

Calvary Mater Hospital: Admin rosters update

Dear Member,

The HSU has received further correspondence from the Calvary Mater Hospital regarding local disputes over the proposed rosters that management is attempting to implement for administration officers. The Calvary Mater Hospital has provided written feedback to issues raised by members and the HSU. The response is attached for your information and feedback.

Please provide your feedback via email to michael.kearns@hsu.asn.au by close of business Friday 21 February 2020. Once the HSU has received all relevant feedback, contact will again be made with management with your responses.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

30 January 2020

Mr Michael Kearns
Organiser, Public Health Division
Health Services union NSW/ACT/QLD
Level 2, 109 Pitt Street
SYDNEY NSW 2000

Dear Michael

RE: Patient Services Department Roster Dispute, Calvary Mater Newcastle

I refer to your email dated 19th December 2019 regarding ongoing discussions around the above matter. Thank you for providing feedback which has resolved all but 2 points relating to the proposed roster changes. I have reviewed the most recent feedback from members for these 2 points and can provide further information and clarification as follows:

Again, the HSU highlights as per previous correspondence to the Calvary Mater Hospital dated 20th November 2019 that there is unequal distribution of weekend shifts throughout the roster:

Staff members #1, #4 and #28 are rostered 8 Sundays and 0 Saturdays

Each of these staff members have been advised that their proposed roster plan is able to be altered to ensure a suitable fit for both the individual and the organisation.

Staff member #1 is yet to follow through with her request for a meeting with management despite scheduling an appointment to meet, and subsequently failing to attend the meeting without any notice to the manager that she would not attend. Staff member #1 has also indicated that she does not want to lose the 10-hour shifts, however I reiterate that to retain these would be detrimental to the overall departmental functioning and roster. An offer of a 12-month TIRA has been made to this staff member via previous correspondence to you however this has not been taken up nor any approach made to discuss this with management. If a TIRA is to be undertaken any planned and unplanned leave would only be backfilled at 8-hours, as 10-hour backfill would be too disruptive to overall rostering, and other staff.

Staff member #4 has previously met with management and advised that the proposed new roster pattern is fair and transparent, however the only slight adjustment Staff Member #4 would like to make would be to have 2 weekends on and 2 weekends off, over the 4-week period. Management has advised that this is totally acceptable and has always maintained a commitment to work with the staff member individually to meet her request whilst maintaining capacity for service provision. Apart from this minor adjustment, it has been agreed that the proposed roster is suitable and acceptable for her.

Staff member #28 has previously met with management and advised that she is very happy with the proposed new roster pattern and is looking forward to coming off 10-hour shifts, and also with the benefit of accruing an ADO each month. In addition to Staff member #28's positive feedback she has also expressed an interest in re-training in other areas of the department and upskilling to provide more flexibility and cover to the roster. This would be very useful and the offer is appreciated.

Staff member #16 will maintain the same roster pattern that is currently in place. There is a very slight change to a work location for some shifts, however the days and hours remain the same, apart for these small adjustments. This staff member has met with management previously to discuss the proposed new roster pattern and has advised that she is happy with the changes planned.

Staff member #2 has been no changes made at all to this staff members rostered hours and days. The old roster is identical to the new proposed roster pattern. This staff member has met with management previously to discuss the proposed new roster pattern and has advised that she is happy with the changes planned overall noting her roster would remain the same.

Staff member #10 the staff member was consulted regarding the proposed new roster pattern. Initial concern was that she was seemingly being given less shifts than the previous version however after review it was determined she was routinely working over and above her contracted hours. The staff member and management agreed that the new proposed roster pattern would reflect contracted hours, with the provision to request extra shifts if they are available. This staff member has met with management to discuss the proposed new roster pattern and has advised that she is happy with the changes planned.

Staff member #27 was originally a Permanent full-time staff member however after extensive sick leave and absence from work, requested to reduce her hours permanently to 24 per week. This request was supported by management at the time and these hours are made up of 3 shifts per week. These shifts had to be allocated where they were available on the roster and the shift allocation was mutually agreed to at the time of the reduction of hours.

Across the entire department it is evident that the vast majority of staff have held discussions with management and are happy with what is being proposed with the new roster pattern.

The final issue raised relates to the utilisation of permanent leave relievers on a day-by-day basis. Bearing in mind that the roster may be altered at any time to enable the provision of service of the hospital across 7 days and 24 hours, management have met and if required are prepared to provide a standard roster pattern for permanent relief staff. As a result of this change any short-term requirements and leave coverage management will endeavour to be fulfilled using additional part-time and casual hours as appropriate and available, however this does not exclude the option for permanent relief staff to be consulted and agree to short-notice roster changes if required to maintain priority service provision. To ensure planned service provision and advanced forecasting of rosters all staff will be required to submit planned leave applications 3 months in advance as a minimum, and requests for annual leave approval over and above annual entitlement may not be able to be approved if cover is not available.

I would be grateful if we could move to have these matters resolved and your formal response no later than Friday 28th February 2020. For the interim the department will continue to be rostered according to the current roster plan.

Regards



Brad Rochester
Patient Services Manager
Calvary Mater Hospital