



A new, fair recruitment process

For Retail PSOs & PDO Box Sorters

communication workers union

CWUunion

Spend less time travelling to and from work - and more time doing the things you love, with the people you love.

A fairer way to improve your work/life balance - delivered by your Union

Introducing a fair and transparent process

To improve your work/life balance

Dear Retail members,

For far too long, Post Office employees have been denied access to a fair and open transfer system when seeking employment opportunities at a convenient location.

Until now, the Retail recruitment process has placed base-grade Retail employees against each other in an unfair “merit” selection process when filling base-grade vacancies.

We’re talking about;

- ◆ Parents wanting to work closer to their kids’ schools or day-care facilities;
- ◆ Box sorters spending up to 30% of their take-home pay on public transport fares;
- ◆ Part-time employees waiting for what seems like forever for a full-time opportunity;
- ◆ Relief staff tired of not knowing where they’re working from one day to the next;
- ◆ Members seeking a relocate to regional areas or interstate for a lifestyle change or to be closer to family and friends; and
- ◆ Those simply seeking to work closer to home, reducing the time spent sitting in traffic, increasing the time spent with friends and loved ones.

These are just some of the every-day examples of Post Office employees who have had their hopes of a better work/life balance shattered by a flawed system where a job interview – not their everyday performance on the job – has determined the outcome of a “merit” selection process to fill base-grade, competency-based vacancies.

That’s why your Union has been steadfast and determined in its vigorous pursuit of a fairer base-grade recruitment process for our Retail membership.

The good news - change is on its way

Following lengthy, detailed discussions with Australia Post, your united national Union team have secured a new agreement to establish a fair transfer system for all Retail employees.

This new process will allow our qualified and competent PSOs and PDO Box Sorters to register for, and have access to, employment opportunities at their preferred location and their preferred weekly hours of engagement when they arise - based upon their date of application and a simple satisfactory CD&E process.

Contained in this brochure, you will find all the information you need to know about the new Retail transfer process that will come into effect over the coming weeks, and how you can avail of it to improve your work/life balance.

Yours in Unity,

Nick Townsend, Greg Rayner & Nicole Robinson
Your United Union Leadership Team



Nick Townsend
SA / NT
State Secretary



Greg Rayner
National Secretary



Nicole Robinson
National
Assistant Secretary
(Postal Industry)

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Understanding the new process

How does it work?

The new transfer system introduces the ability for permanent, base grade, Retail employees to transfer their employment to a preferred workplace location, at their preferred weekly hours of duty without contesting a “merit” selection process.

By registering your interest in working at a particular location, your name will be placed in the transfer register for the corresponding workplace or geographic region.

As vacancies occur at this location, they will be filled immediately by eligible employees who have registered their interest in transferring there based on the date they lodged their transfer request (date of application).

This process replaces a flawed and inefficient internal recruitment process. It introduces fairness and transparency for all employees, and efficiency for filling vacancies without delay.

Eligibility criteria

- ◆ You must have held a permanent Retail PSO or PDO Box Sorter position for at least six months; and
- ◆ Have a completed CD&E.

Application process

- ◆ Log on to the Post People 1st website and submit an application at any time.
- ◆ When completing your application, nominate one or more preferred workplaces or regions and your preferred hours of engagement (full-time, part-time etc.)
- ◆ Attach a completed CD&E to your application.
- ◆ Following your application being submitted, you will receive an automatic email confirming your transfer registration.
- ◆ If you don't receive a confirmation email, contact Post People 1st as soon as possible

Appointment process

- ◆ Post People 1st will contact the next applicant on the transfer list for availability when a vacancy matching the requested criteria arises.
- ◆ The next eligible applicant must be contactable at this time.
- ◆ If your contact details change, it is your responsibility to contact Post People 1st to ensure your current contact details are amended on your transfer application
- ◆ Post People 1st will arrange a meet-and-greet with your new manager.
- ◆ Your CD&E, which must not be more than 6 months old, will be reviewed at this point and must be satisfactory.
- ◆ In the event that multiple applications on the transfer list, sharing the same date of application, match a particular vacancy; the selection will be made based on seniority of tenure.



Frequently asked questions

Is this new transfer list process permanent?

Yes, it will permanently replace the current internal recruitment process for vacancies where transfer requests are registered. Some fine details of the application process, such as CD&E submission, will be jointly evaluated by your Union and management for efficiency six months after this process commences.

What happens to vacancies at locations without transfer list applicants?

The role will be advertised on the Post People 1st website and Job Information Circular (JIC) and will be filled via the normal selection process.

What if my CD&E is unsatisfactory at the time of application?

Your transfer will be accepted for entry into the transfer queue and your manager, supported by Human Resources, will assist you to undertake further development in the identified unsatisfactory area/s.

Do I need to keep my CD&E up to date?

Yes, an up to date CD&E must be submitted to Post People 1st every six months.

Can I lose my place on the transfer list?

Only in either of the following circumstances:

- ◆ Declining a transfer offer that matches your nominated preferences; or
- ◆ Not responding to a transfer offer, or being uncontactable within a four-week period of a vacancy becoming available.

Can I change my transfer preferences?

Yes, however this will require a brand-new application to be submitted and will attract a new date of application for the new preferred location(s) or weekly hours of engagement.

Can I check the status of my place on the transfer list?

Yes. You can check your place on the list by contacting Post People 1st on 1300 077 178 (Option 2)

If I accept a transfer, will I receive a trial period at my new workplace?

No. Unlike a transfer to a new designation or operational group where it's appropriate to ensure the employee is capable of performing new tasks in a new environment, this process allows base-grade Retail employees to simply transfer from one location or weekly hours of engagement to another. Therefore, a trial is not required.

Authorised by Nick Townsend, Secretary. CWU SA / NT Branch.

Contact your Union

Phone: (08) 8443 7389
Fax: (08) 8152 0568
Email: enquiries@cwu-sant.asn.au
Web: www.cwu-sant.asn.au

