

A message from Carolyn Morris, CEO YMCA Victoria and Kingswim

Friday 17 April, 2020

Refer to the [CEO Update](#) page to download the PowerPoint presentation.

SLIDE 1

- Good afternoon everybody and thanks for tuning in. I'm here with Martina Smythe (General Manager People and Culture) to give you an update on the JobKeeper emails you will have received earlier today to talk through the process, and to answer your questions.
- Please use the Q&A section of the Zoom meeting to type in your questions, and we will answer as many as possible.
- You should have received an email earlier today from YMCA Victoria informing you if you have been identified as eligible or ineligible for the JobKeeper Payment.

SLIDE 2

- We have sent the emails to both personal and YMCA email addresses. If you have **not** received your email **by 6pm today**, please check your junk inbox. If you still cannot find the email, please contact humanresources.vic@ymca.org.au to let us know. We obviously don't want to leave anybody out – so please let Human Resources know so we can update our data and send out the email to you as soon as possible.

SLIDE 3

- Just to reiterate in order to be eligible you must meet the following criteria:
 - You must be currently employed by the YMCA or Kingswim – and please don't be thrown by the entity name in your letter, we have a number of different entities which are all part of YMCA or Kingswim
 - and are a full-time or part-time employee or are a casual employee on a regular and systematic basis for more than 12 months (as at 1 March 2020)
 - and aged 16 years or older at 1 March 2020,
 - and are an Australian citizen, the holder of a permanent visa, or a Special Category (Subclass 444) Visa Holder at 1 March 2020– rest assured you have already provided us with this information when you commenced your employment with us,
 - and are an Australian resident for tax purposes on 1 March 2020;
 - and not in receipt of a JobKeeper Payment from another employer
- For staff who have been notified that they have been identified as **eligible**, the ATO requires you to complete the JobKeeper employee nomination notice which is provided in your email.
- We will now take you through a step by step of how to submit the form

SLIDE 4 –11

SLIDE 12

- We believe that the submission process is user friendly, but if you are having any problems with submitting the form please email Humanresources.vic@ymca.org.au **after 6pm today.**
- It is important to note that **even if** you are still working your regular hours, are on reduced hours, or are stood down **you must** complete this form to assist with the JobKeeper Payment subsidy program if you have been identified as eligible.

SLIDE 13

- Our deadline for you to complete your JobKeeper employee nomination form is **4pm on Monday 20 April**. But the sooner you do it the better. You may have read that the ATO requires all applications in by 30 April. The reason we must set our own deadline, is that we need to be able to make our Job Keeper Payments before the end of April in order to receive the reimbursement. So while these two dates might differ, **please follow our instructions** to have completed your form as soon as possible and no later than 4pm on Monday so that we can ensure our payroll department can make the payments in time.

SLIDE 14

- Unfortunately, there are a number of staff who do not meet the Australian Government's eligibility criteria, and have therefore been notified that they are ineligible.

SLIDE 15

- If you were notified that you have been identified as **ineligible** your email will have provided you with the criteria you did not meet. Your email will look like the one on the screen, with your name and the criteria you do not meet inserted into the highlighted fields.

SLIDE 16

- If you think that you **do** meet the eligibility criteria however, we are giving you an opportunity to notify the **People and Culture team**, so that we can review. Please note that this does not mean you will automatically be made eligible, it simply means we will review our assessment based on our records and the information you provide.
- We need you to be really clear with your enquiry and the information you provide us if you believe you are ineligible. As you can imagine we may be getting hundreds of emails of people who believe they are eligible, so please give us as much information as clearly as possible to make the process easier for you and the human resources team.
- We ask that you please notify the HR team by emailing Humanresources.vic@ymca.org.au as soon as possible with your enquiry by no later than 4pm on Monday. Please do not contact your line manager. Martina and her team will be working over the weekend to work through these enquiries.

SLIDE 17 – Q&A

SLIDE 18 – THANK YOU

- For staff who have been identified as ineligible you can still apply for further government support, including the JobSeeker subsidy. These details are also provided as a link in the email sent to you today.
- I know this is a really challenging time, and to support you and your immediate family through the COVID-19 crisis, we encourage you to access our free, confidential counselling service through the YMCA's Employee Assistance Program provider, LIFEWORKS. Simply call 1300 361 008.
- Once again, I'd like to thank you for your patience during the JobKeeper process. I know that we may not have been able to answer every single question and address your individual circumstances, but I encourage you to please email our human resources team with your enquiry.
- Thank you