

# KNOW your Agreement

FSU Fact Sheet

## Rosters & Changes to Hours



The new Westpac Group Enterprise Agreement 2010 requires that changes to hours must:

- follow a process of consultation that has the aim of reaching agreement, and
- be reasonable having regard to the personal circumstances of employees and the business needs of the bank.

### Rosters

Rosters must be set at least 7 days before the commencement of the four weekly cycle.

Any change to a roster less than 7 days before the commencement of, or during the four weekly cycle can only be made by agreement between the employer and employee/s concerned.

### Setting of Hours

The new Agreement requires that any changes to hours must be done through consultation with affected employees and take into account the business needs and the personal circumstances of employees.

The process puts emphasis on consultation and discussion between employees and management, where the purpose is to identify any concerns and work collaboratively in an attempt to reach agreement before a final decision is made.

Where Westpac wants to change the hours already being worked by employees the following process must be followed:

#### Step 1

- The employer will outline the reasons for wishing to make changes to the hours worked. Employees will be given time to discuss the proposed changes.
- Employees and the employer will attempt to match their respective needs.

If no agreement ...

#### Step 2

An additional period of time (recommended one week) will be provided for further discussion. The employer and employees will continue to attempt to resolve any outstanding issues and reach agreement.

If no agreement ...

#### Step 3

The employer will give two weeks notice of the change to hours. The notice period may be extended by agreement.

#### Step 4

At this point an employee who has unresolved concerns regarding the changes has seven days to access the dispute settlement procedure.

If an employee raises a concern about the proposed change, the change can not take effect until the dispute is resolved.

# Rosters & Changes to Hours

## Know your rights and help the FSU enforce them

The new Agreement also includes a Dispute Settlement Procedure with access to an independent umpire.

The words in the Enterprise Agreement are enforceable. The Setting of Hours Clause states that: *"any variation to hours must be reasonable having regard to the personal circumstances of employees"*. This means that if a change is proposed it must be reasonable in your personal circumstances – whether it be family, financial or other circumstances.

## Changes must be reasonable

If management makes a change that simply ignores your personal circumstances, it would be unreasonable. For example; if at the end of the consultation process a roster was introduced by management that rostered a part-time employee on a day when they knew the employee can't work because of carer responsibilities, that would be unreasonable.

## You're not alone in the Union

Union members who raise a concern about unreasonable changes to hours are not alone. You will be supported by the industrial knowledge and expertise of the Union – we are here to ensure you get a fair go.

At anytime during the dispute resolution process Union members have the right to contact the FSU for advice, information and representation.

## Need more information?

For more information on your rights under the new Westpac Group Enterprise Agreement 2010 go to [www.fsunion.org.au](http://www.fsunion.org.au) or contact the Member Rights Centre on 1300 366 378.

