

## ISP/CJP Transferring Staff: What goes with you from your personnel file

**PLEASE NOTE:** This is for the attention of ISP/CJP staff transferring to DSA.

**As you are transferring to Disability Services Australia on 13 December 2018**, it's important to know exactly what will and won't transfer with you to your new employer.

### Personnel file

1. Letter of Acceptance
2. Completed Health Assessment and any supporting documentation
3. Ergonomic and reasonable adjustments and associated equipment (eg. special chairs)
4. Flexible work arrangements
5. Current and approved private employment
6. Conflict of interest
7. Part time and Leave Without Pay arrangements
8. Payroll deductions and leasing arrangements

### Professional Conduct and Ethical Performance (PCEP) file

Will not transfer *unless* one of the following three thresholds have been met:

1. Findings of Serious Misconduct
2. Information by agreement of the employee
3. Allegations of serious and sustained violence or threats of violence against clients in the last three years that were unsubstantiated (on advice from the Ombudsman)

### Personal Improvement Plans

1. Do not transfer across although local arrangements may continue

The PSA/CPSU NSW encourages members concerned about items on this list to request to view their personnel file. It's easy, you just need to:

1. Put in writing (email is sufficient) that you wish to access your personnel file
2. Send your request to HR

Remember, you are entitled to have a PSA/CPSU NSW delegate attend with you to support you while you view your file.

### Have you made the switch?

**It's easy, download the switch form or log in and protect your membership today...**

You can update your details including how you pay through our online portal [HERE](#).

You can download a [SWITCH FORM](#) and email it back to us at [membership@psa.asn.au](mailto:membership@psa.asn.au) or contact our membership department direct on **1300 772 679**.

Now more than ever it's important to make sure you have updated your details with the PSA/CPSU NSW. These are difficult times for members in ADHC and we must protect and bolster union power now to ensure we keep our union strong so that members are supported now and into the future.

Having your union and its collective strength behind you when bargaining for conditions is the only way to make sure you get fair outcomes.

**Do you want more information? Have questions about what happens after the transfer? Contact the PSA (CPSU NSW) to arrange for an Organiser to attend your team meeting.**

Send your request to: [disabilityCPSUNSW@psa.asn.au](mailto:disabilityCPSUNSW@psa.asn.au) and a PSA (CPSU NSW) Organiser will visit your workplace and discuss with you everything you need to know.

