






HSUWA MEMBERS **STAND UP!**

YOUR FIVE ACTIONS | 18 SEPTEMBER TO 30 SEPTEMBER 2024



#	ACTION	DETAILS
1	 Start work on time.	<ul style="list-style-type: none"> • Don't do work-related activities until your shift has officially commenced or it is your usual start time. • Any work-related duties, including checking emails and preparatory work or set-up, should be done in paid time only.
2	 Finish work on time or submit a claim for any overtime performed.	<ul style="list-style-type: none"> • Leave work when your shift is complete or ordinary hours are done. • Only stay back or start early if there is an explicit instruction from your manager to complete work that will attract overtime rates. Make sure you record and claim any overtime worked. • Remember you have a right to refuse to work overtime in circumstances where the overtime would be unreasonable.
3	 Distribute materials to the public explaining why members are taking action.	<ul style="list-style-type: none"> • If you have a patient or public facing role, distribute Union materials to the public about the current Union Agreement negotiations and member action. The materials will be sent to you by the Union.
4	 Take paid and unpaid meal and rest breaks.	<ul style="list-style-type: none"> • Ensure you take your unpaid lunch break and paid rest break. • If you can't take your unpaid break, make sure you claim the appropriate payment.
5	 Change email signature and out-of-office replies to include support for members' industrial campaign.	<ul style="list-style-type: none"> • Change your email signature to include a Union graphic about the negotiations and action. This will be sent to you by the Union. • Change your out of office replies to include a Union message in support of the action. Some options will be provided to you by the Union.

