

Employment Stability Payments Casuals and Part Time Employees

The Scheme

- Aimed at supporting casual and part time employees whose weekly hours and patterns of work may have been disrupted by COVID-19 related matters.
- Effective 1 April 2020 and until elective surgery restrictions have been lifted affected casual and part time employees who have been employed on a 'regular and systematic basis' will be remunerated for the equivalent of their average earnings over the past 12 months.

What does 'regular and systematic basis' mean?

Shifts worked on a regular basis such as weekly, fortnightly or monthly and where there is a clear pattern of shifts worked

- It is intended to **avoid creating disadvantage, while not creating advantage** to employees in relation to their usual or average work pattern.



Casual Employees

Eligibility

- Worked casual shifts on a 'regular and systematic basis' with the expectation prior to COVID-19 that casual shifts would continue on a 'regular and systematic basis'.
- Worked a casual shift between 1 January 2020 and 31 March 2020. This includes permanent employees who are on parental leave and have been working casual shifts on a regular and systematic basis whilst on unpaid parental leave.
- Since 1 April 2020, experienced a reduction or loss of casual shifts as a result of COVID-19 related matters.
- Employee must be willing and available to accept and work casual shifts offered.



Eligibility - Exclusions

- Casual employees engaged for temporary arrangements/projects/back fill where there was no expectation of ongoing employment following the period of temporary employment ending.
- Casual employees where there was no expectation of ongoing employment on a regular and systematic basis.
- Casual employees who are not willing and available to work casual shifts.



Part Time Employees

Eligibility

- Worked shifts on a 'regular and systematic basis' in addition to minimum contracted hours between 1 January 2020 and 31 March 2020.
- Prior to COVID-19 had an expectation that additional shifts would continue.
- Since 1 April 2020, experienced a reduction or loss of additional shifts as a result of COVID-19 related matters.
- Employee must be willing and available to accept and work additional shifts offered.



Eligibility - Exclusions

- Part time employees who temporarily picked up additional shifts during a project. The ongoing expectation is that the employee will work their contracted hours following the cessation of the project and therefore the employee is not eligible for Employment Stability Payments.
- Part time employees who reduced their contracted hours prior to 1 April 2020 and therefore have higher average earnings than would be expected under their current contracted hours.
- Part time employees who have not had their additional shifts impacted by COVID-19 restrictions. For example, where additional shifts have reduced for another reason, such as increased recruitment unrelated to COVID-19.



Employment Stability Payments

Payments

- Effective from and backdated to 1 April 2020.
- Backpay will be paid in a lump sum next week.
- On an ongoing basis will be paid fortnightly in arrears to ensure accuracy.
- Superannuation and leave accruals (where applicable) will apply as if the shifts were worked by the employee.
- Will continue until elective surgery restrictions have been lifted or otherwise as directed by DHHS.



Calculation - Inclusions

- Average weekly earnings over the past 12 months (or shorter period if the employee has not been employed by Monash Health for 12 months).
- Payments for shift penalties, penalties for weekend work and payments for rostered overtime where the employee has received payment for such penalties in the past 12 months.



Calculation - Exclusions

- Excludes periods of unpaid leave which would disadvantage an employee's average weekly earnings.
- Excludes payments for overtime worked on an ad hoc basis.
- Excludes any periods where employees experienced a spike in hours/shifts due to temporary arrangements or projects (such as EMR) where there was no expectation of maintaining increased hours/shifts.
- Where an employee has changed their mode of employment in the past 12 months, average weekly earnings will be calculated on their current mode of employment. For example, an employee who changed from permanent part time to casual in the past 12 months will have their average weekly earnings calculated on their casual employment only.



Employment Stability Payments – Process

Backpay Process

- Payroll will provide General Managers with an employee spreadsheet detailing:
 - Relevant casual and part time employees
 - Contracted weekly hours
 - Average weekly earnings between 1 April 2019 and 31 March 2020
 - Average weekly earnings during April 2020

- Managers will use the Eligibility Guidelines to:
 - Assess and determine employee's eligibility for Employment Stability Payments
 - Record employee's eligibility on the employee spreadsheet

- Employee Spreadsheet is sent back to General Managers to collate and send to Payroll to process back pay – COB Friday 15th May.



Process Moving Forward

There is an expectation that eligible employees are willing and available to accept and work shifts.

- Managers and employees will create a profile in ShiftMatch (if not already a user) to enable the ongoing booking of casual/additional shifts.

- Employees will complete the Employment Stability Payment Application Form advising:
 - Willingness and availability to work
 - Expected work pattern going forward
 - Willingness to work outside their ordinary areas of work to ensure maintenance of work patterns



Process Moving Forward

- The Employment Stability Payment Application Form is sent to the Monash Health Bureau.

- Monash Health Bureau will be responsible for:
 - Reviewing employee's scope of practice and skill set
 - Managing the process of offering casual/additional shifts in the area the employee ordinarily works, if available
 - Offering casual/additional shifts in alternative areas

- If we are unable to offer casual/additional shifts, eligible casual and part time employees will receive Employment Stability Payments to ensure that earnings are equivalent to their average weekly earnings over the past 12 months.



Dispute Resolution Process

Disputes

Eligibility for Employment Stability Payments

In the first instance employees should email their concerns to the COVID19 Employee Enquiries team.

Calculation of average weekly earnings or shifts being offered

In the first instance employees should discuss their concerns with their direct manager or the Monash Health Bureau where relevant.

- If concerns are not resolved in the first instance, employees can make a complaint in accordance with the People and Culture Complaints Procedure.
- If the matter is still not resolved, the dispute will be forwarded to the DHHS Industrial Relations Branch for consideration.



Next Steps

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Wednesday 13 May - payroll to provide General Managers with casual and part time employee spreadsheets.

Thursday 14 May - employees advised of the Employment Stability Payment process via Employee Forum.

Thursday 14 May – casual and part time employees receive email detailing the Employment Stability Payment process and links to relevant Monash Health COVID-19 website pages and resources.

Next week – casual and part time employees complete Employment Stability Payment Application Forms.



Support / Resources

- COVID-19 Employee Enquiry Team
- Monash Health COVID-19 website
- Maintenance of Employed Workforce FAQs

