



KNOW YOUR AGREEMENT

Rosters and Changes to Hours

Westpac Group Enterprise Agreement 2016

Note: These arrangements do not apply to you if you are employed by Asgard, BTFG, WFCL, or WGIS.

Source: Clause 14 Westpac Group Enterprise Agreement 2016

FACT SHEET



The new Westpac Group Enterprise Agreement 2016 outlines the process for setting and changing your hours of work.

When setting your hours of work the Bank as far as practicable will accommodate your personal, financial and family needs.

If you work in an area of the Bank where your hours are rostered, you must be given at least 7 days' notice of your rostered hours before the commencement of each 4 week cycle.

Any changes to your roster during the same 4 week cycle must be by agreement.

Changing your hours of work

The Agreement requires that any changes to your hours of work must be reasonable (having regard to your personal needs, financial needs, family needs and needs of the business) and be done through a process of consultation.

Unless otherwise agreed with your manager, the process for changing your hours of work that the Bank must follow is:

Step 1 :

The Bank must:

- identify the proposed hours of work and its reasons for wanting you to work those hours;
- give you a reasonable opportunity to consider, provide feedback on and discuss the proposed hours;
- work with you to try and reach agreement, having regard to your and the Bank's respective needs.

The time recommended for this step is 1 week.

If no agreement is reached, move to step 2.

Step 2 :

- In an attempt to resolve any outstanding issues and reach agreement, an additional period of time will be provided for further discussion with you.

The time recommended for this step is 1 week.

If no agreement is reached move to step 3.

Step 3:

- The Bank will give you at least 2 weeks' notice of the hours you will work.
- You can request a longer notice period in order to adjust personal circumstances to accommodate the change to hours. An extension of the period of notice must not be unreasonably withheld.

Step 4:

If you are still concerned about the proposed new hours of work, you have 7 days from receiving notice of the hours you will work, (step 3 above) to raise a dispute under clause 43 ('What is the process for dealing with disputes?') of the Agreement. See FSU fact sheet 'Dealing with disputes' for further information.

If you reach agreement at steps 1 or 2, the change to your hours of work will apply from the beginning of the next 4 week cycle, unless you agree to an earlier date.

Need more information?

For more information on your rights under the new Westpac Group Enterprise Agreement 2016 contact your FSU Organiser or the FSU Member Rights Centre on 1300 366 378.

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