

## Rostering Principles

The Industrial Relations Commission (IRC), on 30 August 2017, agreed with the PSA/CPSU NSW and ordered the Community Living Award (CLA) to be varied to include the Rostering Principles. This means that any act in contravention of the Rostering Principles is a breach of the CLA.

Members are advised to consult the Rostering Principles to clarify situations relating to rosters. Each group home should have a copy of them. To download a copy of the CLA please click [HERE](#) and Rostering Principles please click [HERE](#).

One of the issues of concern to members is the filling of vacant shifts both for vacant shifts not exceeding five working days and vacant shifts exceeding five days. The Rostering Principles state:

***“For vacancies not exceeding five days are to be filled in the following order:***

- 1. Additional hours offered to permanent and/or temporary part-time employees.*
- 2. Engagement of casual employees at ordinary rates, i.e. not overtime work.*
- 3. Overtime.*
- 4. Agency staff.*

***For vacancies exceeding five days are to be filled in the following order:***

- 1. Permanent part-time staff to be offered a temporary increase in hours.*
- 2. New temporary contract of employment or variation of contract for existing temporary staff or may be administered by way of payment of additional hours.*
- 3. Casual employees at ordinary rates (not overtime).*
- 4. Overtime.*
- 5. Agency staff.”*

In both instances, engagement of agency staff is the last resort for filling of vacancies.

Members are encouraged to raise any breach of the Rostering Principles **initially** with their supervisor and if there is no resolution, contact the PSA/CPSU at [DisabilityCPSUNSW@psa.asn.au](mailto:DisabilityCPSUNSW@psa.asn.au).

