



QUEENSLAND
GOVERNMENT



No: 29/99

**Supersedes: 1/99 and
2/99**

DIRECTIVE

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

- 1. TITLE:** **Senior Executives and Senior Officers - Employment Conditions**

- 2. PURPOSE:** To declare employment conditions for officers appointed to the Senior Executive Service and to declare which officers are defined as senior officers and their employment conditions.

- 3. LEGISLATIVE PROVISION:** Sections 34, 62 and 63 - *Public Service Act 1996*

- 4. EFFECTIVE DATE:** **1 July, 1999**

- 5. DIRECTIVE:**
 - 5.1 Unless otherwise stated, this Directive applies to all officers of the Senior Executive Service (SES), including Chief Executives and Senior Officers.

 - 5.2 The classification and work value range of a senior officer role and 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.

 - There are two levels of senior officers:
 - Senior officer 1 with an assessed work value in the MCED range 770 to 819.
 - Senior officer 2 with an assessed work value in the MCED range 720 to 769.

 - 5.3 Senior officers are not members of the Senior Executive Service but have superannuable salary, terms, conditions and packaging arrangements similar to SES level 1 officers.

 - 5.4 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 all officers in the SES and Senior Officers.

 - 5.5 Prior to the initiating of any recruitment activity all permanent SES and Senior Officer vacancies are to be referred to the Office of the Public Service Commissioner to determine if there are any suitable surplus employees.

- 5.6 Other than in exceptional circumstances (as determined by the Premier per Section 5.7 of this Directive), SES vacancies are to be advertised in the local and national press and Senior Officer vacancies are to be advertised in the local press, in addition to the legislated requirement to advertise in the Queensland Government Gazette.
- 5.7 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 Commissioner.
- The Selection Committee for senior executive and senior officer vacancies shall consist of at least three members of whom at least half are from outside the 'host' Ministerial portfolio.
- 5.8 SES recruitment and selection documentation is to be retained permanently. Senior Officer recruitment and selection documentation is to be retained for a minimum period of 12 months.
- 5.9 In the event of the redeployment only of a tenured officer or an SES officer on contract, from an SES2 level or higher level to a senior officer level, the remuneration package will allow for the private use of a government motor vehicle at the SES1 level.
- 5.10 The employment conditions and entitlements of all officers in the SES and Senior Officers are set out in Schedule 2. However, a contract of employment made under section 62 of the *Public Service Act 1996*, may provide for more favourable conditions.

SUPERSEDED

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 employing authority.

2. Compensation for Duty Outside Ordinary Hours

Senior executives and senior officers are not entitled to additional compensation for work performed outside ordinary hours.

A meal allowance may be paid for performing authorised duties outside the hours of duty of the senior executive or senior officer in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations, as if the senior executive or senior officer was covered by such Schedule.

3. Reporting Absences from Duty

The senior executive or senior officer shall, as soon as practicable, report to their employing authority (or delegate), the reason for their non attendance at work or performing their duties.

4. Recognition of Previous Service

Recognition of previous service for sick and long service leave purposes shall be in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations, as if the senior executive or senior officer was covered by such Schedule.

5. Leave Credited as Service

Leave credited as service shall be in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule but excluding matters dealing with salary increments.

6. Determination of Paypoint

The employing authority² will determine the paypoint of the remuneration package amount within the work value range appropriate to the assessed work value. Movement within a work value range is not incremental.

For senior executives and only *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.

7. Remuneration Package Benefits

The following are the remuneration package benefits for senior executives –

(a) Private use of a government owned motor vehicle;

- (b) the payment of employee superannuation contributions;
- (c) the payment of a subscription in respect to membership of any professional or occupational body; and
- (d) any other benefit of a kind approved by the Public Service Commissioner.

The remuneration package benefits will be the same for appointed senior officers except (a) above – private use of a government motor vehicle. This is in accordance with government policy.

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.

Senior officers may be eligible for refund of official telephone costs and other associated expenses on the officer's private telephone at the discretion of the Chief Executive and in accordance with current departmental arrangements.

8. Remuneration Package Agreement

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

The document must specify the remuneration benefits which must not exceed 50% of the remuneration package amount.

A senior executive or senior officer 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 or senior officer.

9. Remuneration Package Benefits for Temporary Arrangements

In addition to appointed senior officers, remuneration packaging benefits will apply to officers who are seconded to a senior officer level for an initial period exceeding twelve (12) months and when recruitment and merit selection occurred in accordance with relevant Directives.

10. Remuneration Package Benefits – Periods of No Pay

Where a senior executive or senior officer's salary is not payable for a period, the senior executive or senior officer 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.

If it is determined that a senior executive may privately use a government motor vehicle during periods of no pay, the senior executive will be required to make a payment of an amount determined by the Public Service Commissioner for the vehicle when not being available during normal business hours.

11. Part-Time Arrangements

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.

12. Telephone and Other Technology

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 executive's residence.

13. Superannuable Salary and Value of Other Entitlements

A senior executive or senior officer 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.

14. Relieving 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 Minister for Employment, Training and Industrial Relations except that –

- The minimum period shall mean “more than 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” are excluded for officers relieving in SES and SO roles.

In addition, non-SES 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) Up to the minimum “**remuneration package**” amount of the higher classification level (i.e. SES 2.1, 3.1 or 4.1) or
- (b) up to 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

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.

15. Relieving in Senior Officer Roles

Officers relieving in senior officer roles, may only be paid a higher duties allowance calculated up to the minimum paypoint of either SO2 or SO1 consistent with the evaluated level of the role.

16. Termination of Contract – Cash Equivalent of Long Service Leave

Where the employment of an SES officer on a contract of employment is terminated by the Crown before the end date of the contract, other than by disciplinary action or retirement by reason of mental or physical incapacity, or by non-renewal of the contract by the Crown past the end date, 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.

17. Recreation, Long Service and Sick Leave

The Chief Executive or in the case of a Chief Executive, the Minister, shall grant leave to senior executives and senior officers in their Department in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule but excluding matters dealing with timing of recreation, long service or special leave.

18. Leave Entitlements in Hours

Leave entitlements will be recorded in hours and granted in hours in accordance with the provisions contained in a Directive issued by the Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule.

19. Holidays

The employing authority may require the attendance of a senior executive or senior officer to perform official duties for the whole or portion of a public holiday as the circumstances so require.

20. Timing of Certain Leave

Even though a senior executive or senior officer has an entitlement to any type of leave that leave shall, subject to the exigencies of any particular situation, be taken at departmental convenience. The employing authority may if departmental circumstances so require –

- Direct a senior executive or senior officer to take recreation leave as accrued; or
- Recall a senior executive or senior officer from recreation, long service leave or special leave; or
- Cancel the approval or granting of recreation, long

duties in the SES role.

service or special leave or defer the taking of that leave as circumstances warrant.

21. Leave for Study and Examination Purposes

Leave for study and examination purposes shall be in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule.

22. Bereavement Leave

Bereavement leave shall be in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule.

23. Special Leave

Special leave shall be in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule.

24. 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 Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule.

25. Family Leave

Senior executives and senior officers are eligible for the leave provisions as if they were covered by 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 and senior officers will still be eligible to lodge a Grievance in accordance with departmental arrangements and an appeal under Fair Treatment.**

In addition, female SES and senior 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 Schedule of the Guidelines issued by the Department of Employment, Training and Industrial Relations Circular No. 3/96.

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 or senior officers, such a dispute shall be processed in accordance with Directives issued by the Public Service Commissioner.

26. Half Pay Long Service Leave

A senior executive or senior officer is eligible for Half Pay Long Service Leave and Extra Leave for Proportionate Salary as if they were covered by the terms and conditions of the Core Queensland Government Departments Certified Agreement 1994.

27. 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 Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule; or
- (b) another proposal, approved by the relevant Minister and Premier, in which the officer waives an entitlement to certain expenses in order to enhance the amount available for family reunion travel and where it is certified that the total quantum of appointment expenses is no greater than would apply if expenses had been reimbursed in accordance with the Directive.

28. 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 Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule.

29. Locality Allowance

A locality allowance shall be payable in accordance with the provisions contained in the Schedule of a Directive issued by the Minister for Employment, Training and Industrial Relations as if the senior executive or senior officer was covered by such Schedule.

¹ Unless otherwise approved, the job evaluation methodology to be utilised as “approved by the Public Service Commissioner”

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

SES REMUNERATION RATES
To be effective from 1 August 2005

								Fortnights =	26.0892857142		
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	Leave Loading \$ per annum	Total Remun. Value \$ per annum	Superann. Salary \$ per F/N	
CEO	Max	n/a	n/a	7,000	236,160	243,160	30,110	3,168	276,438	9,052.00	
	Min	n/a	n/a	7,000	162,101	169,101	20,668	2,175	191,944	6,213.30	
SES 4	4.2		4	6,200	160,171	166,371	20,422	2,149	188,942	6,139.30	
	4.1	1,520 +	4	6,200	151,951	158,151	19,374	2,038	179,563	5,824.30	
SES 3	3.5		3B	6,200	146,207	152,407	18,641	1,961	173,009	5,604.10	
	3.4		3B	6,200	141,405	147,605	18,029	1,897	167,531	5,420.00	
	3.3	1,280 - 1,519	3B	6,200	136,147	142,347	17,359	1,826	161,532	5,218.50	
Low	3.2		3A	6,200	130,895	137,095	16,689	1,756	155,540	5,017.20	
Low	3.1	1,120 - 1,279	3A	6,200	125,641	131,841	16,019	1,686	149,546	4,815.80	
SES 2	2.5		2B	5,600	123,858	129,458	15,792	1,662	146,912	4,747.50	
	2.4		2B	5,600	118,603	124,203	15,122	1,591	140,916	4,546.00	
	2.3	940 - 1,119	2B	5,600	113,350	118,950	14,452	1,521	134,923	4,344.70	
	Low	2.2		2A	5,600	108,846	114,446	13,878	1,460	129,784	4,172.10
Low	2.1	820 - 939	2A	5,600	104,341	109,941	13,303	1,400	124,644	3,999.40	
SES 1	1.4		1B	5,000	101,812	106,812	12,981	1,366	121,159	3,902.40	
	1.3	770 - 819	1B	5,000	97,306	102,306	12,407	1,305	116,018	3,729.70	
	Low	1.2		1A	5,000	92,802	97,802	11,832	1,245	110,879	3,557.10
	Low	1.1	720 769	1A	5,000	89,048	94,048	11,354	1,195	106,597	3,413.20
SO1	2				101,812	101,812	12,981	1,366	116,159	3,902.40	
	1	770 - 819			97,306	97,306	12,407	1,305	111,018	3,729.70	
SO2	2				92,802	92,802	11,832	1,245	105,879	3,557.10	
	1	720 - 769			89,048	89,048	11,354	1,195	101,597	3,413.20	