

STAFFING

In 2006 the Finance Sector Union (FSU) and the National Australia Bank (NAB) negotiated a 3 year Enterprise Agreement. If you work for NAB, this Agreement applies to you, and NAB must legally abide by the Agreement. Here's what your Agreement says about staffing.

- Workloads should be capable of being completed in ordinary working hours
- All relevant local factors including employee experience, market demographics, business opportunities and appropriate training must be taken into account when determining staffing levels for a workplace
- Staffing levels can only be reduced if workloads are reduced as a result of restructuring, re-engineering or the introduction of a new process or technology
- Reductions in staffing levels must not result in increased workloads for remaining staff

The Agreement goes on to say that NAB will take all reasonable steps to:

- Fill vacant positions promptly
- Address any significant impact on customers and staff caused by employee absences
- Take steps to address impact include provision of relief or casual staff, changes to rosters, deferral of work and approved overtime.
- Adequately train relief staff
- Take all reasonable steps to relieve any immediate pressures on employees if coverage of absences is not possible (eg. lack of available relief or casual staff in remote locations)

Sounds good right? Is this happening at your workplace?

You have rights. Exercise them.

Together with your union, you can hold NAB to the Agreement.

What can I do?

- Staffing has safety and security implications. Insufficient staff means that those at work are at greater risk. If you're concerned about your safety and security contact your Health and Safety Representative/FSU Rep and share your concerns with your People leader
- Tell your manager your workplace is understaffed, request more staff and keep a record of both the request and your manager's response
- Audit your workplace
- Keep a record of number of staff, number of absences, number of relief staff provided, and number of hours overtime. Count the number of times you can't complete all of your work in ordinary working hours
- Go home on time, and only work overtime if payment is approved
- Talk to FSU about the process for holding NAB to the Agreement
- Speak to your FSU Rep, your FSU Organiser or the Member Rights Centre, on **1300 366 378**.