

# CHANGES TO HOURS OF WORK



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Authorised by Julia Angrisano, National Secretary, March 2016

## NAB ENTERPRISE AGREEMENT 2016

**Regardless of who asks for a change, the process should be one of matching your needs with the need of the business.**

### NAB PROPOSING CHANGES

Where NAB determines that the hours of work need to be varied in order to meet the business needs you should be **ADVISED OF THE CHANGES AND THE REASONS FOR THE CHANGES IN WRITING.**

Where there is an imperative business need to change your hours of work, you and your People Leader should participate in a process matching your needs and the needs of the business.

### EMPLOYEE PROPOSING CHANGES

If for personal reasons you require a change of hours, you and your People Leader should try to match business needs with your personal needs.

### UNDERLYING PRINCIPLES REGARDING ALL CHANGE

- NAB will seek volunteers to meet the required change of hours as the first option;
- both you and your People Leader should consider a variety of options that meet the needs of both parties;
- you and your People Leader will seek **GENUINE AGREEMENT** to new working arrangements which will not be unreasonably refused.

*Genuine Agreement is reached after considering the needs of the business and your personal needs and is achieved through discussion and negotiation and does not involve coercion.*

### MAJOR CHANGE

Where a business unit has identified a need to reduce hours **ACROSS WORKPLACES**, consultation will occur in accordance with clause 53 of the NAB Enterprise Agreement 2016\* (major workplace change).

### UNABLE TO REACH AGREEMENT

Where you cannot resolve the matter through this process your People Leader will nominate the changes to take place taking into account your personal needs,

Where you are not satisfied with the decision, the matter will be dealt with in accordance with the dispute resolution procedure at clause 64 of the NAB Enterprise Agreement 2016\*.

### REDUCTIONS TO YOUR HOURS

**YOUR HOURS OF WORK CANNOT BE REDUCED WITHOUT YOUR AGREEMENT.**

Where the efficient staffing of a business unit means a reduction in your hours or the hours of the branch is appropriate the following processes and guidelines will be applied.

Your People Leader will notify you in writing of:

- the nature and details of the proposed change;
- the reasons for the proposed change.

Your People Leader will **GENUINELY CONSULT** with you regarding any proposal to reduce hours and you can **SEEK THE ASSISTANCE OR BE REPRESENTED BY THE FSU AT ANY TIME.**

A range of options may be considered including but not limited to:

- change from full time to part time or vice versa;
- changes to the hours of work;
- changes in the mix of full time and part time employees;
- retention of your current hours.

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NAB Enterprise Agreement 2016:\*<http://bit.ly/2IUcKc1>

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