

## 1. Title: **Senior Executives and Senior Officers – Employment Conditions**

2. **Purpose:** To declare employment conditions for officers appointed to the Senior Executive Service (SES) and to declare which officers are defined as senior officers and their employment conditions.
3. **Legislative Provision:** *Public Service Act 2008* - section 53
4. **Effective date:** 21 July 2006
5. **Directive:**
- 5.1 This Directive applies to all SES officers and senior officers. It does not apply to chief executives.
- 5.2 Unless otherwise determined by the Commission Chief Executive, the classification and work value range of a senior executive or senior officer role will be assessed according to the work value of the role by using Queensland public sector Job Evaluation Management System (JEMS). In the case of senior officer roles, JEMS is to be administered by departments; in the case of SES roles, JEMS is to be administered by Mercer Human Resource Consulting.
- 5.3 A senior officer is an officer appointed on tenure to a role with an assessed work value above 719 points but below that required for inclusion in the SES. They have similar employment conditions to senior executives, excluding access to a government vehicle for private use.
- 5.4 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 and senior officers. 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.
- 5.5 Other than in exceptional circumstances determined by the Premier, SES and senior officer vacancies are to be advertised in the Queensland Government Gazette and *Smart Jobs and Careers* website. In addition, SES vacancies are to be advertised in an appropriate national publication determined by the chief executive. In all instances, the salary quoted in vacancy advertisements is to be the *Total Remuneration Value* shown in schedule 1 of this Directive.
- 5.6 A selection committee is to be established for all SES and senior officer vacancies. Selection committees for SES vacancies are to include at least one member who has been nominated by, and who will act as the representative of the Commission Chief Executive. The selection committee for senior officer vacancies must include one member from outside the 'host' department.
- 5.7 Selection documents must be maintained in strict confidence and security for the periods specified under the Queensland State Archives *General Retention and Disposal Schedule*

*for Administrative Records* in the case of roles at senior officer level or indefinitely in the case of SES level roles.

- 5.8 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.
- 5.9 The employment conditions and entitlements of senior executives and senior officers are set out in Schedule 2.
- 5.10 A condition of employment granted to a chief executive under Directive No. 29/99 “Senior Executives and Senior Officers – Employment Conditions” and not provided for in that chief executive’s contract of employment will continue in force until the end of that contract of employment.

## Schedule 1

### SES REMUNERATION RATES (including Vehicle Cost increase)

Effective from 1 July 2008

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 =	26.0892857142	Superann. Salary \$ per F/N
								Leave Loading \$ per annum	Total Remun. Value \$ per annum	
SES 4	4.2		4	26,000	180,171	206,171	22,972	2,417	231,560	6,905.90
	4.1	1,520 +	4	26,000	170,924	196,924	21,793	2,293	221,010	6,551.50
SES 3	3.5		3B	26,000	164,463	190,463	20,969	2,206	213,638	6,303.90
	3.4		3B	26,000	159,061	185,061	20,280	2,134	207,475	6,096.80
	3.3	1,280 - 1,519	3B	26,000	153,147	179,147	19,526	2,055	200,728	5,870.10
Low	3.2		3A	26,000	147,239	173,239	18,773	1,975	193,987	5,643.70
Low	3.1	1,120 - 1,279	3A	26,000	141,329	167,329	18,019	1,896	187,244	5,417.10
SES 2	2.5		2B	24,500	139,323	163,823	17,764	1,869	183,456	5,340.30
	2.4		2B	24,500	133,412	157,912	17,010	1,790	176,712	5,113.70
	2.3	940 - 1,119	2B	24,500	127,503	152,003	16,257	1,711	169,971	4,887.20
Low	2.2		2A	24,500	122,437	146,937	15,611	1,643	164,191	4,693.00
Low	2.1	820 - 939	2A	24,500	117,369	141,869	14,965	1,575	158,409	4,498.80
SES 1	1.4		1B	20,500	114,525	135,025	14,602	1,536	151,163	4,389.70
	1.3	770 - 819	1B	20,500	109,456	129,956	13,956	1,468	145,380	4,195.40
Low	1.2		1A	20,500	104,390	124,890	13,310	1,400	139,600	4,001.20
Low	1.1	720 - 769	1A	20,500	100,167	120,667	12,771	1,344	134,782	3,839.40
SO1	2				114,525	114,525	14,602	1,536	130,663	4,389.70
	1	770 - 819			109,456	109,456	13,956	1,468	124,880	4,195.40
SO2	2				104,390	104,390	13,310	1,400	119,100	4,001.20
	1	720 - 769			100,167	100,167	12,771	1,344	114,282	3,839.40

## Schedule 2

### Senior Executives and Senior Officers – Employment Conditions

#### **1. Hours of duty**

The ordinary hours of duty shall be those hours of duty determined by the chief executive.

#### **2. Compensation for duty outside ordinary hours**

Senior executives and senior officers 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 the senior executive or senior officer were covered by such Schedule.

#### **3. Reporting absences from duty**

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

#### **4. Recognition of previous service and employment**

The recognition of previous service and employment for sick and long service leave purposes for senior executives and senior officers 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 the senior executive or senior officer were covered by such Schedule.

#### **5. Leave without salary credited as service**

Senior executives and senior officers 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 the senior executive or senior officer were covered by such Schedule but excluding matters dealing with salary increments.

#### **6. Determination of paypoint**

- a) The employing authority will determine the paypoint of the remuneration package amount to be paid to a senior executive or senior officer within the work value range appropriate to the assessed work value of the position. While movement within a work value range is not incremental, the employing authority is able to review the paypoint to take account of changed circumstances, responsibilities and/or duties.
- b) For senior executives—and only in exceptional circumstances and with the support of the 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 may determine a new paypoint in accordance with paragraph (a).

#### **7. Remuneration package benefits**

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

- a) for senior executives only, the private use of a government - owned motor vehicle
- b) the payment of employee superannuation contributions

- c) the payment of subscriptions in respect to membership of professional or occupational bodies, and
- d) any other benefit of a kind approved by the Commission Chief Executive.

The remuneration benefits selected by a senior executive or senior officer 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 or senior officer were to access the agency's fee-for-service salary packaging scheme.

In addition, senior executives and senior officers 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 the senior executive or senior officer were covered by the enterprise agreement under which that scheme operates.

### **8. Remuneration package benefits for temporary placements**

The remuneration packaging benefits in paragraph 7 (a), (b) and (c) above are available to officers who temporarily perform the duties of a senior executive or senior officer 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 of the appointment is made.

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

If the chief executive determines that a senior executive may privately use a government motor vehicle during periods of leave without pay or on non-work days if the officer is working part-time, the executive will be required to make a payment of an amount determined by the Commission Chief Executive to compensate the agency for the vehicle not being available for work purposes during normal business hours.

### **10. Telephone and/or other technology**

Where the chief executive considers it necessary for a senior executive or senior officer 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 and senior officers 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 considers it warranted, other communications technology may be installed in the homes of senior executives or senior officers. This equipment remains the property of the department and must be accounted for during annual equipment audits.

If a chief executive considers that the above arrangements are insufficient to meet the away-from-work communication needs of some or all of the senior executives or senior officers in the agency, the 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 clearly documented.

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

## **11. 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 three (3) days"
- the relevant percentage will be 100% only
- 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 and senior officer 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.

## **12. Higher duties in senior officer roles**

Officers undertaking higher duties in senior officer roles do so under the general conditions applying to senior executive roles. This includes the ability for a chief executive to approve that the higher duties allowance be based on paypoint two of the classification applying to the higher role if it is considered to be warranted.

## **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 and senior officers 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 the senior executive or senior officer were covered by those arrangements. References to time off in lieu and/or accrued hours do not apply to senior executives or senior officers.

In addition, senior executives and senior officers are eligible to access additional leave in return for receiving a proportionate rate of salary over a 12 month period as if they were covered by the State Government Departments Certified Agreement that authorises the arrangement in public service departments. However, the amount paid by the executive for the private use of a government owned motor vehicle should not be varied as such use is neither restricted nor reduced through participation in the scheme.

### **15. Public holidays**

The employing authority may require the attendance of a senior executive or senior officer 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 the senior executive or senior officer 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 the senior executive or senior officer 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 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 the senior executive or senior officer 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 the senior executive or senior officer were covered by such Schedule.

### **20. Leave and travel concessions – isolated centres**

Senior executives and senior officers 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 the senior executive or senior officer were covered by such schedule, except that motor vehicle allowance payments do not apply to senior executives where the travel is undertaken in a government owned and maintained motor vehicle provided for the private use of the executive.