

## Commission Chief Executive Directive: Senior Executive Service – Employment Conditions

### 1 Purpose:

To set out the requirements for appointment and the employment conditions for officers appointed to the Senior Executive Service.

### 2 Effective date: 22 March 2013

Schedule One has an effective date of 1 July 2012, provided the SES officer remains employed as an SES officer as at 22 March 2013.

### 3 Legislative Provision:

Section 53(b) of the *Public Service Act 2008*.

### 4 Application:

This directive applies to senior executive service officers appointed under Chapter 4, Part 2 of the *Public Service Act 2008*.

### 5 Previous References:

Directives 15/97, 09/98, 01/99, 29/99, 01/00, 06/00, 03/06 and 07/06.

### 6 Related Information:

- Commission Chief Executive Policy on Executive Remuneration Package – Motor Vehicle
- Senior Executive Service Profile Management Procedures
- Senior Executive Service Officer Contract of Employment

### Directive:

### 7 Profile of and appointment to the Senior Executive Service (SES)

- 7.1 The establishment and maintenance of the SES profile and appointment to SES roles is in accordance with Chapter 4, Part 2 of the *Public Service Act 2008*.
- 7.2 The Public Service Commission (PSC) will determine, from time to time, the administrative arrangements required to support the establishment and maintenance of the SES profile and appointment to SES roles.
- 7.3 Unless otherwise determined by the Commission Chief Executive (CCE) of the PSC, vacant SES roles must be advertised in accordance with the directive relating to recruitment and selection. In all instances, the salary quoted in vacancy advertisements must be the *Total Fixed Remuneration* shown in schedule one.

## 8 Attendance and hours of duty

- 8.1 The ordinary hours of duty of an SES officer may be determined by their chief executive, having regard to the health, well-being and work-life balance of the SES officer.
- 8.2 Chief executives may approve part-time work arrangements for SES officers. Part-time officers are entitled to the benefits and entitlements of full-time SES officers on a pro-rata basis.
- 8.3 SES officers are not entitled to additional compensation for work performed outside of ordinary hours (including public holidays).

## 9 Remuneration Package and Benefits

- 9.1 An SES officer shall receive remuneration in accordance with the assessed classification and work value range of their role and the applicable remuneration rates as specified in Schedule One of this directive.
- 9.2 In exceptional circumstances a contract may prescribe a variation to the remuneration and other benefits of the SES officer. Any variation must be approved by the CCE following endorsement by the chief executive.
- 9.3 The chief executive will determine the package pay-point, within the work value range for the role, that the SES officer will receive. Unless exceptional circumstances apply, the SES officer will receive remuneration at the minimum pay-point upon initial appointment. Exceptional circumstances will require support of the CCE for remuneration above the minimum pay point.
- 9.4 Any pay-point progression within the work value range must be **approved by the chief executive** and based on documented high performance in the role **or** any change to role characteristics.
- 9.5 A re-evaluation of a role changing the assessed work value from 'low' to high' within the same classification level, may, at the discretion of the chief executive, result in a change to pay-point for the SES officer.
- 9.6 An SES officer may also access the following remuneration package benefits via in-house salary packaging arrangements at no cost to the officer. The benefits must be specified in a signed agreement and cannot exceed the percentage of superannuable salary that would apply if the SES officer had been covered by the agency's fee-for-service salary packaging scheme:
  - (a) the private use of a government owned motor vehicle (as per the CCE policy relating to Executive Remuneration Package – Motor Vehicle);
  - (b) the payment of employee superannuation contributions;
  - (c) the payment of subscriptions for membership of professional or occupational associations;
  - (d) a benefit of another kind approved by the CCE.
- 9.7 An SES 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.
- 9.8 A person acting as an SES officer (i.e. higher duties or temporary placement) may access the remuneration package benefits in section 9.6 provided their initial placement in the SES role exceeds 12 months.
- 9.9 A person acting as an SES officer with an initial placement in the SES role of 12 months or less may be provided with benefit of private use of a government motor vehicle (if available) at the chief executive's discretion.

- 9.10 If an SES officer is redeployed to a senior officer role, the remuneration package may allow for the private use of a government owned motor vehicle (if available) at the SES1 level.
- 9.11 The chief executive may approve the payment of transfer and appointment expenses provided the total cost of expenses is no greater than the reimbursement that would have been payable under the ministerial directive relating to transfer and appointment expenses.

## **10 Telephone and Other Technology Benefits**

- 10.1 Unless otherwise determined by the chief executive, SES 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.
- 10.2 Where no official mobile telephone is provided and the chief executive considers it necessary for the SES officer to be contactable outside of hours or conduct business from home, 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.
- 10.3 All official STD and ISD calls made from the SES officer's home telephone are to be reimbursed on production of a receipt and certification by the officer that the call was work related.
- 10.4 At the discretion of the chief executive, an SES officer may be entitled to have installed at the officer's private residence other technology necessary (e.g. computer, laptop, notebook, tablet, printer, scanner) to discharge the officer's responsibilities. These devices may be used by the SES officer for reasonable private use but remain Government property and must be returned by the officer upon cessation of employment as an SES officer. The employing department will bear the costs of installation and, as determined by the chief executive, ongoing maintenance and operation.
- 10.5 A chief executive may approve variations to the above arrangements where the chief executive considers they are insufficient for business communication needs of the SES officer. Any such variations must be clearly documented.

## **11 Application of award provisions and directives of the Minister responsible for public sector industrial relations**

- 11.1 SES 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 executives were covered by such directives, subject to the amendments and/or conditions noted below:
- (a) *Family Leave (Queensland Public Sector) Award - State 2012*, other than clauses 1.6, 9.4 and 9.5;
  - (b) the directive relating to overtime meal allowances;
  - (c) the directive relating to the recognition of previous service and employment for long service leave and sick leave purposes;
  - (d) the directive relating to leave without salary credit as service, but excluding provisions dealing with salary increments;
  - (e) the directive(s) relating to leave, noting that:
    - (i) the amount paid by an SES officer for private motor vehicle usage will not be varied as a result of the officer entering into a purchased leave arrangement; and

- (ii) provided that where the employment of an SES officer is:
- terminated prior to the completion date of the contract, other than as disciplinary action or retirement by reason of medical or physical incapacity; or
  - by non-renewal of the contract 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;
- (f) the directive relating to higher duties, except that:
- (i) the minimum period for relieving as an SES officer or for an SES officer acting as a chief executive, shall mean “more than two weeks”;
  - (ii) the relevant percentage for relieving as an SES will be 100% unless otherwise agreed to by the CCE;
  - (iii) the relevant percentage for an SES officer acting as a chief executive will be 75% of the chief executive’s superannuable salary unless otherwise determined with the approval of the CCE;
  - (iv) the clauses dealing with payment of increments during relieving periods and the recognition of higher duties on appointment shall not apply;
  - (v) the low and high range of the SES 2 and SES 3 levels shall be deemed different classification levels for the purposes of calculating higher duties allowances for an officer acting in an SES role;
  - (vi) the calculation of the higher duties allowance should be the minimum of the range unless otherwise determined by the chief executive. A decision to pay above the minimum pay-point must be documented;
  - (vii) the higher duties allowance of an SES officer approved to act in a higher SES role is to be calculated based on the difference in superannuable salary, without regard to any vehicle entitlements or arrangements;
  - (viii) the higher duties allowance of a non-SES officer approved to act in an SES role is to be calculated on the difference between the employee’s superannuable salary and the remuneration package value if the employee is not provided with private use of a government motor vehicle; or the difference between the employee’s superannuable salary and the superannuable salary of the higher duties role if the employee is provided with private use of a government owned motor vehicle during the higher duties period;
- (g) the directive relating to court attendance and jury service;
- (h) the directive relating to travelling and relieving allowances;
- (i) the directive relating to locality allowances;
- (j) the directive relating to critical incident entitlements and conditions, Sch. A (other than clauses 5.4, 5.5, 5.8, 5.9 and 5.12), Sch. C and Sch. D;
- (k) the directive relating to leave and travel concessions for isolated centres, provided that motor vehicle allowance payments do not apply where travel is undertaken in a government owned and maintained motor vehicle provided for the private use of the SES officer.

11.2 Tenured SES officers are entitled to voluntary early retirement, redundancy and retrenchment entitlements in accordance with the relevant directive.

**Schedule One: SES Remuneration Rates**

*Effective from 1 July 2012 2.2%*

Assessed Work Value	Work Value Range	Level	Package Point	\$ per F/N	\$ per annum					
				Superannuable Salary	Superannuable Salary	Vehicle Cost	Remuneration Package	Superannuation 12.75%	Leave Loading	Total Fixed Remuneration
1,520 +	N/A	SES 4	4.2	7,600.50	198,293	27,000	225,293	25,282	2,660	253,235
			4.1	7,210.50	188,116	27,000	215,116	23,985	2,524	241,625
1,280 – 1,519	High	SES 3	3.5	6,937.90	181,005	27,000	208,005	23,078	2,428	233,511
			3.4	6,710.00	175,060	27,000	202,060	22,320	2,349	226,729
			3.3	6,460.50	168,551	27,000	195,551	21,490	2,261	219,302
1,120 – 1,279	Low		3.2	6,211.30	162,049	27,000	189,049	20,661	2,174	211,884
			3.1	5,962.00	155,544	27,000	182,544	19,832	2,087	204,463
940 – 1,119	High		SES 2	2.5	5,877.40	153,337	25,500	178,837	19,550	2,057
		2.4		5,628.00	146,831	25,500	172,331	18,721	1,970	193,022
		2.3		5,378.80	140,328	25,500	165,828	17,892	1,883	185,603
820 – 939	Low	2.2		5,165.00	134,752	25,500	160,252	17,181	1,808	179,241
		2.1		4,951.30	129,175	25,500	154,675	16,470	1,733	172,878
770 – 819	High	SES 1		1.4	4,831.20	126,044	21,000	147,044	16,071	1,691
			1.3	4,617.40	120,465	21,000	141,465	15,359	1,616	158,440
720 - 769	Low		1.2	4,403.70	114,889	21,000	135,889	14,648	1,541	152,078
			1.1	4,225.60	110,242	21,000	131,242	14,056	1,479	146,777

*Per Annum = 26.0892857142 Fortnights (F/N)*