



Guide to the Regis Aged Care Pty Ltd, ANMF & HWU Enterprise Agreement – Victoria 2022

As recently notified, Regis Aged Care Pty Ltd (**Regis**) has applied for orders from the Fair Work Commission (**Commission**) for nurses, aged care employees and care employees employed by Ti Tree Operations Pty Ltd (**Village Glen**), who are engaged at the Village Glen residential aged care facilities located on the Mornington Peninsula at 34a Balaka Street, Capel Sound VIC 3940 and 827-829 Nepean Highway, Mornington VIC 3931, to be covered by the *Regis Aged Care Pty Ltd, ANMF & HWU Enterprise Agreement – Victoria 2022* (**Regis Agreement**). Regis hopes that this will occur on or before 2 December 2024, which is when the employment of certain Village Glen employees is expected to transfer to Regis (**Transfer Date**).

In anticipation of this, we are excited to provide you with an overview of the entitlements that will apply to your employment with Regis.

The below information:

- provides a summary of the key terms and conditions of the Regis Agreement;
- is intended to assist you in your understanding of the key entitlements that will apply to your employment from the Transfer Date, if Regis' application to the Commission is approved; and
- is not intended to be a comprehensive explanation of the provisions of the Regis Agreement and is a summary only.

For more information, we encourage Village Glen employees to:

- review a copy of the Regis Agreement located on the notice boards of Village Glen's residential aged care facilities in Capel Sound and Mornington; and
- contact peopleconnect@regis.com.au if you have any questions about the Regis Agreement.

Entitlements Overview

Hours of Work and Rostering

- **Ordinary Hours of Work:**
 - Full-time employees: an average of 38 hours per week or **76 hours per fortnight** , not exceeding 10 hours per day.
 - Part-time employees: less than 76 ordinary hours per fortnight, which will be reasonably predictable hours of work.
- Day Workers: Ordinary hours are worked between **6:30 am and 6:00 pm**, Monday to Friday.
- **Minimum Shift Length:** 3 hours for all employees.
- **Breaks Between Shifts:** Employees are entitled to a 10-hour break between ordinary shifts, which may be reduced to 8 hours by mutual agreement.
- **Rosters:** Rosters will be posted **14 days** in advance. If less than 7 days' notice is given for a change, employees receive a **2.5% allowance** for that day.
- **Rostered Days Off:** An Employee entitled to not less than eight full days in each 28-day cycle free from duty, four full days in each fortnight free from duty or two full days in each week free from duty and such rostered days off shall provide one of the following combinations:
 - Four periods comprising two (2) days each in a 28-day period;
 - Two periods comprising two (2) days each in a two (2) week period
 - Three (3) consecutive days and one (1) stand-alone day in a two (2) week period;
 - One period of 4 consecutive days in a two (2) week period;
 - Provided that any one of these combinations may be amended to two (2) single days each week by Mutual Agreement.

Overtime

- Overtime is work performed:

- Beyond an employee's rostered ordinary hours in a shift.
- Beyond 76 hours in a fortnight for full-time employees.
- For part-time employees, overtime occurs when:
 - The employee works more than the full-time daily ordinary hours.
 - The employee works more than 10 hours in a shift.
- For casual employees, any work beyond 10 hours in a shift counts as overtime.

Day	Nursing Employees (First 2 Hours)	Nursing Employees (After 2 Hours)	Aged Care Employees (First 2 Hours)	Aged Care Employees (After 2 Hours)	Public Holidays (Both)	Overtime Rate Casual employees (in lieu of casual loading)
Monday to Friday	150%	200%	150%	200%	250%	Nursing & Aged care employees: 187.5% for the first two (2) hours and 250% thereafter
Saturday	150%	200%	200% (150% for first 2 hours if >10 hrs worked by part time employees)	200%	250%	Nursing employees: 187.5% for the first two (2) hours and 250% thereafter Aged care employees: 250% except where overtime is performed in excess of 10 hours, it will be paid at 187.5% for the first two (2) hours and 250% thereafter
Sunday	200%	200%	200%	200%	250%	Nursing & Aged care employees: 250%

Public Holidays	250%	250%	250%	250%	250%	Nursing & Aged care employees: 312.5%
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- **Time Off in Lieu (TOIL):** Employees and the employer can agree to TOIL instead of paid overtime. TOIL can be accrued instead of overtime, to be used within 3 months or paid out.
- **Meal Allowances:**
 - When employee works more than one hour of overtime after their rostered finishing time and further allowance where overtime exceeds four hours: \$14.10 after 1 hour of overtime; an additional \$12.71 after 4 hours.
- **Recall to work overtime:** An Employee recalled to work overtime on the same day as having worked a shift and after leaving the Employer's premises will be paid for a minimum of four hours' work at the appropriate rate for each time so recalled. If the work required is completed in less than four hours, the Employee will be released from duty.
- **Broken shifts:**
 - Permanent Rostered Broken Shifts:
 - The shift is broken into two duty periods, with a **maximum span of 12 hours** (including the breaks between the two periods).
 - The **total working hours** during a broken shift must not exceed 10 hours, with no individual duty period being longer than 5 hours.
 - Overtime does not apply unless the total hours exceed 10 hours worked across the two periods.
 - Ad Hoc Broken Shifts:
 - These shifts are not part of the regular roster but occur due to unplanned or temporary staff shortages or demand.
 - Like permanent broken shifts, they have a **maximum span of 12 hours** and a **maximum of 10 working hours** across the two periods.

- Overtime does not apply unless the total hours worked exceed 10 hours. All work performed beyond the maximum span of 12 hours for a broken shift will be paid at double time.

Shift and Weekend Penalties

Type of Work	When Applicable	Rate (FT/PT Employees)	Rate (Casual Employees)
Morning Shift	Start before 6:30 am but after 5:00 am	Additional 13.25%	Additional 13.25% + casual loading
Afternoon Shift	Start at or after 12:00 pm, finish after 6:00 pm	Additional 13.5%	Additional 13.5% + casual loading
Night Shift	Majority of shift worked between 6:00 pm and 6:30 am	Additional 22.5% (Aged Care Employees and Enrolled Nurses), 15% (Registered Nurses)	Additional 22.5% (Aged Care Employees), 15% (Nurses) + casual loading
Saturday Work	All ordinary hours between midnight Friday and midnight Saturday	150% (Aged Care Employees, Nurses)	175% (Aged Care Employees) (inclusive of casual loading), 187.5% (Registered Nurses) (inclusive of casual loading)
Sunday Work	All ordinary hours between midnight Saturday and midnight Sunday	150% (Aged Care Employees, Nurses)	175% (Aged Care Employees) (inclusive of casual loading), 187.5% (Registered Nurses) (inclusive of casual loading)

Meal and Rest Breaks

- Meal Breaks:** A 30-minute unpaid break after 5 hours of continuous work. If employees work through it, they are paid at overtime rates.



- **Rest Breaks:** Paid 20-minute rest break for every 4 hours worked.
 - **Rest periods between shift:** 10 hour rest period between shifts following overtime otherwise double time pay until the rest period is granted
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Allowances

- **Uniform Allowance:** \$1.84 per shift.
 - **Laundry Allowance:** \$0.38 per shift.
 - **Qualification Allowances** (For Registered Nurses):
 - Graduate Certificate: **\$50.00 per week.**
 - Post-Graduate Diploma/Degree: **\$81.20 per week.**
 - Masters: **\$93.70 per week.**
 - Doctorate: **\$106.20 per week.**
 - **PCW Medication Awareness Allowance:** \$1.00 per hour for Personal Care Workers fulfilling medication duties.
 - **Overtime Meals Allowance:** \$14.10 after 1 hour of overtime, and an additional \$12.71 after 4 hours.
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Leave and Public Holidays

- **Annual Leave:**
 - **FT Care Employees (RN, EN, PCWs, Leisure and & Lifestyle Employees):** 5 weeks (pro-rata for PT employees).
 - **FT Non-Care Employees (kitchen, laundry, cleaning, administration, gardening, and maintenance):** 4 weeks (pro-rata for PT employees).
 - **Shift Workers (FT and PT), who are Care Employees:** 6 weeks.

- **Shift Workers, who are Non-Care Employees:** 5 weeks.
- **Annual Leave Loading:** 17.5% or weekend/shift penalties the employee would have received if they had not been on leave, whichever is higher.
- **Public Holidays:**

Permanent employees		Casual employees	
Registered Nurses, Enrolled Nurses, PCWs, Leisure & Lifestyle Employees	Kitchen, laundry, cleaning, administration, gardening and maintenance employees	Nursing Employee (Registered Nurse, Enrolled Nurse, Personal Care Worker or Leisure & Lifestyle Employee)	Aged care employees (including Personal Care Workers and Leisure and Lifestyle Employees)
200% ordinary rate	250% ordinary rate*	250% ordinary rate (in lieu of casual loading)	275% ordinary rate (in lieu of casual loading)

- **Parental Leave:** 6 weeks of paid leave for eligible employees (12 months of continuous service with Regis prior to the date of the birth or adoption of a child), plus unpaid leave under NES.
- **Casual employees** are not entitled to paid parental leave unless they have been employed on a regular and systemic basis for at least 12 months and have a reasonable expectation of continuing employment.
- **Professional Development Leave:** 6 days of paid leave for education in aged care

- **Severance Pay**

- An Employee whose employment is terminated by reason of Redundancy is entitled to the following amount of severance pay in respect of their period of continuous service with the Employer:-

Period of continuous service	Severance Pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay
2 years and less than 3 years	6 weeks' pay
3 years and less than 4 years	7 weeks' pay
4 years and less than 5 years	8 weeks' pay
5 years and less than 6 years	10 weeks' pay
6 years and less than 7 years	11 weeks' pay
7 years and less than 8 years	13 weeks' pay
8 years and less than 9 years	14 weeks' pay
9 years and over	16 weeks' pay