

1. Title: Senior Executives – Employment Conditions

2. **Purpose:** To declare the employment conditions for officers appointed to the Senior Executive Service.
3. **Application:** This Directive applies to all Senior Executive Service (SES) officers.
4. **Legislative Provision:** *Public Service Act 2008* - sections 47 and 53.
5. **Effective date:** 12 June 2009.
6. **Directive:**
 - 6.1 Unless otherwise determined by the Commissioner Chief Executive, the classification and work value range of a senior executive role will be assessed according to the work value of the role by using Queensland Public Sector Job Evaluation Management System (JEMS) administered by Mercer Human Resource Consulting.
 - 6.2 Schedule 1, with variations approved by the Commission Chief Executive from time to time, indicates the classification levels, work value ranges and remuneration amounts for all officers in the SES. Unless the officer's contract of employment otherwise provides, payments of annual leave loading and any payments due on cessation of employment are to be calculated on the relevant superannuable salary in schedule 1.
 - 6.3 Other than in exceptional circumstances determined by the Commission Chief Executive, SES vacancies are to be advertised in accordance with the recruitment and selection Directive applying at the time. At the discretion of the chief executive of the employing authority, SES vacancies may also be advertised in the press or other publications. In all instances, the salary quoted in vacancy advertisements is to be the *Total Remuneration Value* shown in schedule 1 of this Directive.
 - 6.4 In the event of the redeployment of a senior executive to senior officer level, the remuneration package may allow for the private use of a government motor vehicle at the SES1 level.
 - 6.5 The employment conditions and entitlements of senior executives are set out in Schedule 2.

Schedule 1

SES REMUNERATION RATES

Effective from 1 July 2011

LEVEL	Package Point	Assessed Work Value	Work Value Range	Vehicle Cost \$ per annum	Superann. Salary \$ per annum	Remun. Package \$ per annum	Superannuation 12.75% \$ per annum	Fortnights =	Total Remun. Value \$ per annum	Superann. Salary \$ per F/N
								26.0892857142		
SES 4	4.2		n/a	27,000	194,024	221,024	24,738	2,603	248,365	7,436.90
	4.1	1,520 +	n/a	27,000	184,067	211,067	23,469	2,469	237,005	7,055.30
SES 3	3.5		High	27,000	177,109	204,109	22,581	2,376	229,066	6,788.60
	3.4		High	27,000	171,292	198,292	21,840	2,298	222,430	6,565.60
	3.3	1,280 - 1,519	High	27,000	164,922	191,922	21,028	2,213	215,163	6,321.50
	3.2		Low	27,000	158,560	185,560	20,216	2,127	207,903	6,077.60
	3.1	1,120 - 1,279	Low	27,000	152,196	179,196	19,405	2,042	200,643	5,833.70
SES 2	2.5		High	25,500	150,036	175,536	19,130	2,013	196,679	5,750.90
	2.4		High	25,500	143,670	169,170	18,318	1,927	189,415	5,506.90
	2.3	940 - 1,119	High	25,500	137,307	162,807	17,507	1,842	182,156	5,263.00
	2.2		Low	25,500	131,851	157,351	16,811	1,769	175,931	5,053.80
	2.1	820 - 939	Low	25,500	126,394	151,894	16,115	1,696	169,705	4,844.70
SES 1	1.4		High	21,000	123,331	144,331	15,725	1,655	161,711	4,727.20
	1.3	770 - 819	High	21,000	117,872	138,872	15,029	1,581	155,482	4,518.00
	1.2		Low	21,000	112,416	133,416	14,333	1,508	149,257	4,308.90
	1.1	720 - 769	Low	21,000	107,869	128,869	13,753	1,447	144,069	4,134.60

Schedule 2

Senior Executives – Employment Conditions

An officer appointed to the SES accepts that the he/she may be transferred or seconded to another department at the discretion of the Commission Chief Executive.

1. Hours of duty

The ordinary hours of duty shall be those hours of duty determined by the chief executive of the employing agency ensuring the good health and well-being of the senior executive and appropriate work-life balance

2. Part-Time Employment

Agency chief executives have the discretion to implement part-time work arrangements for senior executive roles in the agency.

Officers working part-time have the same benefits and entitlements as other officers, including a proportionate entitlement to remuneration (superannuable salary plus the nominal vehicle amount) and leave.

3. Compensation for duty outside ordinary hours

Senior executives are not entitled to be paid for work performed outside ordinary hours. However, a meal allowance may be paid for performing authorised duties outside ordinary hours of duty in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister, as if senior executives were covered by such Schedule.

4. Reporting absences from duty

Senior executives shall, as soon as practicable, report to their employing authority any inability to perform their duties, and the reason for that inability.

5. Recognition of previous service and employment

The recognition of previous service and employment for sick and long service leave purposes for senior executives appointed or reappointed to work in the public service, shall be in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister, as if senior executives were covered by such Schedule.

6. Leave without salary credited as service

Senior executives may have leave without salary credited as service in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister, as if senior executive were covered by such Schedule but excluding matters dealing with salary increments.

7. Determination of paypoint

- a) The chief executive of the employing authority will determine the paypoint of the remuneration package amount to be paid to a senior executive within the work

value range appropriate to the position. Unless there are exceptional circumstances, payment will be approved at the minimum paypoint of the range; i.e. the lowest paypoint within either the low or high range. Subsequent pay progression will be determined in accordance with the SES Performance Management and Development Framework.

- b) In exceptional circumstances only and with the support of the agency's chief executive—the Commission Chief Executive may approve a paypoint within the SES classification level but outside the assessed work value range.
- c) If a senior executive is appointed to a position with a 'low' work value assessment and the work value is subsequently reassessed to the 'high' range, the chief executive of the agency may determine a new paypoint in accordance with paragraph (a). The Commission Chief Executive must be advised of all such changes at the time of approval.

8. Remuneration package benefits

The following are the remuneration package benefits that senior executives may elect to access via in-house salary packaging arrangements at no cost to the officer:

- a) the private use of a government- owned motor vehicle. For conditions of use, see [Executive Remuneration Package – Motor Vehicle](#) policy.
- b) the payment of employee superannuation contributions.
- c) the payment of subscriptions in respect to membership of professional or occupational associations. A professional or occupational association is regarded as an organisation whose sole purpose is to enhance the development of the members of a particular profession or occupation.
- d) any other benefit of a kind approved by the Commission Chief Executive.

The remuneration benefits selected by a senior executive from the above options are to be specified in a signed agreement, and must not exceed the percentage of the superannuable salary that would apply if the senior executive was to access the agency's fee-for-service salary packaging scheme.

In addition, senior executives are able to access a wider menu of items for salary packaging purposes by using the services of the agency's salary packaging service provider and complying with the rules and charges associated with using that service as if senior executives were covered by the enterprise agreement under which that scheme operates.

9. Remuneration package benefits for temporary placements

The remuneration packaging benefits in paragraph 8 (a), (b) and (c) above are available to officers who temporarily perform the duties of a senior executive provided the initial placement exceeds 12 months and the officer was selected for the placement through a merit selection process under this Directive and any Directive dealing with recruitment and selection current at the time the appointment is made.

10. Motor vehicle benefit – during either part-time employment or periods of leave without pay

If the chief executive of an agency determines that a senior executive may privately use a government motor vehicle during periods of leave without pay or when in receipt of a

reduced level of remuneration (e.g. long service leave at half pay) or on non-work days if the officer is working part-time, the executive is required to make a payment to the agency equal to the full-time value of the vehicle for the relevant period. Reference is drawn to the policy *Executive Remuneration Package – Motor Vehicle*.

11. Telephone and/or other technology

Where the chief executive of an agency considers it necessary for a senior executive to be contactable out of hours or to conduct official business from home and the officer is not provided with an official mobile telephone, the officer is entitled to be reimbursed for the cost of the standard base rental on one nominated telephone line in the officer's residence, and at the discretion of the chief executive, up to 50% of local calls on that line.

All official STD and ISD calls made from the home telephones of senior executives are to be reimbursed on production of a receipt and certification by the officer that the call was work related.

In addition and only if the chief executive of the agency considers it warranted, other communications technology may be installed in the homes of senior executives. This equipment remains the property of the department and must be accounted for during annual equipment audits.

If the chief executive of an agency considers that the above arrangements are insufficient to meet the away-from-work communication needs of some or all of the senior executives in the agency, that chief executive may make alternative arrangements that suit the business needs of the agency. Any such arrangement should be approved only in the context of prudent and responsible financial management and be clearly documented.

Unless the chief executive of an agency otherwise determines, home telephone cost reimbursement arrangements for individual officers in place before the publication of this directive should not be varied.

12. Higher duties in senior executive roles

Payment of a higher duties allowance shall be in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister except that:

- the minimum period shall mean "more than 3 days"
- the relevant percentage will be 100%, unless otherwise agreed to by the Commission Chief Executive
- the sections dealing with "Payment of Increments during relieving period" and "Recognition of higher duties upon Appointment" do not apply to officers relieving in SES roles
- the "low" and "high" range of SES 2 and 3 level positions are deemed different classification levels for the purposes of calculating higher duties allowances for an officer who is required to act in a SES position, and
- while the calculation of the higher duties allowance should generally be based on the minimum of the range, payment above the minimum paypoint may be authorised if considered warranted by the chief executive. A decision to pay above the minimum should be documented.

An SES officer approved to perform duties in a higher senior executive role is to be paid an allowance calculated on the difference between the officer's substantive superannuable

salary and the superannuable salary of the higher position, without consideration to any vehicle entitlements or arrangements.

In addition, a non-SES officer approved to perform higher duties in a senior executive role (i.e. SES 2, 3 and 4 levels) is to be paid a higher duties allowance calculated by the difference between the officer's salary and:

- a) the "**remuneration package**" value of the approved paypoint if the relieving officer is not provided with the private use of a government owned motor vehicle, or
- b) the "**superannuable salary**" of the approved paypoint where the officer receives the benefit of the private use of a government owned motor vehicle (irrespective of the type of vehicle) during the period of performing higher duties in the SES role.

The provision of the benefit of private use of a government owned motor vehicle for non-SES officers performing higher duties as above is at the discretion of the chief executive of the agency.

13. Termination of contract – cash equivalent of long service leave

Where the employment of an SES officer on a contract of employment is terminated:

- (a) by the Crown before the completion date of the contract other than by disciplinary action or retirement by reason of mental or physical incapacity, or
- (b) by non-renewal of the contract by the Crown past the completion date,

the number of years of continuous service required to have been completed by that officer before being entitled to the payment of salary in lieu of an entitlement to long service leave, shall be one (1) year.

14. Leave

Senior executives have the leave arrangements that apply generally in the public service. Leave is granted in accordance with the provisions contained in the Schedules of Directives issued by the industrial relations Minister and the provisions (except clauses 1.6, 3.4 and 3.5) of the *Family Leave (Queensland Public Sector) Award – State 2004*, as if senior executives were covered by those arrangements. References to time off in lieu and/or accrued hours do not apply to senior executives.

If a senior executives who has the private use of a government motor vehicle enters into a purchased leave arrangement (Part B – *Special Leave Without Salary* – of the schedule to Directive No. 8/06 – *Special Leave*), the amount paid by the executive for that private use should not be varied. The level of private access to the vehicle is not changed by participation in the scheme.

15. Public holidays

The employing authority may require the attendance of a senior executive to undertake official duties for the whole or part of a public holiday as warranted by the circumstances.

16. Court attendance and jury service

Court attendance and jury service shall be in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister as if senior executives were covered by such Schedule.

17. Transfer and appointment expenses

Reimbursement of transfer and appointment expenses shall be made either:

- a) in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister as if senior executives were covered by such Schedule, or
- b) in accordance with another proposal, approved by the relevant Minister and Premier, and supported by a certificate from the chief executive of the agency that the total quantum of appointment expenses under the proposal will be no greater than the expenses that would be paid if reimbursement had been in accordance with the Directive.

18. Travelling and relieving allowances

Travelling and relieving allowances shall be payable in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister as if senior executives were covered by such Schedule.

19. Locality allowance

A locality allowance shall be payable in accordance with the provisions contained in the Schedule of a Directive issued by the industrial relations Minister as if senior executives were covered by such Schedule.

20. Critical Incident Entitlements and Conditions

Senior executives receive entitlements and conditions in critical incident circumstances in accordance with Schedules A (except sections 5.4, 5.5, 5.8, 5.9 and 5.12), C and D of a Directive issued by the industrial relations Minister as if senior executives were covered by such schedules.

If during a critical incident situation, a senior executive performs work outside ordinary hours, they may be paid a meal allowance in accordance with paragraph '3' above.

21. Leave and travel concessions – isolated centres

Senior executives located in designated isolated centres are eligible for the leave and travel concessions provided for in a Directive issued by the industrial relations Minister as if senior executives were covered by such schedule, except that motor vehicle allowance payments do not apply where the travel is undertaken in a government owned and maintained motor vehicle provided for the private use of the executive.

22. Voluntary Early Retirement and Retrenchment

Voluntary early retirement and retrenchment entitlements for **tenured** senior executives shall be payable in accordance with relevant Directives as if tenured senior executives were covered by such directives. The incentive payment for a tenured senior executive who accepts an offer of voluntary early retirement will be ten weeks' superannuable salary at the officer's substantive appointed level, provided the offer of voluntary early retirement is accepted within two weeks (14 days) of the offer being made. The incentive will apply immediately on expiration of the specified termination date.

Part-time tenured senior executives who are offered an incentive payment shall be entitled to a proportion of the incentive payment based on the proportion of full-time hours worked by the executive.