

Dear Fellow Caregiver,

I am pleased to advise that negotiations have concluded with the HSU NSW and ASMOF NSW over a new St John of God Health Care Hawkesbury District Health Service Health Professionals, Support Services and Medical Officers Enterprise Agreement and I am now in position to provide you with the replacement Agreement for your consideration. The main features of the new Agreement are:

- The term of the Agreement will be for 3 years (nominal expiry date 30th June 2020).
- Subject to a successful ballot, Caregivers who currently receive rates that are in accordance with those defined in the pay schedule in the current Agreement will receive a 11.5% increase over the above period as follows:
 - 3.0% from the first full pay period on or after 1st July 2017.
 - 0.5% from the first full pay period on or after 1st December 2017.
 - 3.0% from the first full pay period on or after 1st July 2018.
 - 1.0% from the first full pay period on or after 1st December 2018.
 - 3.0% from the first full pay period on or after 1st July 2019.
 - 1.0% from the first full pay period on or after 1st December 2019.
- Subject to a successful ballot Caregivers who are covered by this agreement are currently receiving rates that are above those defined within the pay schedule in the current Agreement will receive a 7.5% increase over the above period as follows:
 - 2.5% from the first full pay period on or after 1st July 2017.
 - 2.5% from the first full pay period on or after 1st July 2018.
 - 2.5% from the first full pay period on or after 1st July 2019.
- Casual / sessional Medical Practitioners whose current salary is above the rate scheduled in this Agreement will remain on the higher rate of pay however pay increases will be absorbed until the rate of pay for the Caregiver's classification meets and/or succeeds this higher rate of pay, unless otherwise determined by the Employer.
- Pharmacists receive a slightly different yearly increase to align with the rates offered at Richmond and Burwood given the career structure within that agreement has been adopted:
 - 2.5% from the first full pay period on or after 1st July 2017.
 - 2.0% from the first full pay period on or after 1st July 2018.
 - 2.0% from the first full pay period on or after 1st July 2019.
- These increases have been developed in consideration of the wider health market including other private providers, and NSW Health. The reason that a higher increase has been awarded to those who receive pay rates in accordance with the current EBA is because those rates are behind what we see as a competitive market rate. SJGHC has committed to work to close this pay gap to ensure fair pay rates for all of our Caregivers.
- Allowances will be increased by 2.5% per year from the first full pay period on or after 1st July for each year of the Agreement.
- The term Caregiver is used throughout this Agreement to recognise the terminology used by St John of God Health Care to refer to those who work at our Hospitals (Caregivers).
- All caregivers who work 7.6 hours per day (a standard full time shift) are now entitled to receive two paid tea breaks of 10 minutes instead of one tea break. Previously caregivers had to work at least 8 hours per day to receive two tea breaks which meant the majority of caregivers working a standard full time shift could not receive this entitlement.

- Caregivers now have the ability to elect time and a half for time worked on a public holiday and one ordinary working day added to the period of annual leave (in lieu of double time and a half for all hours worked on a public holiday).
- Caregivers can now have the ability to apply for paid Natural Disaster Leave in the event of a declared natural disaster.
- Significantly enhanced career structures for CSSD, Pharmacy, Operating Theatre Assistants and Medical Officers have been incorporated.
- A revised shift allowance schedule has been incorporated for Medical Officers that is more beneficial to the Caregiver than the NSW Health Career Medical Officer shift allowance schedule.
- The Employer has agreed to fund all vaccinations that are required for the role the Caregiver performs.
- Caregivers can now access their Long Service Leave in single day periods.
- A 'support for Caregivers experiencing domestic violence' clause has been introduced which outlines the support the Employer offers to affected Caregivers. This clause emphasises that Caregivers can access the SJGHC's Caregiver Facing Hardship Policy which provides additional financial support for Caregivers who experience domestic violence.
- There have been enhancements to better define what excess leave means for each type of leave and to reinforce the Employer's obligations before requesting that a Caregiver take their excess leave (e.g. the Employer must first attempt to agree on a mutually convenient time to take excess leave, the Employer must provide more notice before annual leave is directed – 4 weeks rather than 2 weeks, if the Caregiver nominates another reasonable time to take leave after being directed to take excess leave the Employer can't unreasonably refuse this request).
 - Only when the Employer and Caregiver cannot agree on ways to reduce excess annual leave can the Employer direct the Caregiver to take excess annual leave – excess is now defined as any leave that hasn't been taken within 18 months of accrual rather than leave in excess of 8 weeks (pro-rata if part time).
 - Only when the Employer and Caregiver cannot agree on ways to reduce excess long service leave can the Employer direct a caregiver to take excess long service leave – excess is now defined as any leave that hasn't been taken 3 years after reaching the initial 7 year entitlement date rather than when they reach a balance of 10 weeks (pro-rata if part time).
- Like Working with Children Checks, Caregivers are now responsible for the cost of National Criminal Record Checks.
- Eligibility criteria for the additional one week of leave awarded to Shift Workers has been amended to ensure that caregivers who work Sunday and Public Holiday shifts are incrementally rewarded for doing so in line with the provisions for additional annual leave in other Health organisations in NSW (e.g. NSW Health, Ramsay)

Please note that this offer, and timing of increases, is dependent on securing a positive ballot outcome.

Consistent with the *Fair Work Act 2009*, information about the proposed Agreement will be made available for you to review from **Wednesday 5th July 2017** until **midnight Wednesday 12th July 2017**. This information, which includes a copy of the proposed Agreement, a Frequently Asked Questions document and an instruction on how to vote, is included in the correspondence you have received via the mobile phone or email address you have recorded on our systems or (minus the EBA) in hard copy. It is also available from your manager or on our Compass intranet website via the *Workforce* tab, hover over the *Industrial Relations* tab and two options will come up on the right hand side – click on the second option -

"*Latest EBA Negotiations*". Copies will also be made available in your work area. If you are unable to obtain a copy, please contact IR@sjog.org.au.

A secret ballot will then be conducted to determine whether the Agreement is supported by a majority of Caregivers. The ballot will be conducted electronically, and commence on **Thursday 13th July 2017** and conclude at **midnight on Sunday 16th July 2017**. An instruction sheet to assist you with the voting process is included as a separate attachment. You may vote anytime within the above time period from anywhere that you have internet access, including at work should you wish to do so.

It is important that you take this opportunity to have your say and vote on the Agreement.

Please do not hesitate to email IR@sjog.org.au, contact your HR Department or your union should you require further information.

Kind regards,



Rob Pini
Group Manager Industrial Relations

ATTENTION Hawkesbury Health Professional, Support Services and Medical Officer Caregivers - FAQ about your new EBA



EBA negotiations are finalised, and here are some of the questions you may have about your agreement....

1. **What will the overall pay increase be?**

The pay increase is detailed below.

- Subject to a successful ballot, Caregivers who currently receive rates that are in accordance with those defined in the pay schedule in the current Agreement will receive a 11.5% increase over the above period as follows:
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2. **What about allowances?**

Allowances will be increased by 2.5% per year from the first full pay period on or after 1st July for each year of the Agreement.

3. **What other changes have been made to the Agreement?**

The other main features of the new Agreement are:

- The term Caregiver is used throughout this Agreement to recognise the terminology used by St John of God Health Care to refer to those who work at our Hospitals (Caregivers).
- All caregivers who work 7.6 hours per day (a standard full time shift) are now entitled to receive two paid tea breaks of 10 minutes instead of one tea break. Previously caregivers had to work at least 8 hours per day to receive two tea breaks which meant the majority of caregivers working a standard full time shift could not receive this entitlement.
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4. How has the overall pay increase been developed?

These increases have been developed in consideration of the wider health market including other private providers, and NSW Health. The reason that a higher increase has been awarded to those who receive pay rates in accordance with the current EBA is because those rates are behind what we see as a competitive market rate. SJGHC has committed to work to close this pay gap to ensure fair pay rates for all of our Caregivers.

5. What if there is a no vote?

A 'no' vote means we start negotiations again, and pay increases will be delayed until we get to 'yes'. There will be no backpay. SJGHC has made the best agreement we can deliver for you. It's in all of our interests to have an agreement in place and operating effectively as soon as practicable.

6. What is a 'yes' vote? And what if I don't vote?

A 'yes vote' is a majority of 50%+1 of all votes cast being in favour. So, for example, if only 50 people vote, a yes vote happens if at least 26 people voted 'yes'. Remember, only those votes that are cast are counted – so if you want to make sure your opinion counts, you have to VOTE!

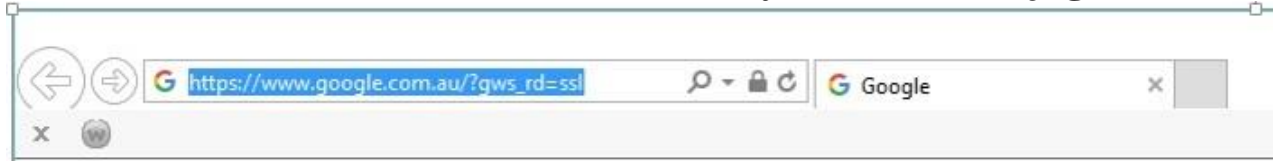
7. Additional Information

If you have any questions that you would like answered you can speak to your manager or, alternatively, email Group Industrial Relations on IR@sjog.org.au and we will respond to your question (and possibly add it to our FAQs!)

HOW TO VOTE ONLINE

You can vote from **13 July to 16 July** by following these steps.

1. Log your computer on to the internet and in the address bar at the top left corner of your web browser (not through a search engine such as Google) enter **www.myvote.com.au/sjoghsm**



2. Enter your surname, caregiver (employee) number and date of birth then click on the submit button.

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**ST JOHN OF GOD HEALTH CARE
HAWKESBURY DISTRICT HEALTH SERVICE
HEALTH PROFESSIONALS, SUPPORT SERVICES AND
MEDICAL OFFICERS ENTERPRISE AGREEMENT 2017**

Please fill in your details below then click on the submit button
This information is only used to check that you are eligible to vote and
that you have not already voted. The way you vote remains secret.
This information remains confidential and will be destroyed after the completion of the ballot.

Surname
 Employee Number (without the 'E')
 Date of Birth (dd/mm/yyyy)

3. Click on either the YES or NO box then click on the submit button.

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**Do you approve the proposed
St John of God Health Care
Hawkesbury District Health Service
Health Professionals, Support Services and
Medical Officers Enterprise Agreement 2017**

Click on either the YES or NO box then click on the submit button.
If you make a mistake click the same box again to clear the entry.

☐ YES - I approve the Agreement.
☐ NO - I do not approve the Agreement.

Please note that your personal information is only used to check that you are eligible to vote and that you have not already voted. The way you vote remains secret.