

## Salvation Army Woodport: Unpaid Training

Dear Member,

The Health Services Union has been informed that **many staff are doing online training at home** and are not being paid for it.

According to your Enterprise Agreement:

*Where practicable, such training shall be provided to employees during their normal rostered hours of work. Where this is not practicable:*

*(a) Employees shall attend training outside their normal rostered working hours when required to do so by the employer;*

*(b) The employer shall provide employees with two (2) weeks' notice of the requirement to attend training outside of their normal rostered working hours;*

*(c) Attendance at such training, for the period of training, shall be treated as time worked for the purposes of this Agreement. For the avoidance of doubt, clause 13.3 Minimum Starts will not apply for the purposes of clause 37.*

*(d) The employer requiring an employee to attend training shall also pay to the employee ordinary pay for time travelling to and from a period of training referred to in sub-clause (c) that is in excess of the time normally taken for that employee to attend work.*

*(e) When receiving travelling time as set out in sub-clause (d), an employee using his or her own vehicle for attendance at such training shall be paid the per kilometre allowance set out in Item 5 of Table 5 of Schedule B to this Agreement.*

*(f) Training provided outside the normal rostered hours of work shall be arranged so as to allow employees to have at least eight or ten hours off-duty before or after training and the end or beginning of their shift.*

*(g) Any training undertaken by an employee that occurs at a workplace is not intended to replace or supplement staffing levels and the normal levels of service delivery at such a workplace.*

**All training should be paid for.** In no way should you feel obliged to do online training outside working hours and not be paid for it. If this is happening to you, please record:

1. The name of the module and recommended time to complete it.
2. The date and time the training took place.
3. Print out or take a screen shot of any certificates or evidence the module was completed.

Once you have this information please email HSU Organiser Andrew Tran via [andrew.tran@hsu.asn.au](mailto:andrew.tran@hsu.asn.au).

Not a member of the HSU? Want to be protected at work? Think things could be better and want to work together to make it so? A union's effectiveness and negotiating power depend upon our collective strength at work. You can join online at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or call 1300 HSU NSW and join over the phone.

In unity,

A handwritten signature in black ink, appearing to read 'Gerard Hayes', with a long, sweeping underline.

Gerard Hayes  
Secretary, HSU NSW/ACT/QLD