

Frequently asked questions (FAQs)

As you are aware, Regis Aged Care Pty Ltd ACN 125 223 645 (**Regis**) entered two binding agreements to acquire two aged care homes, being Village Glen Capel Sound and Village Glen Mornington (**Facilities**), from Ti Tree Operations Pty Ltd ACN 134 699 031 (**Village Glen**) on 19 September 2024. As part of the integration of Village Glen into the Regis group, it is proposed that on and from 2 December 2024 (**Transfer Date**) Regis will become the employing entity of certain Village Glen residential aged care employees employed at the Facilities.

In anticipation of any queries you may have regarding the proposed transfer of your employment from Village Glen to Regis, we have prepared some answers to frequently asked questions below.

If you have any further questions, including regarding your individual employment, we encourage you to contact the concierge at vgconcierge@regis.com.au.

PART 1: TRANSFER OF EMPLOYMENT FROM VILLAGE GLEN TO REGIS

1.1 How will my employment transition to Regis?

Your employment will transition through an offer and acceptance process.

You will receive an offer of employment from Regis. This is anticipated to occur on or before 25 October 2024.

Your offer of employment by Regis will be on terms and conditions that are comparable to and overall no less favourable than the terms and conditions which currently apply to your employment with Village Glen.

1.2 When will my employment transfer from Village Glen to Regis?

If you accept your offer of employment from Regis, it is anticipated that your employment with Regis will commence on the Transfer Date.

1.3 Do I have to formally apply for the position to which I am being transferred?

No. You will not be required to formally apply for the position you are offered.

Regis will give you a formal written offer of employment as part of the ongoing integration process between Village Glen and Regis.

By signing and accepting Regis' offer of employment, you will be deemed to have resigned from your employment with Village Glen to take up employment with Regis on and from the Transfer Date.

1.4 When will I receive my offer of employment from Regis?

It is anticipated that the Regis offer of employment (which encloses the employment contract) will be issued to employees on or before 25 October 2024.

1.5 How do I sign my offer of employment and to whom do I return my signed contract?

You will receive the offer of employment via email which you can sign electronically using the instructions provided in the email.

1.6 Does my service transfer?

Yes, there will be full continuity of your service. This means that all your service with Village Glen will be fully recognised by Regis.

Regis employee name badges include different coloured stripes to indicate achievement of milestone employment anniversaries. We look forward to introducing this to you when we provide the new name badges.

1.7 What happens to my accrued entitlements such as annual leave?

All employee entitlements will come across with you at the time your employment transfers to Regis – this includes any accrued annual leave, long service leave and personal (sick) leave. Since they will transfer over to Regis, there will be no need for Village Glen to pay out any accrued entitlements to transferring employees prior to their transfer of employment to Regis.

1.8 What happens with respect to my superannuation?

Regis will continue to pay your superannuation contribution into your nominated fund.

1.9 What happens if I haven't signed my contract by the Transfer Date?

If you have not signed your employment contract with Regis by the Transfer Date, and you continue working in one of the Facilities on or after the Transfer Date, you will be deemed to have accepted employment with Regis on the terms provided in the contract of employment provided to you by Regis.

1.10 What happens if I do not wish to transfer to Regis?

We would like to encourage as many staff as possible to continue their employment and transfer to Regis as we value highly your experience, your commitment to residents and the continuity of care you provide.

However, if you decline the offer of employment from Regis, you will need to discuss what this means for your employment with Damien Malone at Village Glen.

1.11 Is there an option to remain employed by Village Glen?

No, there will not be an option to remain employed by Village Glen at the residential aged care facilities, being Village Glen - Capel Sound, and Village Glen - Mornington. This is because Village Glen will cease to operate the Facilities or to employ any residential aged care employees working at the Facilities from the Transfer Date.

If you decline the offer of employment from Regis, you will need to discuss what this means for your employment with Damien Malone at Village Glen.

If you have concerns regarding the transfer of your employment to Regis, we encourage you to communicate them to us. We value your feedback and want to address any concerns or queries you may have so as to ensure you are comfortable with the transition process.

1.12 I am a casual employee– will I still be offered work?

Yes, there is no change to the availability of work for casual employees.

1.13 What should I tell residents and their families if they ask about the changes?

Communications about the changes have been provided to residents and families.

If residents or their families have any queries, you should direct them to the virtual concierge for support at vgconciierge@regis.com.au, or review the frequently asked questions at www.regis.com.au/vg-residents/.

PART 2: TERMS AND CONDITIONS OF EMPLOYMENT WITH REGIS

2.1 Will I need to serve a new probationary period with Regis?

No, your original start date, or work anniversary date, will remain the same after you transfer to Regis. If you have already completed a probation period in full, you do not need to complete a new probation period.

If, for example, you have completed four months of a six-month probation period, then you will need to complete the remaining two months of your probation period following the transfer of your employment to Regis on the Transfer Date.

2.2 If I transfer to Regis, will I be able to work to the same roster and hours that I am currently working?

Yes, your roster will remain the same in the short term. If there is a need for any changes to your roster, these will be discussed with you and agreed in advance of those changes coming into effect.

As part of the integration between Village Glen and Regis, Regis will ensure all of its facilities are operating in accordance with the applicable enterprise agreement. If this requires any changes to your rostered hours, Regis will consult with you.

The process and technology for rostering will change. In time, Regis will introduce a new electronic rostering and timesheet system in the Facilities. This will bring a number of benefits for all employees, including access to a smartphone app.

2.3 Will I be employed in exactly the same role?

You will be offered a position in-line with your qualifications, experience and current remuneration, although some position titles may vary. Regis is currently undertaking a classification mapping exercise comparing the roles currently performed by Village Glen staff against the roles at Regis.

We are not expecting any material changes to core operations at the Facilities or the roles that carry out this work as a result of a change to the employing entity. However, we will consult with you on any material changes as part of the integration and transfer process.

If for any reason you are unsure about your position at Regis, please reach out to the concierge at vgconciierge@regis.com.au who will provide you with guidance and support. Regis will communicate with you throughout the transition process and work closely with you to address any concerns or uncertainties you may have.

2.4 Will my pay rate change?

Regis anticipates that transferring employees currently covered by the *Ti Tree Lodge Pty Ltd, ANMF and HSU Enterprise Agreement 2013 (Village Glen EA)* will transfer to the *Regis Aged Care ANMF & HSU Enterprise Agreement - Victoria 2022 (Regis EA)* should

Regis obtain the orders sought in its transfer application currently in the Fair Work Commission. Regis is currently undertaking a comparison of rates of pay between roles at Village Glen and the equivalent roles at Regis. You will be notified of your relevant pay rate, to apply following the transfer of your employment to Regis, in your offer of employment.

Regis will ensure employees are offered rates of pay which are at least equivalent to their current pay rate.

2.5 Can I negotiate the terms of my employment contract from Regis?

The terms and conditions of your employment contract will be standard across Regis. However, we do understand that each employee may have individual circumstances which we are open to discussing.

If you wish to discuss the specific terms and conditions of your employment contract, please contact the concierge at vgconciierge@regis.com.au.

2.6 Will I be paid by Village Glen or Regis from the Transfer Date?

You will be paid by Regis on and from the Transfer Date.

2.7 How do I get my payslip?

Regis pays fortnightly on a Wednesday – meaning your pay is in your bank account on the Wednesday or Thursday morning. Payslips are currently emailed to Regis employees.

2.8 I have a flexible work arrangement in place, what does this mean for me?

Existing documented flexible work arrangements will remain 'as is' and will be recognised by Regis to the extent that the arrangement is consistent with Regis' care obligations and the applicable enterprise agreement.

If you currently have a flexible work arrangement in place with Village Glen that Regis is not aware of, please inform the concierge at vgconciierge@regis.com.au as soon as possible. We will work with you to understand the details of your existing arrangement and determine how it can be accommodated within Regis' policies and procedures.

2.9 What do I do if my contract hours are wrong in the Regis offer of employment letter?

If you have noticed that there is an error in the hours of work (or any other error) specified in your offer of employment and/or employment contract from Regis, please contact the concierge at vgconciierge@regis.com.au as soon as possible.

2.10 I plan on taking annual leave before 30 June 2025 – what does this mean for me?

Your entitlements to annual leave, your annual leave balances and any booked leave will transfer to Regis.

You can continue with your approved annual leave as planned; there will be no need to change this, there will be no need to re-apply as your leave records will transition 'as is' to Regis.

2.11 Will I have to purchase a new staff uniform?

No, new uniforms will be provided to all employees. There are several uniform options that are colour coded based on your role. All garments include the Regis logo. Your leadership team will be provided a copy of the uniform guide, and information about ordering, in the coming weeks.

New Regis branded name badges will also be provided at the same time as the new uniforms.

PART 3: ENTERPRISE AGREEMENT COVERAGE

3.1 What is the Regis enterprise agreement?

Regis' enterprise agreement in Victoria is the *Regis Aged Care ANMF & HSU Enterprise Agreement - Victoria 2022*.

3.2 Will the Regis enterprise agreement apply to my employment?

As you would be aware, Regis has recently applied to the Fair Work Commission (**Commission**) seeking to have its own enterprise agreement apply instead of the Village Glen EA (as it applies to you) (**Application**).

The Application seeks to have Village Glen employees covered by Regis' Victorian enterprise agreement when they transfer, instead of the Village Glen EA. In particular, the Application seeks to have the Regis EA cover Registered Nurses, Enrolled Nurses, Personal Care Workers, Leisure & Lifestyle assistants and Health and Allied Services employees (support services) falling within its classifications.

If the Application succeeds, and if you fall within the classifications in the Regis EA, then the Regis EA will apply to you from the Transfer Date (unless the Commission requires otherwise).

Copies of this Application and the Regis EA have been made available on Team App, as well as in the tea rooms at the Facilities. Copies can also be obtained from Damien Malone, Village Glen - Operations Manager. Additional information about the Application, and the transfer of employment to Regis, is available on the information hub (see www.regis.com.au/vg-employees/).

3.3 Why has Regis made the transfer applications?

For Regis, our objective is to ensure that we have a unified and productive workforce.

To achieve this, Regis believes it is critical that all Regis Victoria employees are employed pursuant to a uniform set of employment conditions.

In making the transfer applications, Regis' objective is to:

- (a) have all Victorian employees employed on consistent terms and conditions of employment;
- (b) ensure that Village Glen employees enjoy the benefits that other Regis staff are offered, including for example paid parental leave;
- (c) promote administrative and operational efficiencies;

- (d) promote workplace harmonisation; and
- (e) enable Village Glen employees to take part in negotiations for future Regis enterprise agreements in Victoria.

Please be assured that Regis' intention is that you will not be disadvantaged by having the Regis EA apply to you instead of the Village Glen EA. Regis is committed to ensuring that your terms of employment are, overall, no less favourable to you than your current terms of employment with Village Glen.

Regis is currently undertaking a comparison of the Village Glen EA and the Regis EA to determine whether there are any provisions in the Village Glen EA that are more favourable than those in the Regis EA. If Regis identifies any terms contained in the Village Glen EA which are more favorable than, or inconsistent with, those in the Regis EA it will circulate further information regarding how it proposes to deal with these differences upon the transfer of your employment. These materials will be made available to you on or around 25 October 2024 in accordance with the Commission's Directions dated 8 October 2024. You may obtain a copy of the Commission's directions dated 8 October 2024 on Team App, as well as in the tea rooms at the Facilities. A copy can also be obtained from Damien Malone, Village Glen - Operations Manager.

3.4 Has Regis notified the unions?

Yes, Regis has informed the relevant unions of the proposed transfer of your employment, and of the applications to the Commission.

3.5 Is the Regis EA current or has it passed its nominal expiry date?

The Regis EA has a nominal expiry date of 30 June 2024 but is the current EA until Regis negotiates a new agreement with the relevant unions.