

Implementation checklist - suspension

Actions for public sector entities when implementing Directive 06/23 – suspension

1. To do now	2. Ongoing activities
<p>Read the suspension sections (s101-s102) of the <i>Public Sector Act 2022</i> (the Act).</p> <p>Create or update all relevant entity policies and procedures to reflect the requirements of the Act and Directive 06/23 – suspension (the Directive).</p> <p>Create or update suspension template letters and update onto your entity's letterhead.</p> <p>Ensure template letters contain information about an employee's appeal rights when suspended without pay to the Queensland Industrial Relations Commission.</p>	<p>Ensure processes are in place to facilitate periodic reviews, and include appropriate delegates, template letters and assessment tools.</p>
<p>Prepare communications for employees and decision makers, including detail on:</p> <ul style="list-style-type: none"> • A summary of the Directive, what it means and how it will be implemented in your entity. • Periodic reviews and employee-initiated reviews • Roles and responsibilities for decision makers, employees, unions and support persons. <p>Ensure human resource (HR) processes are in place to ensure new suspensions align to the requirements of the Act and the Directive.</p>	<p>Ensure your entity's policy and procedure about suspension processes remains up to date to reflect the Act and the Directive requirements.</p>
<p>Identify decision makers for suspensions and identify independent decision maker to conduct periodic review of suspension at 6 months duration. Reviews will also need to be undertaken by a chief executive after 12 months.</p>	<p>Ensure employee information sources such as your entity's intranet remain updated.</p>

Review or develop internal processes to ensure:

- Suspension decisions are compliant with the requirements of the Act.
- Your entity is aware of the transitional arrangements under the Act for employees who were suspended prior to 1 March 2023. Entities should also consider the best way to communicate these changes to suspended employees.
- Natural justice is provided to employees when unpaid suspension is being considered.
- Your entity’s ability to consider and reimburse remuneration to an employee suspended without pay where the suspension does not end in termination of employment.

If you are an entity that is new to the legislative framework, engage with your entity’s portfolio department to obtain guidance and support for implementation.

Continue to build knowledge and capability of HR practitioners, managers and decision makers.

Review and amend your organisation’s HR delegations instrument to ensure decision makers have appropriately identified and authorised delegations for:

- All decision points identified in the directive.
- Suspensions (paid and unpaid).
- Periodic reviews (reviews will need to be undertaken by a decision maker independent from original suspension decision maker at 6 months and by a chief executive after 12 months).
- Reimbursement of remuneration following unpaid suspension.

If you are an entity that is new to the legislative framework, engage with your entity’s portfolio department to obtain guidance and support around suspensions.

Ensure employee information sources such as your entity’s intranet remain updated.