



Office of the Public Service

DIRECTIVE

No: 25/97

(refer Section 34 of the Public Service Act 1996)

1. TITLE: Transfer within and between classification systems

2. PURPOSE: To detail the circumstances by which public service officers may be transferred within and between classification systems.

3. LEGISLATIVE PROVISIONS: Section 79 (2)&(3) - Public Service Act 1996.

4. EFFECTIVE DATE: 19 December, 1997

5. DIRECTIVE:

a For the purposes of transfer, under Section 79 (2)&(3) of the Public Service Act 1996, public service officers may be moved across streams within a classification system, or from one classification system to another, in accordance with the following provisions:

- (I) Officers may be transferred in accordance with this Directive, only where the officers' current pay level is within the minimum and maximum salary range of the classification level of the stream or classification system to which the officer is to be transferred.
- (II) Where parity of pay level exists within or between systems, movement shall be to an equal pay level. Where applicable, further incremental pay increases shall occur after 12 months or on the due date of the transferred officer's next increment, whichever occurs sooner.
- (III) Where no equivalent pay level exists, the transferred officer shall be moved to the next available pay point in the classification system or stream to which they have been transferred.

A transferred officer shall advance, where applicable, to the next available increment in the classification system or stream to which they have been transferred after 12 months.

Provided that where applicable, the transferred officer shall further advance to the next available pay point within the classification system or stream to which they have been transferred, at the appropriate date, so as to not financially disadvantage the transferred officer in terms of an increment they would have been eligible for, under the classification system or stream applicable had they not been transferred and where the due date of their previous increment occurs within 12 months from date of transfer.

(IV) Movement to a higher increment level shall be subject to demonstrated satisfactory performance.

(V) Where applicable, an officer shall meet mandatory requirements attached to the classification system or stream to which they are to be transferred.

b Movement to a lower classification level (redeployment) shall be in accordance with Directive 20/97, Deployment and Redeployment.

- c Where an officer is transferred, other than by appointment to an advertised vacancy, or by requesting a transfer themselves and comes under the provisions of a different certified agreement and the remuneration attached to the classification level is lower than the remuneration attached to the classification level they have transferred from, the officer shall not be disadvantaged. In these circumstances, the remuneration applicable to such officer will be that which applied to their substantive position prior to transfer and will continue to be guaranteed until such time as a new agreement covering the unit to which they have been transferred, is in effect.

Provided, that where applicable, the officer shall continue to progress incrementally under the classification system to which they have been transferred.

6. APPLICATION:

- Public Service Officers.

7. Appeals

- Fair treatment appeals are permitted in relation to a decision to act under the provisions of this Directive. However, a decision not to act in accordance with this Directive may not be appealed against.



SUPERSSEDED