

**DIRECTIVE 09/17**

Supersedes 24/16

## Commission Chief Executive Directive: Senior Officers – Employment conditions

### 1. Purpose

To set out the employment conditions for senior officers.

### 2. Effective date

1 March 2017.

### 3. Legislative provisions

Sections 53(1) and 116 of the *Public Service Act 2008* (PSA).

### 4. Application

This directive applies to employees engaged under Chapter 5, Part 2 of the PSA at the senior officer classification level.

### 5. Previous references

Directives: 24/16, 15/16, 04/14, 14/13, 01/13, 08/11, 06/09, 07/06, 03/06, 06/00, 01/00, 29/99, 02/99 and 02/97.

## Directive

### 6. Appointment as a senior officer

6.1. Appointment as a senior officer will occur where the appointment is to a role assessed as being within the work value range for senior officers under the approved Job Evaluation Management System (JEMS) unless otherwise determined by the chief executive.

### 7. Attendance and hours of duty

- 7.1. The ordinary hours of duty of a senior officer may be determined by their chief executive, having regard to the health, well-being and work-life balance of the senior officer. A chief executive may approve reasonable time off without debit to a leave account where they consider the senior officer has worked in excess of their ordinary hours.
- 7.2. Chief executives may approve part-time work arrangements for senior officers. Part-time officers are entitled to the benefits and entitlements of full-time senior officers on a pro-rata basis.
- 7.3. Senior officers are not entitled to compensation for work performed outside of ordinary hours, however a meal allowance may be payable in accordance with the relevant directive.
- 7.4. A senior officer may be required by their chief executive to undertake official duties for the whole or part of a public holiday, as warranted by the circumstances.
- 7.5. A senior officer who is prevented for any reason from attending work or performing their duties is to report the fact to their immediate supervisor or designated person as soon as possible.



## 8. Remuneration package and benefits

- 8.1. A senior officer will receive remuneration in accordance with Schedule 1 of this directive.
- 8.2. When appointing a senior officer, the chief executive will determine the relevant pay-point of the remuneration package to be paid to the senior officer, commensurate with the senior officer's skills and expertise.
- 8.3. Increases in pay-points are not tied to duration in the role. Consideration of pay-point increases by the chief executive must be based on documented, sustained performance that exceeds expectations. Increased duties or responsibilities will not be relevant to a change in pay-point as the role of senior officer is deemed to be within a work value range.
- 8.4. Senior officers may elect, through a signed agreement with their chief executive, to receive the following remuneration package benefits via in-house salary packaging at no cost to the officer:
  - a) the payment of employee superannuation contributions;
  - b) the payment of subscriptions for membership of professional or occupational associations; and
  - c) any other benefit of a kind approved by the Commission Chief Executive of the Public Service Commission.
- 8.5. A remuneration benefit agreed in section 8.4 must not exceed the percentage of the superannuable salary that would apply if the senior officer was to access the agency's fee for service salary packaging scheme.
- 8.6. A senior officer may also access other salary packaging items from their agency's provider in accordance with the rules and charges associated with using that service.
- 8.7. A person acting as a senior officer (i.e. higher duties or temporary employee) may access the remuneration package benefits provided their initial placement in the senior officer role exceeds 12 months.

## 9. Telephone and other technology

- 9.1. Where determined by the chief executive, senior officers are to be provided with an official mobile telephone with internet / email capacity (smart phone) and are entitled to reasonable personal use of the smart phone, in accordance with departmental policy.

## 10. Application of award provisions and directives of the minister responsible for public sector industrial relations

- 10.1. Senior officers are entitled to the benefits and allowances set out in the following award provisions and directives of the minister responsible for public sector industrial relations, as though senior officers were covered by such award provisions and directives, subject to the amendments and/or conditions noted below:
  - a) clauses 20 (Personal leave) and 21 (Parental leave) of the *Queensland Public Service Officers and Other Employees Award – State 2015*;
  - b) the directive relating to critical incident entitlements and conditions, other than clauses relating to overtime, flexitime or time off in lieu;
  - c) the directive relating to higher duties, except that:
    - (i) the minimum period means 'more than three days';
    - (ii) the relevant percentage will be 100 per cent;
    - (iii) the clauses dealing with payment of increments during relieving periods and the recognition of higher duties on appointment do not apply; and
    - (iv) the calculation of the higher duties allowance will be to the minimum of the range unless otherwise determined, in exceptional circumstances, by the chief executive. A decision to pay above the minimum pay-point must be documented;

- d) only that part of the directive relating to hours, overtime and excess travel in relation to overtime meal allowance;
- e) the directives relating to long service, recreation (excluding clauses relating to Christmas/New Year compulsory closure), sick, study and examination, special and paid parental leave;
- f) the directive relating to recognition of previous service and employment for long service, sick and paid parental leave purposes;
- g) the directive relating to leave without salary credited as service, but excluding provisions dealing with salary increments;
- h) the directive relating to motor vehicle allowances;
- i) the directive relating to court attendance and jury service;
- j) the directives relating to travelling and relieving expenses;
- k) the directive relating to locality allowances;
- l) the directive relating to leave and travel concessions for isolated centres; and
- m) the directive relating to early retirement, redundancy and retrenchment.

10.2. A senior officer may be provided with benefits under the directive relating to transfer and appointment expenses. Alternatively, transfer and appointment expenses may be paid in accordance with a proposal approved by their chief executive, and supported by a certificate from the chief executive that the total quantum for expenses under the proposal will be no greater than the reimbursement that would have been payable under the directive.

## 11. Christmas/New Year compulsory closure

11.1. Senior officers participating in the Christmas/New Year compulsory closure, including those on recreation leave and long service leave, are granted leave on full pay without debit to any leave account for those days during the compulsory closure period that are not public holidays or weekend days (granted leave days). Senior officers on any other form of leave do not qualify for the granted leave days.

11.2. Where a senior officer is on approved recreation or long service leave on any of the granted leave days, the senior officer's relevant leave balance is to be adjusted to reflect the granted leave days instead of the recreation or long service leave.

11.3. A chief executive may, in exceptional circumstances, determine that individual senior officers do not qualify for the granted leave days. Where a chief executive makes such a determination, but that senior officer is not required for duty, the senior officer is required to apply for leave.

## Schedule 1: Senior officer remuneration rates Effective from 1 September 2016 2.5%

Pay-point	Fortnightly Salary \$ per F/N	Annual Salary \$ per annum	Superannuation (12.75%) \$ per annum	Leave Loading \$ per annum	Total Employment Cost \$ per annum
3	5,301.60	138,316	17,635	1,856	157,807
2	5,067.00	132,194	16,855	1,773	150,822
1	4,832.40	126,075	16,075	1,691	143,841

Per Annum = 26.0892857142 Fortnights (F/N)