

Canberra Hospital: Proposed staggered shifts for Supply Services admin staff

Dear Member,

Attached is correspondence the HSU has received from Canberra Health Services regarding a proposal for staggered shifts for Admin staff working within Supply Services.

Member feedback requested

The HSU industrial team is currently reviewing the potential impacts of the proposed restructure upon affected employees. We are now seeking feedback, views and comments from our members.

Please review the attached documentation and provide comment and feedback by 31 January 2019. You can submit it by email to mark.jay@hsu.asn.au with subject line *Canberra Supply Services*.

Not a member of the HSU? Now is time to join and have your say! You can join online at www.hsu.asn.au/join or call 1300 HSU NSW and join over the phone.

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Proposal to introduce a staggered shift for administration staff at Supply Services

Background

Supply Services, part of the Canberra Health Services, is considering extending the operational hours from 07:30am to 5:00pm for the administration area. Supply Services currently operates from 07:30 am to 4 pm and having two slots of shifts from 7:30 am to 3:30 pm and 08:00 am to 4:00 pm. In the current situation, 8 out of 10 staff start at 07:30 am and two staff start at a later time. The new roster system proposes to rotate all staff into two time slots from 07:30 am to 3:30 pm and 9:00 am to 5:00 pm.

Benefits of Rostering System

- Provide increased operational coverage to Canberra Health Services:
Canberra Hospital, Calvary Hospital and other external health providers operate 24 hours a day, 7 days a week and provide health services to the community. They function in a high demand area with ever changing environments, in which they will frequently require health products. The extended time allows the opportunity for health services to contact Supply Services across a broader range of operational hours.
- Cover the business opening hours of Suppliers:
Supply Services liaise with suppliers from all states in Australia. The time difference between Canberra and other states can limit the business operational time. A few suppliers have mentioned that it is challenging to contact Supply Services staff due to the limited operational times currently available.
- Provide flexible arrangements for staff:
The new time arrangement allows staff to vary their work time to accommodate personal preference to support family obligations or other activities.

Proposed Action

All staff will be rostered into two time slots of 07:30 am to 3:30 pm and 09:00 am to 5:00 pm on a weekly or fortnightly basis. Senior staff including the Purchasing and Cataloguing Manager, Purchasing Team Leader, Cataloguing Team Leader and Contract Officer (ASO5 and ASO6) must organise the rotation amongst themselves to ensure that senior staff are available at all time for support during operational hours. Supply Services will take into consideration existing staff's preference of work time and family obligation wherever possible. These preferences can be nominated by the staff on their timesheet or by contacting their managers.

Supply Services is committed to follow the consultation process and actions with the staff about the proposed rostering amendments.

- A Meeting will be held to provide staff with an opportunity to understand the proposal, ask questions and provide feedback and Supply Services will allow a two-week consideration period from the date of the meeting for making decision.
- Implementing the roster for a three-month trial period and towards the end of the trial, feedback will be gathered for the final rostering plan.