Attraction and Retention in the ACTPS

There are a range of attraction and retention initiatives available to current and potential ACT Public Service (ACTPS) employees. Where possible, links have been provided to relevant source material to allow access to more in-depth information on each topic.

Prospective Employees

- Relocation expenses - reimbursement of reasonable relocation expenses may be approved for prospective employee. The relevant amounts are set out below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single with no dependants</td>
<td>$12,000</td>
</tr>
<tr>
<td>Additional payment per dependant</td>
<td>$2,000</td>
</tr>
<tr>
<td>(first six dependants)</td>
<td></td>
</tr>
<tr>
<td>Additional payment per dependant</td>
<td>$1,750</td>
</tr>
<tr>
<td>(seventh and further dependants)</td>
<td></td>
</tr>
</tbody>
</table>

Leave

ACTPS Enterprise Agreements set out the range of leave provisions that employees may access including:

- Annual leave – employees are entitled to 20 days annual leave per year. Annual leave may be granted at half pay with credits deducted on the same basis.

- Purchased leave – employees may purchase additional leave up to a maximum of twelve weeks in any twelve month period.

- Personal leave – employees are entitled to 18 days of paid personal leave per year to enable them to be absent from duty: if they are sick or injured, are caring for a member of their immediate family or household, or in extraordinary and unforeseen circumstances.

- Long service leave – employees accrue 9 days of long service per year of appointment and may transfer leave and length of service from Federal and State service. LSL can be accessed after 7 years of employment and can be taken at half, full or double pay.

- Christmas shutdown - employees are entitled to two days of paid absence during the Christmas shutdown period between 28 December and 31 December inclusive.
Maternity leave – employees are entitled to 18 weeks of paid maternity leave and an additional 52 weeks of unpaid leave. Employees may also take paid maternity leave at half pay for a total of 36 weeks.

Primary care givers leave – employees are entitled to eighteen weeks of paid primary care giver leave on the birth of a child to enable them to be absent from duty to care for and bond with a newborn child.

Parental leave – employees are entitled to up to two years of parental leave without pay in addition to maternity leave, primary care giver leave and adoption or permanent care leave provisions. Parental leave is available to employees to enable them to be absent from duty following the birth or adoption of a child or the commencement of a permanent caring arrangement for a child.

Bonding leave - an employee is entitled to be absent on paid leave for a maximum of two weeks (ten working days) at, or near, the time of the birth, adoption or commencement of the permanent caring arrangement. Bonding leave is available to employees to enable them to be absent from duty to bond with a newborn child, adopted child or a child for whom the employee’s domestic partner has commenced a primary care giving role under a permanent caring arrangement.

Grandparental leave - employee may be granted up to fifty two weeks of unpaid grandparental leave, in relation to each grandchild under care. This leave may be taken over a period not exceeding five years. Grandparental leave is available to employees to enable them to be absent from duty to undertake a primary care giving role to their grandchild during normal business hours.

Recovery leave– Senior Officer Grade A and B (or equivalent) employees may be required to work extensive hours over a significant period because of the nature of their duties and responsibilities. Employees are credited 5 days of recovery leave each year with the credit only to be used in the event that extensive hours over a significant period are worked.

Other Leave – A number of other leave types are available to employees to enable them to be absent from duty for a variety of purposes including religious, cultural and volunteering.

Details of leave provisions and a full list of ‘other leave’ provisions are set out in ACTPS Enterprise Agreements: http://www.jobs.act.gov.au/about-the-actps/agreements

**Flexible Working Arrangements**

The ACTPS Enterprise Agreements set out the range of flexible working arrangements available to employees. These include:

- Flextime – flextime provides a framework for employees at or below the Senior Officer Grade C classification to vary their pattern of attendance at work according to the needs of the employee and the requirements of the work unit. It is not designed to increase or reduce the total number of hours that must be worked. Where credits are accrued, they will be
taken at a time agreed on by the supervisor and the employee. Employees may generally accru

- Part time employment – part time employment is available to employees in a range of situations including: following maternity Leave, primary caregiver leave, adoption or permanent care leave, or parental leave.

- Home based work - home based work on a regular basis may be approved having regard to operational requirements and the suitability of the work.

- Job sharing – job sharing arrangements may be entered into subject to operational requirements. Employees working under these arrangements share one full-time job and are each working part-time on a regular, continuing basis.


**Salary**

The ACTPS has a number of salary based incentives to attract and retain employees deemed ‘outstanding’ and/or to have invaluable skills, these include:

- Appointment above base increment – new, transferred or promoted employees may be appointed at a pay increment above the base pay point for their classification if it is deemed appropriate by the relevant delegate based on the skills and experience they have.

- Salary Increment advancement - employees advance through pay increments within their pay classification on an annual basis given they achieve a satisfactory performance for that period.

- Accelerated increment advancement – employees that are deemed to be ‘outstanding and consistently exceed expectations’ may be awarded an accelerated pay increment by the Delegate. Up to two additional increments may be awarded to an employee within a 12 month period. This does not affect the standard annual increment advancement.

More information on Salary increment advancement can be found here: [http://incmtd/BP%20Documents/Increment%20Fact%20Sheet%20and%20Form.docx](http://incmtd/BP%20Documents/Increment%20Fact%20Sheet%20and%20Form.docx)

- ARIn’s (Attraction and Retention Incentives) – An ARIn may be offered where a position is deemed critical to the operation of the Directorate or to a business unit in the Directorate, requires employees with specialist qualifications or specialist or high level skills, the skills required by the employee who occupies the position are in high demand in the marketplace, or the position would incur significant costs to replace’. An ARIn may contain enhanced pay rates, provision for privately plated vehicles or other terms and conditions of employment where the Director-General and Head of Service considers there is a clear, unambiguous and exceptional need.

- **Vehicles** - ACTPS Executives may elect the use of a government provided motor vehicle or cash in lieu of a vehicle. A government provided vehicle must be a four-cylinder vehicle. The lease rate or cash in lieu amounts an executive is entitled to, are covered in part 7.3 of the Public Sector Management Standards 2006. Directorate Corporate Services areas can assist with the range of vehicles that meet the requirements.

- **Salary Packaging** - employees can salary package part or all of their pre-tax salary. Items that can be included in salary packaging include but are not limited to: novated car leases, laptops and other personal electronic devices, supplementary superannuation, work related professional memberships, airline lounge membership, financial advice, work related self-education expenses, and income protection insurance.


**Training and education**

The ACTPS has a number of initiatives to further the skills and education of employees including:

- **Study assistance** – study assistance is available to all ACTPS employees to support study deemed relevant to employees work and on occasion relevant to the Service as a whole. This may include granting of paid or unpaid leave and/or financial assistance for course cost

- **Executive Speaker Series** – The executive speaker series is a new initiative by the ACTPS where speakers are engaged to address relevant areas of governance, promote innovation and collaboration across the service, and further the creative capital of the ACTPS’ senior staff. These events also acts as networking opportunity for senior ACTPS staff from across the Service.

- **The Australian and New Zealand School of Government (ANZOG)** - ANZOG programs include the Executive Masters in Public Administration, Executive Fellows Program, and other short courses (including international programs). These are targeted at different levels of seniority, commencing with those who are approaching or new to executive roles, through to heads of agencies.

As a member of ANZSOG the ACT Government is entitled to 2 places per year in the Executive Master of Public Administration Program (zone 1 executives) and 1 place in the Executive Fellows Program (zone 2 executives). The Workforce Capability and Governance Division in CMTEDD coordinate the application process.

For further information about training and development, including the ACTPS Training calendar, please use the following link [http://sharedservices/actgovt/Training/](http://sharedservices/actgovt/Training/)
Superannuation

- Employees transferring from the Commonwealth Public Service who are members of Public Sector Superannuation Scheme (PSS) or Commonwealth Superannuation Scheme (CSS) have full superannuation portability when joining the ACTPS.

Note: the ACT Government does not provide access to the Public Sector Superannuation accumulation plan, members who move to the ACTPS from the Commonwealth Public Service are covered by the arrangements below.

- Superannuation contribution – the ACT government superannuation contribution is 9.25%. The ACT Government provides an incentive to new employees to contribute to their own superannuation. If a new employee contributes at a rate of 3% or more personal superannuation they are provided with an additional 1% employer contribution rate lifting the employer contribution rate to 10.25%.

The Superannuation facts sheet can be found at: http://www.jobs.act.gov.au/__data/assets/pdf_file/0010/480376/Fact_Sheet_Superannuation.pdf

Professional Associations

Institute of Public Administration Australia (IPAA) – All ACTPS employees are able to access events held by IPPA including The Young Professionals’ Network.

Events run by the IPAA are often free, exclusive to, or offered at a reduced rate to members. For more information please see the IPAA website http://www.act.ipaa.org.au/

Directorate Specific Initiatives

A number of ACTPS directorates support individual initiatives deemed valuable to their employees including:

- Professional memberships and fees - arrangements are in place in some directorates and agencies to reimburse employees for professional memberships deemed relevant to their area of work.

- Health and well-being initiative – Arrangements are in place in several directorates for employees to access reimbursement of expenses, not exceeding $100, incurred in the pursuit of ‘healthy activities’. These items include but not limited to; clothing, footwear, equipment, boot camps, and gym memberships. Activities are to be undertaken on employees own time.

- Time Off In Lieu (TOIL) arrangements for Senior Officer ICT Employees - Senior Officer ICT employees (SOG A, SOG B and equivalents) who may be required to work longer than standard hours may access TOIL, notwithstanding their access to recovery leave arrangements.
- Reimbursements of trade and technical licenses and professional fees - Justice and Community Safety employees may be entitled to reimbursement of fees incurred for the maintenance of trade and technical licences and professional affiliations that are deemed necessary and/or relevant for the employee to hold in order to undertake their duties.