



Office of the Public Service

DIRECTIVE

(refer Section 34 of the *Public Service Act 1996*)

No: 19/97
Supersedes:

1. TITLE: The employment of temporary employees¹ engaged on a full-time or part-time basis.

2. PURPOSE: To detail the circumstances in which a temporary employee shall be employed.

3. LEGISLATIVE PROVISION: Sections 112(4) and 113 (4) of the *Public Service Act 1996*.

4. EFFECTIVE DATE: 18 July, 1997

5. DIRECTIVE:

(a) To ensure that temporary employees are employed only to meet temporary circumstances, chief executives shall ensure that all temporary employees are provided with an appointment letter. The appointment letter could include, but is not limited to, the following:

- (i) The anticipated duration of the engagement.
- (ii) Specified task.
- (iii) Brief details of the range of duties to be undertaken during the course of the engagement (e.g. copy of the job description).
- (v) Circumstances in which the engagement can be terminated by either party.
- (vi) A clause indicating that the temporary employee is not eligible for Voluntary Early Retirement or Retirement provisions under a Directive of the Public Service Commissioner.

(b) Temporary engagements shall not be extended for any reason other than where there is a continued need to meet the temporary circumstances specified in the original appointment letter and, where extended, the temporary employee shall be advised in writing.

6. TEMPORARY EMPLOYEES WHO ARE DECLARED SURPLUS TO REQUIREMENTS:

Where the chief executive decides that a temporary employee is surplus to requirements and where the chief executive agrees that the temporary employee has an implied expectation of permanency, the chief executive may award compensation for job loss in accordance with the Termination, Change and Redundancy (TCR) policies issued by the Queensland Industrial Relations Commission (QIRC).

7. APPLICATION:

All engagements of temporary public service employees.

¹ Under this Directive, the term “temporary employee” refers to employees engaged on a temporary basis and either full-time or part-time but excluding employment engagements on a casual basis.

SUPERSEDED