

1 May 2023

HSU
Via email

Proposed Changes to role titles, annualised wages, and time recording.

A recent review of our people data has identified inconsistent job titles and timekeeping arrangements for some of our home-based employees.

In order to create consistency across all Estia Health Homes we propose to:

- i. align all EA roles within the same job groups under a consistent proposed title;
- ii. transition all EA employees currently on annualised rates to hourly rates (excluding Care Directors, Head Chefs and Client Service Officers); and
- iii. Introduce timesheet recording for all EA-covered employees.

Aligning job titles will create consistency across our homes, improve data integrity and reporting, enhance job clarity (including recruitment), and promote operational efficiencies across rostering and analytics.

i JOB TITLE CHANGES

Current Job Title	Proposed New Title	Enterprise Agreement Category
1. Cleaner and Laundry Attendant	Housekeeper	General Services Officer (NSW, SA, QLD), WSG allocation in Vic.- Generally WSG 1 and 2)
2. Executive Chef, Head Cook	Head Chef	Food Services Supervisor (NSW, SA, QLD),

TBD

All Changes will be to title only. No change is proposed to current contracted roles or responsibilities.

ii TRANSFER TO HOURLY RATES

Estia Health has a small number of Enterprise Agreement covered employees in Administration, Maintenance and Clinical Care Coordinator roles who are currently contracted on an annualised wage that includes their leave loading, penalties and overtime. So as not to disadvantage any current employees impacted by the change, it is intended to transition these employees to hourly rates based on their current earnings (e.g. If an annualised rate amounted to \$80,000 per annum before Superannuation, the new hourly rate would be \$80,000 divided by 52 weeks, divided by 38 hours = \$40.48).

iii TIME-SHEET RECORDING

It is intended that all Enterprise Agreement employees (including those previously on Annualised Rates) will be required to clock-in and clock-out of Humanforce upon commencement and completion of each shift.

Introducing this process will ensure that Estia Health continues to maintain an accurate record of the hours people are working, receive appropriate payment for additional hours they may work and ensure our people maintain an appropriate work/life balance.

To make this easy, we will have the following options available:

- Humanforce Kiosk – available to all employees; and
- Humanforce Mobile App – available to all employees with the exception of Administration Officers and Care Directors (who have Humanforce administration rights)

The process of socializing the above changes with staff has begun this week and is intended to conclude by 14 May 2023 when all issues raised will be considered and final decisions will be made.

Please review and provide us with your comments by 14 May 2023; after which we shall consider any comments from the union and staff and respond appropriately.

Regards,



Nicholas Gold

Head Industrial Relations and Employee Relations