

Frequently Asked Questions – Transfer of Employment

1. What is happening to my employment status?

- Your employment is being transferred from Downer (Spotless) to Alfred Health, effective 1 May 2024. Your final day of employment with Downer (Spotless) will be 30 April 2024.

2. What happens if I do not accept the transfer?

- As the first step, you need to contact HR at Downer to discuss your decision, they will advise you as to next steps.

3. Do I need to apply for my role at Alfred Health?

- There will be a direct transfer of your employment, with no requirement to apply. Downer will also provide us with your most recent payroll and contact data, that we will upload into the Alfred Health payroll system.

4. Will my Enterprise Agreement change?

- Yes. We are planning to transition all staff from the *Spotless Public Hospitals (Victoria) Enterprise Agreement 2023* to the *Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) Enterprise Agreement 2021 – 2025*. Managers will be automatically covered by this Agreement.

5. Why is this change being made to our Enterprise Agreement?

- The change is intended to standardise terms and conditions across Support Services employees, provide better overall benefits, simplify administration and payroll processes, and so employees will benefit from the future renegotiation of the VPS Enterprise Agreement.

6. How will this affect my annual leave entitlement?

- Under the VPS agreement, annual leave entitlement will increase to 5 weeks, compared to 4 weeks in the current Spotless Agreement. There is up to a further week available, for weekend workers who meet the agreement's eligibility requirements.

7. How do I book leave to be taken after 1 May 2024?

- As per normal processes, please talk to your Supervisor or Manager about any required leave. If you need to book leave before your employment transfers on 1 May, you will need to use a paper-based leave form, which you can find on <https://www.alfredhealth.org.au/for-staff/support-services-transition>

8. What happens to my Superannuation?

- Downer will provide Alfred Health with your Superannuation details. Alfred Health will pay your Superannuation from 1 May 2024. Your Superannuation entitlement is covered by the Enterprise Agreement and is currently 11%, increasing to 11.5% on 1 July 2024. You may also elect to pay additional salary into your Superannuation.

9. I want to choose my own superannuation Fund / I have a Self-Managed Super Fund

- You will need to complete a Superannuation standard choice form (NAT 13080) and return it to us ASAP. You can complete this by using your MyGov account or download a copy from <https://www.alfredhealth.org.au/for-staff/support-services-transition>

10. What about Long Service Leave?

- Long Service Leave is pro-rata after 7 years of service in the VPS Agreement, compared to 10 years in the Spotless Agreement.

11. What about Car Parking?

- Alfred Health does provide access to car parking via salary deduction for parking in our selected car parking facilities. We will provide you with information and applications for car parking in April.

12. Will there be changes to parental leave?

- Yes. The VPS agreement offers 14 weeks for primary carers and 2 weeks for non-primary carers, an increase from 12 and 1 week respectively under the Spotless Agreement.

13. Are there any improvements in other leave types?

- Yes, including increased Accident Pay (39 weeks), unlimited Jury and Defence Leave top-up pay, 2 weeks paid emergency services leave, 3 days Special Disaster Leave, and 20 days paid Family Violence Leave. These are all detailed in the Enterprise Agreement.

14. Will my pay rate change?

- No, the pay rates in both agreements are currently identical. Both agreements have a scheduled pay increase on 1 July 2024.

15. How will my job classification be affected?

- Your current job classification under the Spotless Agreement will directly translate to the equivalent in the VPS Agreement.

16. What happens if I am disadvantaged by this transition?

- Alfred Health is committed to ensuring no employee is disadvantaged. We will work with affected individuals and their representatives to provide fair and workable solutions.

17. How can I access the new Enterprise Agreement?

- Copies of both Enterprise Agreements are available at <https://www.alfredhealth.org.au/for-staff/support-services-transition> or you can request them by emailing SSHR@alfred.org.au.

18. How can I give feedback or raise concerns about this change?

- Please contact the HR Advice Line on Ph: (03) 9076-6947 (ext. 6 MYHR) or email SSHR@alfred.org.au with any specific concerns.

19. Will there be a meeting with the Health Workers Union about these changes?

- If there is sufficient interest, a meeting with the Union can be arranged. Please express your interest to your manager or via SSHR@alfred.org.au.

For any further questions or detailed inquiries, please do not hesitate to contact the HR department at SSHR@alfred.org.au or check out <https://www.alfredhealth.org.au/for-staff/support-services-transition>.