

Support Hub TEMPLATE - Guiding Principles for residential aged care Update 3/6/2021

[For employees who choose to remain at facility]

[Insert DATE]

[Insert Name]

[Insert Address/email address]

Dear [Insert Name]

Election to remain working at our facility

We are writing to confirm your election to continue working at [insert facility] during the **period 27 May 2021 until 10 June 2021**, unless otherwise extended. We thank you for your continuing support of our facility and residents at this difficult time.

You have made this election based on the 'Guiding Principles for residential aged care – keeping Victorian residents and workers safe', released by the Victorian and Australian Governments. The purpose of the Principles is to assist residential aged care workers to make an election to only work at one residential aged care facility until 10 June 2021, or later if this is extended. This measure is designed to help keep residents and workers protected from the risks of acquiring COVID-19 in residential aged care facilities and to prevent workers from unintentionally transmitting COVID-19 by working across multiple sites.

In order to assist you during this time, please confirm with us in writing:

- 1 the usual shifts that you work with your other residential aged care employer(s); and
- 2 evidence of these usual shifts, such as an employment contract or a payslip so that we can have an understanding of the average weekly pay that you receive from other residential aged care employer(s).

A new roster will be implemented from [insert date] to accommodate the altered working arrangements of staff members.

[Option for full-time staff]

You are currently employed as a full-time staff member with our organisation and are working a maximum of 38 hours a week plus reasonable additional overtime.

Given you already work full-time hours at our facility and that you have made the election to only work at our facility, it is possible that more shifts than usual will be available during this time. You may be offered additional shifts as reasonable additional overtime as they become available, which you can accept or reject.

[Option 1 for part-time staff with an agreed work pattern (as per Aged Care Award, Nurses Award and some EAs)]

Your current regular pattern of part-time hours is as follows:

[Day, start time; finish time]

[Day, start time; finish time]

In addition to the above, we can offer you the following additional work pattern up to **10 June 2021** (if this period is extended we will notify you in writing):

[Day, start time; finish time]

[Day, start time; finish time]

Please confirm that you accept these additional shifts by emailing [email] as soon as possible. Your email will amount to an agreed variation to your hours of work for this period on a maximum term basis up to **10 June 2021**.

You may also be offered additional shifts if they become available.

[Option 2 for part-time staff with only guaranteed minimum hours]

You will continue to work your guaranteed minimum part-time hours. You will also be offered additional shifts where these become available. If you wish to accept additional shifts, you are required to notify us of your acceptance of these shifts in writing (email, text message, hard copy note, via the rostering system – please select the option utilised in your organisation) to [contact details]. Your written notification will amount to an agreed variation to your hours of work for this period.

[Option for casual employees]

As a casual employee you are not guaranteed any number of hours or shifts. However, given the current arrangements and your election to only work at our facility we will offer you shifts, which you may reject or accept, during this period until **10 June 2021** (or later if extended). It is possible that more shifts than usual will be available during this time and you may be offered additional shifts as they become available.

[End options for different forms of employment]

All of your existing employment arrangements will continue to apply and we will advise you if there are any changes to the above arrangements, including if the Principles are extended to apply for a longer period of time.

It is vital that everyone in the aged care industry comes together to support each other and our residents at this time. We thank you again for your continued support.

Please contact [name, number, email] if you have any questions about this correspondence.

Yours sincerely

[Signature block]