

# WORKLOAD GRIEVANCE

Dear \_\_\_\_\_ (Manager),

Date: \_\_\_\_\_

I am/we are writing in accordance with Clauses 8 & 47 of the Registered Nurses and Enrolled Mental Health Nurses Australian Nursing Federation – Department of Health Certified Agreement 2005 and the principles established in the Nurses (WA Government Health Services) Exceptional Matters Order 2001, to inform you of a workload grievance.

The grievance is: *(Tick the applicable box(es))*

- An unreasonable or excessive patient care or nursing task workload is being imposed on the Employee other than occasionally and infrequently;
- To perform nursing duty to a professional standard, an Employee is effectively obliged to work unpaid overtime on a regularly recurring basis;
- The workload requirement effectively denies any reasonably practicable access to the Employee's quota of time for professional development, within 12 months of the entitlement arising;
- Within a workplace or roster pattern, no effective consultative mechanism and process is available in respect of the determination of bed closures or patient workload for the available nursing resources in the workplace or roster pattern;
- A reasonable complaint to the appropriate hospital authority about capacity to observe professional mandatory patient care standards has not been responded to or acted upon within a reasonable time;
- A particular member or set of members of a patient care team are being consistently placed under an unreasonable or unfair burden or lack of adequate professional guidance because of the workload or the staffing skill mix of the team.

The details of the grievance are as follows: *(Continue over page if necessary)*

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I/We would appreciate consideration of my/our concerns and we seek a resolution as soon as possible. Should this matter not be resolved within 3 working days of today's date you are required to refer the grievance to the attention of your immediate superior who, if unable to resolve the grievance within a further 3 working days, should refer the grievance to the Chief Executive Officer for resolution in consultation with the Australian Nursing Federation.

Yours sincerely

