

29<sup>th</sup> June 2023



## CARE ROSTER REVIEW

Dear Care Team

I am pleased to announce that our Easton Park Roster Review is completed.

The new agreed roster has been published to all staff last week allowing you plenty of time to review and prepare for Monday 3 July 2023.

I would like to thank everyone for their support, understanding, flexibility and commitment and acknowledge that this project has been an ongoing process for us all.

A few key points to keep in mind:

### **LEAVE MANAGEMENT:**

All previous approved leave is still attached to the old roster – we will work closely with you all to move this across to the new roster. This process may result in some messages to you via TimeTarget or HumanForce – we are confident that all leave previously approved will remain in place, however if you wish to make a change please talk to your Admin Team or DCS.

### **SHIFT TIMES:**

The evening shift has been lengthened and the night shift shortened. We understand adjusting to this may take some time but we believe this change will be positive and provide the optimum number of staff at the right time to deliver care to our residents. This also brings Easton Park in line with other Whiddon locations.

### **UNPAID MEAL BREAKS:**

As advised in the very beginning of this process all staff will be allocated an unpaid 30-minute meal break as well as 2 shorter 10-minute paid breaks. We are committed to ensuring all staff get an opportunity to take some time out to rest during their shift. This is a new arrangement for the Night Duty shift and to ensure a supported and seamless transition for night staff your RN's will monitor this closely and a review is underway of your duty lists to allocate times for these breaks to occur. Staff are reminded that during these breaks you may be asked to cover an area nearby your location to allow other teams members to take their breaks. This arrangement is in place at all other Whiddon locations and indeed across all other Aged Care homes and is in line with the Whiddon Enterprise Agreement.

As always if you have any questions or concerns please speak with the admin team or myself.

Name

Director Care Services