The introduction of 8 hour shifts in all areas to ensure consistency of care and better handovers from one shift to another.
4. A rebalance of care and kitchen hours resulting in an overall reduction of 166 hours per week.
  - a. 47 employees (27%) in the care and kitchen positions will result in an increase of hours.
  - b. 59 (34%) employees in Scalabrini Bexley will result in a decrease of hours, 37 of the 59 employees minimally impacted with a proposed reduction of between 1 and 5.5 hours reduction per fortnight.
5. Conversion of casuals to permanents as required.
6. There will continue to be a Registered Nurse across all shifts every day and night.

Please advise if you or an HSU representative would be available to attend a telephone call or meeting with Isha Kang (Village Manager at Bexley) and Wendy Poyser (Workforce Consultant) on Tuesday 6<sup>th</sup> November 2018 to discuss the proposed changes and consultation process.



It is planned to meet with individual staff impacted from Thursday, 8<sup>th</sup> November. These meetings will be on site and paid for the impacted staff. This letter advises staff that representatives of the HSU and Nurses Association have been notified and can be invited to attend by them.

At these individual meetings, we will outline the changes required, the reasons for the changes and the process we will follow to minimise the adverse impact on staff where possible. Staff will have the opportunity to complete a Roster Preferences Form to nominate preferences for days and shifts to assist in populating any vacant shifts that may arise on the new roster.

We wish to implement the new roster in December 2018 and are committed to working consultatively with all to achieve the best outcomes for our employees and ultimately our residents.

Thank you for your assistance.

Yours sincerely

Kate Sellick  
Director of People, Learning and Culture

Cc: Isha Kang, Village Manager Bexley  
Wendy Poyser, Workforce Consultant