



Office of the Public Service

QUEENSLAND GOVERNMENT

DIRECTIVE

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

No: 1/99

Supersedes: 9/98

- 1. TITLE:** **Senior Executives - Employment Conditions**
- 2. PURPOSE:** To declare employment conditions for officers appointed to the Senior Executive Service
- 3. LEGISLATIVE PROVISION:** Sections 34 and 62 - *Public Service Act 1996*
- 4. EFFECTIVE DATE:** **23 April, 1999**
- 5. DIRECTIVE:**
 - 5.1 This Directive applies to all officers of the Senior Executive Service (SES) and includes Chief Executives unless otherwise stated.
 - 5.2 The classification and work value range of a senior executive role, except those of Chief Executive roles, will be assessed according to the work value of the role by using a job evaluation methodology as approved by the Public Service Commissioner¹.
 - 5.3 Schedule 1, with variations approved by the Public Service Commissioner from time to time, indicates the classification levels, work value ranges and remuneration amounts for officers in the SES and Senior Officers.
 - 5.4 Prior to the initiating of any recruitment activity all permanent SES vacancies are to be referred to the Office of the Public Service to determine if there are any suitable surplus employees.
 - 5.5 Other than in exceptional circumstances, SES vacancies (other than Chief Executives) are to be advertised in the Queensland Government Gazette and the local and national press.
 - 5.6 Unless the Premier otherwise determines, in the case of offices of Chief Executive or Public Service Commissioner, a selection committee is to be established for all SES vacancies. The selection committee will include at least one member who has been nominated by and will act as the representative of the Office of the Public Service.
 - 5.7 SES recruitment and selection documentation is to be retained permanently.

- 5.8 The employing authority² will determine the paypoint of the remuneration package amount within the work value range appropriate to the assessed work value.

In exceptional circumstances, the Chief Executive may determine, with the prior agreement of the Public Service Commissioner, a paypoint within the SES classification level but outside the assessed work value range.

- 5.9 The following are the remuneration package benefits -

- (a) private use of a government owned motor vehicle by a senior executive;
- (b) the making of superannuation contributions in respect of a senior executive;
- (c) the payment of a subscription in respect of a senior executive's membership of any professional or occupational body; and
- (d) any other benefit of a kind approved by the Public Service Commissioner.

The remuneration benefits are to be specified in a signed document as determined by the senior executive and subject to 5.10 and 5.11, and forwarded to the Chief Executive or, in the case of a Chief Executive, the Public Service Commissioner.

- 5.10 The document must specify the remuneration benefits which must not exceed 50% of the senior executive's remuneration package amount.

- 5.11 A senior executive may vary the document only once in each twelve month period except if there are special reasons for doing so. The Chief Executive or, in the case of a Chief Executive, the Public Service Commissioner may consider a change for a lesser period upon the request of the senior executive.

- 5.12 A senior executive is not entitled to additional compensation for work performed outside ordinary hours except travelling and meal allowances as appropriate.

- 5.13 Where a senior executive's salary is not payable for a period, the senior executive may only receive remuneration package benefits during that period at the discretion of the Chief Executive or, in the case of a Chief Executive the Public Service Commissioner.

In the case of a senior executive working part-time, the Chief Executive or, in the case of a Chief Executive, the Public Service Commissioner may approve the use of a government motor vehicle during the non-work days subject to the senior executive making payment of an amount determined by the Public Service Commissioner for the vehicle not being available during normal business hours.

- 5.14 A senior executive is entitled to be paid the full service and equipment costs of a telephone and/or other technology necessary to carry out the senior executive's official duties installed in the senior

The senior executive is also entitled to be paid such part of telephone call charges, or such amounts for telephone call charges, for the telephone installed in the residence as is determined by the Chief Executive or, in the case of a Chief Executive, the Public Service Commissioner, having regard to the estimated official component of the telephone call charges.

- 5.15 A senior executive shall receive the following entitlements calculated on the applicable superannuable salary indicated on Schedule 1 -
- (a) annual leave loading; and
 - (b) payments on cessation of employment.
- 5.16 Officers approved to perform higher duties in a senior executive role (i.e. SES 2, 3 and 4 levels) may be paid a higher duties allowance calculated by the difference between the officer's salary and
- (a) the minimum "**remuneration package**" amount of the higher classification level (i.e. SES 2.1, 3.1 or 4.1) or
 - (b) the minimum "**superannuable salary**" of the higher classification level (i.e. SES 2.1, 3.1 or 4.1) where the officer receives the benefit of 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.

- 5.17 Where the employment of an SES officer on a contract of employment is terminated by the Crown, other than by disciplinary action or retirement by reason of mental or physical incapacity, the number of years of continuous service required to have been completed by that officer before being entitled to the payment of a cash equivalent of long service leave shall be one (1) year.
- 5.18 A senior executive is eligible for the leave provisions as provided for in the Family Leave Award - Queensland Public Sector except the following provisions -

- 3.4 Time Off in Lieu of Payment for Overtime
- 3.5 Make Up Time
- 3.6 Grievance Process **

*** SES officers will still be eligible to lodge a Grievance in accordance with departmental arrangements and an appeal under Fair Treatment.*

In addition, female SES officers will continue to receive the entitlement of six (6) weeks paid maternity leave as approved by Cabinet on 13 May, 1996 and contained in the Guidelines issued by the Department of Employment, Training and Industrial Relations Circular No. 3/96.

- 5.19 In the event of a dispute arising in connection with the application of the arrangements as described in the Family Leave Award - Queensland Public Sector to senior executives, such a dispute shall be processed in accordance with Directives issued by the Public Service Commissioner.
- 5.20 A senior executive is eligible for Half Pay Long Service Leave and Extra Leave for Proportionate Salary under the terms and conditions of the Core Queensland Government Departments Certified Agreement 1994.

¹ Unless otherwise approved, the job evaluation methodology to be utilised as “approved by the Public Service shall be the Queensland public sector Job Evaluation Management System (JEMS)

² Employing authority is the Chief Executive or, in the case of a Chief Executive, the Premier.

SUPERSEDED