

DIRECTIVE No. 01/13

Supersedes: 08/11

Minister Assisting the Premier Directive: Senior Officers – Employment Conditions**1 Purpose:**

To set out the employment conditions for Senior Officers

2 Effective date: 22 March 2013

Schedule One has an effective date of 1 July 2012, provided the senior officer remains employed as a senior officer as at 22 March 2013.

3 Legislative Provision:

Section 54(1)(a) and 116 of the *Public Service Act 2008* (PSA).

Pursuant to s52(3) of the PSA this directive prevails over an industrial instrument to the extent of any inconsistency, unless the industrial instrument provides conditions in excess of this directive. This Directive prevails over other Ministerial Directives to the extent of any inconsistency.

4 Application:

This directive applies to employees engaged under Chapter 5, Part 2 of the (PSA) at the senior officer classification level.

5 Previous References:

Directives: 02/97, 02/99, 29/99, 01/00, 06/00, 03/06, 07/06 and 06/09.

Directive:**6 Appointment as a Senior Officer**

6.1 Appointment as a senior officer will occur where the appointment is to a role assessed as being within the work value range for senior officers under the approved Job Evaluation Management System (JEMS) unless otherwise determined by the chief executive.

7 Attendance and hours of duty

- 7.1 The ordinary hours of duty of a senior officer may be determined by their chief executive, having regard to the health, well-being and work-life balance of the senior officer. A chief executive may approve reasonable time off without debit to a leave account where they consider the senior officer has worked in excess of their ordinary hours.
- 7.2 Chief executives may approve part-time work arrangements for senior officers. Part-time officers are entitled to the benefits and entitlements of full-time senior officers on a pro-rata basis.

- 7.3 Senior officers are not entitled to compensation for work performed outside of ordinary hours, however a meal allowance may be payable in accordance with the relevant directive.
- 7.4 A senior officer may be required by their chief executive to undertake official duties for the whole or part of a public holiday, as warranted by the circumstances.

8 Remuneration Package and Benefits

- 8.1 A senior officer shall receive remuneration in accordance with Schedule One of this directive.
- 8.2 When appointing a senior officer, the chief executive will determine the relevant pay-point of the remuneration package to be paid to the senior officer, commensurate with the senior officer's skills and expertise.
- 8.3 Increases in pay-points are not tied to duration in the role. Consideration of pay-point increases by the chief executive must be based on sustained performance that exceeds expectations. Increased duties or responsibilities will not be relevant to a change in pay-point as the role of senior officer is deemed to be within a work value range.
- 8.4 Senior officers may elect, through a signed agreement with their chief executive, to receive the following remuneration package benefits via in-house salary packaging at no cost to the officer:
- (a) the payment of employee superannuation contributions
 - (b) the payment of subscriptions for membership of professional or occupational associations
 - (c) any other benefit of a kind approved by the CCE.
- 8.5 A remuneration benefit agreed in section 8.4 must not exceed the percentage of the superannuable salary that would apply if the senior officer was to access the agency's fee for service salary packaging scheme.
- 8.6 A senior officer may also access other salary packaging items from their agency's provider in accordance with the rules and charges associated with using that service.
- 8.7 A person acting as a senior officer (i.e. higher duties or temporary employee) may access the remuneration package benefits provided their initial placement in the senior officer role exceeds 12 months.

9 Telephone and Other Technology

- 9.1 Where determined by the chief executive, senior officers are to be provided with an official mobile telephone with internet / email capacity (smart phone) and are entitled to reasonable personal use of the smart phone, in accordance with departmental policy.
- 9.2 Where no official mobile telephone is provided and the chief executive considers it necessary for the senior officer to be contactable outside of hours or conduct business from home, 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.

- 9.3 All official STD and ISD calls made from the home telephones of senior officers' are to be reimbursed on production of a receipt and certification by the officer that the call was work related.
- 9.4 At the discretion of the chief executive, a senior officer may be entitled to have installed at the officer's private residence other technology necessary (e.g. computer, laptop, notebook, tablet, printer, scanner) to discharge the officer's responsibilities. These devices may be used by the senior officer for reasonable private use but remain Government property and must be returned by the officer upon cessation of employment as a senior officer. The employing department will bear the costs of installation and, as determined by the chief executive, ongoing maintenance and operation.
- 9.5 A chief executive may approve variations to the above arrangements where the chief executive considers they are insufficient for business communication needs of the senior officer. Any such variations must be clearly documented.

10 Application of award provisions and directives of the Minister responsible for public sector industrial relations

- 10.1 Senior officers are entitled to the benefits and allowances set out in the following award provisions and directives of the Minister responsible for public sector industrial relations as though senior officers were covered by such directives, subject to the amendments and/or conditions noted below:
- (a) *Family Leave (Queensland Public Sector Award) State 2012*, other than clauses 1.6, 9.4 and 9.5;
 - (b) of the directive relating to critical incident entitlements and conditions, Schedule A (other than clauses 5.4, 5.5, 5.8, 5.9 and 5.12), Schedule C and Schedule D.
- 10.2 The application of the directive relating to higher duties is varied for senior officers on the following basis:
- (a) the minimum period shall mean "more than three (3) days"
 - (b) the relevant percentage will be 100%
 - (c) the clauses dealing with payment of increments during relieving periods and the recognition of higher duties on appointment shall not apply
 - (d) the calculation of the higher duties allowance should be the minimum of the range unless otherwise determined as warranted by the chief executive. A decision to pay above the minimum pay-point must be documented.
- 10.3 A senior officer may be provided with benefits under the directive relating to transfer and appointment expenses, or in the alternative, transfer and appointment expenses may be paid in accordance with a proposal approved by their chief executive, and supported by a certificate from the chief executive that the total quantum for expenses under the proposal will be no greater than the reimbursement that would have been payable under the directive.

Schedule One: Senior Officer Remuneration Rates

Effective from 1 July 2012 2.2%

Pay-point	Fortnightly salary	Annual Salary	Superannuation (12.75%)	Leave Loading	Total Employment Cost
	\$ per F/N	\$ per annum	\$ per annum	\$ per annum	\$ per annum
3	4,831.20	126,044	16,071	1,691	143,806
2	4,617.40	120,465	15,359	1,616	137,440
1	4,403.70	114,889	14,648	1,541	131,078

Per Annum = 26.0892857142 Fortnights (F/N)

Repealed