

# Important advice for QNU Activists

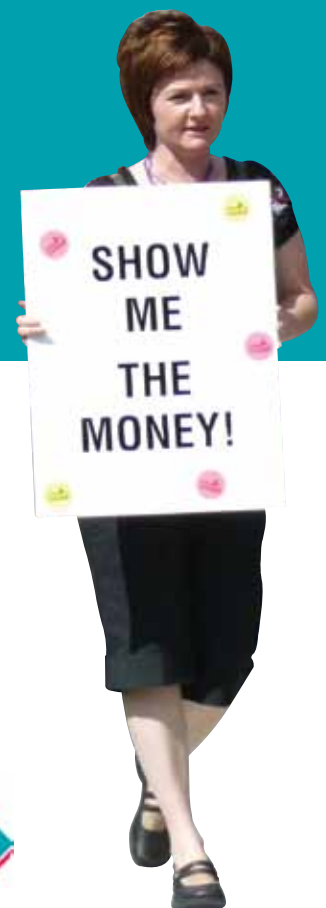
Authorised: G Hawksworth, Secretary, Queensland Nurses' Union. June 2010

## Ten steps to deal with the QH pay disaster in your workplace

As an active member of the QNU (such as a branch officer or workplace representative) you have the power and the capacity to support members in your work area who have a payroll issue.

Here are ten simple steps you can take:

- 1 Meet with the other QNU Activists in your workplace and ensure there is a consistent position on what should be done when a nurse or midwife has a pay issue (such as being underpaid). Contact your local QNU Organiser with any questions and ensure their advice is communicated to other active members (using your Activist email list).**
- 2 Ensure you have a current email list of all members in your unit. This should be created by using groupwise.**
- 3 Along with members in your unit, develop a strategy to communicate future advice from the QNU and from Queensland Health to all members in your area (this can include email).**
- 4 Take time in each handover to tell members in your unit about the steps they must take to get a cash or cheque payment (where they have been unpaid or underpaid) until they all know it by heart! (see boxed section at right)**
- 5 Put up notices all over the unit which detail the key steps to having a pay issue addressed. (see boxed section at right)**
- 6 Hand out notices to each member, with their names on them, which highlight the key sections explaining how they can address their pay issue.**
- 7 Book time offline using the *Union Encouragement Policy* (HR Policy F4) to walk around the unit at least once a week to ask members individually if they have a pay issue and advise them on what to do (distribute our *QNU nurse/midwife pay record* and the most current news from the QNU as you walk around).**
- 8 Keep a log of reported problems in your unit so you can report accurately the number and type of issues to your Organiser (as a way of keeping the QNU informed).**
- 9 If there is not at least one Activist in each unit across your facility, discuss with the other QNU Activists who will carry out these activities in those units. (Going in a group of two or more makes this more manageable.)**
- 10 Encourage all QNU members to email their local state MP a message that they are sick and tired of the ongoing payroll debacle. Members can do this via a special campaign facility on our website at [www.qnu.org.au](http://www.qnu.org.au). This is an important activity to show the government just how deeply and widely this issue is felt.**



### Critical advice to all QNU members

Here's how to address a payroll issue:

- If your pay is incorrect Queensland Health must have a process in place at your workplace to immediately pay you by cash or cheque for any underpayment (there should be posters in your workplace containing this advice). Get return cab vouchers from management if you have to go off site to collect the cash or cheque.
- Contact the Queensland Health staff designated to assist you. You can find their details on the QHEPS site at <http://qheps.health.qld.gov.au/qhpip/> or by phoning the Queensland Health hotline on 07 3636 0737.
- Don't forget – you need to attend to any pay problem in your normal work time!
- If QH takes a cash/cheque payment back in the next pay, go and get the cash/cheque again! QH cannot take back any overpayments until the system is fixed and they have negotiated an agreement with you—see HR Policy C48.