



**ACT**  
Government

**ACT PUBLIC SECTOR  
SUPPORT SERVICES  
ENTERPRISE AGREEMENT  
2018 – 2021**

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## Section A Scope of Agreement

### A1 - Title

- A1.1 This Agreement, made under section 172 of the *Fair Work Act 2009*, will be known as the ACT Public Sector Support Services Enterprise Agreement 2018-2021.

### A2 - Main Purpose

- A2.1 The main purpose of this Agreement is to provide for common terms and conditions that apply across the Australian Capital Territory Public Sector (ACTPS) and terms and conditions that reflect the operational and business requirements of particular business units and occupational groups.

#### Retaining our people

- A2.2 In order to promote permanent employment and job security for employees, the ACTPS will endeavour to minimise the use of temporary and casual employment. The ACTPS agrees to the use of temporary employees only where there is no officer available with the expertise, skills or qualifications required for the duties to be performed or the assistance of a temporary nature is required for the performance of urgent or specialised work within a particular business unit of the ACTPS and it is not practical in the circumstances to use the services of an existing officer.
- A2.3 In respect of casual employment, where regular and systematic patterns of work exist and where persons have a reasonable expectation that such arrangements will continue, consideration should be given to engaging the person on a different basis, including on a permanent or temporary basis.
- A2.4 The ACTPS will continue to consult with unions and employees on the development of strategies and initiatives that may assist in the successful recruitment and retention of mature age employees. Such strategies and initiatives will be the subject of discussion and agreement between the employee and the head of service.
- A2.5 These strategies and initiatives may include:
- A2.5.1 developing flexible working arrangements, such as variable employment, part-year employment, job sharing and purchased leave;
  - A2.5.2 planning phased retirement arrangements for individual mature age employees who are considering retirement within four to five years, including through reducing the employee's management or higher level responsibilities during a phased retirement period;
  - A2.5.3 examining the implications of current superannuation legislation for using such flexible employment and working arrangements and informing affected employees how such implications may be addressed;
  - A2.5.4 arranging training to assist the employee in any changing roles the employee may have as part of the employee's phased retirement;
  - A2.5.5 developing arrangements to facilitate the return of former mature age employees, including by engaging such persons for a short period in a mentoring capacity;

- A2.5.6 at the discretion of the head of service, contributing to the cost to an employee of financial advice received as part of planning for a phased retirement period.

### **Attracting future employees**

- A2.6 The ACTPS will consult with the union(s) through the Directorate Consultative Committee (DCC) to develop strategies to assist in attracting and retaining suitable employees. This will involve development of appropriate strategies and processes, including the conduct of surveys of staff, to assist this objective.

### **Developing our people**

- A2.7 The ACTPS will consult and agree with the union(s) on the development and finalisation of Learning and Development Plans and on the annual key learning and development priorities. The ACTPS and the union(s) will also agree on the equitable use of resources to address these priorities and strategies appropriate for the different categories of employees. For the purposes of this clause, "resources" includes, but is not limited to, employees, time, funding (where required) and equipment.
- A2.8 This Agreement supports a performance culture within the ACTPS that promotes ethical workplace conduct and rewards employees for their contribution towards the achievement of the ACTPS's objectives.
- A2.9 It is acknowledged that performance management is important to employee development and to ensuring that the relationship between corporate, team and individual responsibilities is aligned to individual, team and organisational objectives.
- A2.10 Any performance management schemes in the ACTPS will not include performance pay and will not be used for disciplinary purposes.

### **Recognising our people**

- A2.11 The ACTPS is committed to achieving an environment where employees feel valued for the contribution they make to achieving organisational goals. The most effective form of recognition is timely and appropriate feedback. The ACTPS will consult with the union(s) on other effective ways of recognising and rewarding the achievement of individuals and work groups.
- A2.12 Any outcomes of this consultation will only be implemented by agreement of the ACTPS and the union(s).

### **Ensuring fairness**

- A2.13 The ACTPS recognises and encourages the contribution that people with diverse backgrounds, experiences and skills can make to the workplace. The ACTPS aims to ensure that this diversity is able to contribute to effective decision making and delivery of client service.
- A2.14 The ACTPS will work with employees to prevent and eliminate discrimination on the basis of sex, sexuality, gender identity, relationship status, status as a parent or carer, pregnancy, breastfeeding, race, religious or political conviction, disability, industrial activity, age, profession, trade, occupation or calling, association, or a spent conviction, in accordance with the *Discrimination Act 1991*.

### **Achieving a better work and life balance**

- A2.15 The ACTPS is committed to providing employees with a work/life balance that recognises the family and other personal commitments of employees.

- A2.16 The ACTPS acknowledges the commitment and responsibilities that Aboriginal and Torres Strait Islander employees have to their community, and that Aboriginal or Torres Strait Islander identity is not left at the door when entering the workplace. The ACTPS recognises that Aboriginal and Torres Strait Islander employees have the capacity to make a unique and important contribution and bring a strength to the operations of the Australian Capital Territory and Public Sector.
- A2.17 This Agreement provides a number of entitlements specific to Aboriginal and Torres Strait Islander employees in recognition of their community and cultural responsibilities, and in this statement expressly recognises the roles that Aboriginal and Torres Strait Islander employees may be required to undertake as part of their community. Involvement in community is an on-going function for Aboriginal and Torres Strait Islander peoples and is not tied to 'office hours'.
- A2.18 It is recognised that commitment to community can result in expectations being placed on Aboriginal and Torres Strait Islander employees that may not be expected of other employees, and that Aboriginal and Torres Strait Islander employees may be culturally bound to the performance of specific functions for their community. It is also recognised that Aboriginal and Torres Strait Islander employees may be impacted in their lives by a variety and accumulation of cultural factors.
- A2.19 Within and subject to operational requirements, supervisors and managers should seek to work with Aboriginal and Torres Strait Islander employees to support utilising the appropriate entitlements contained in this Agreement and achieve an appropriate balance between cultural and community responsibilities, and workplace duties.

#### **Promoting a healthy and safe working environment**

- A2.20 The ACTPS is committed to promoting, achieving and maintaining the highest levels of health and safety for all employees.
- A2.21 The ACTPS will take all reasonable steps and precautions to provide a healthy, safe and secure workplace for the employee. The ACTPS and all employees will act in a manner that is consistent with the Work Health and Safety Act (WHS Act).
- A2.22 Further, given the clear evidence of the benefits and cost effectiveness of workplace health initiatives for both employers and employees, the ACTPS will develop health and wellbeing policies and programs that promote healthy lifestyles and help maintain a high standard of physical and mental health, along with supporting individual workplace safety and general wellbeing. Such policies and programs may include:
- A2.22.1 organisational/environmental policies and programs;
  - A2.22.2 awareness, training and education programs that promote healthy lifestyles, assist employees to identify and reduce risk factors; and
  - A2.22.3 traditional and non-traditional physical activity programs.

### **A3 - Application and Coverage**

- A3.1 This Agreement applies to and covers:
- A3.1.1 the Head of Service on behalf of the Australian Capital Territory;
  - A3.1.2 persons engaged under *the Public Sector Management Act 1994* (PSM Act) at any time when the Agreement is in operation in one of the classifications in Annex A, except a person engaged as Head of Service under section 31(1) of the PSM Act, persons engaged as directors-general under section 31(2) of the PSM Act, or persons engaged as executives under section 31(2) of the PSM Act.

- A3.1.3 ACT Territory Authorities and Instrumentalities that engage persons under the PSM Act in classifications listed in Annex A of this Agreement.
- A3.2 Subject to the Fair Work Commission (FWC) noting in its decision to approve this Agreement that it covers these unions, this Agreement covers:
  - A3.2.1 Australian Manufacturing Workers Union (AMWU)
  - A3.2.2 Community and Public Sector Union (CPSU)
  - A3.2.3 Construction Forestry Maritime Mining and Energy Union (CFMMEU)
  - A3.2.4 Health Services Union (HSU)
  - A3.2.5 United Services Union (USU)
  - A3.2.6 United Voice (UV)

#### **A4 - Commencement and Duration**

- A4.1 This Agreement will commence operation seven days after it is approved by the FWC.
- A4.2 The nominal expiry date of this Agreement is 31 October 2021.
- A4.3 The Head of Service and unions covered by this Agreement agree to commence bargaining for a new replacement Agreement no later than eight months prior to the nominal expiry date of this Agreement.
- A4.4 Copies of this Agreement will be made available, in paper or electronic form, to all employees covered by the Agreement.

#### **A5 - Operation of the Agreement**

- A5.1 This Agreement is comprehensive and provides the terms and conditions of employment of employees covered by this Agreement, other than terms and conditions applying under applicable legislation.
- A5.2 Applicable legislation includes:
  - A5.2.1 *Fair Work Act 2009 (Cth) (FW Act);*
  - A5.2.2 *Public Sector Management Act 1994 (ACT) (PSM Act);*
  - A5.2.3 *Public Sector Management Standards (PSM Standards);*
  - A5.2.4 *Financial Management Act 1996 (ACT)(FM Act);*
  - A5.2.5 *Work Health and Safety Act 2011 (ACT) (WHS Act);*
  - A5.2.6 *Holidays Act 1958 (ACT) (Holidays Act);*
  - A5.2.7 *Territory Records Act 2002 (ACT) (TR Act);*
  - A5.2.8 *Safety, Rehabilitation and Compensation Act, 1988 (Cth) (SRC Act); and*
  - A5.2.9 *Superannuation Guarantee (Administration) Act 1992.*
- A5.3 This Agreement constitutes a closed agreement in settlement of all claims for its duration. Therefore, during the life of this Agreement, there will be no further claims that affect the provisions of this Agreement, except where these claims are consistent with the terms of this Agreement. This clause does not limit the rights to vary an agreement under the FW Act.
- A5.4 This Agreement will be read and interpreted in conjunction with the NES. Where there is inconsistency between this Agreement and the NES, and the NES provides greater benefit, the NES provision will apply to the extent of the inconsistency.

- A5.5 This Agreement prevails over ACT legislation, including the PSM Act and the PSM Standards and relevant policy statements and guidelines to the extent of any inconsistency.
- A5.6 To the extent of any inconsistency between a provision in one of the schedules to this agreement and sections A to M of this agreement, the provision in the schedule will prevail.

### **A6 - Authority of the Head of Service (and Public Sector Employers with Head of Service Powers)**

- A6.1 The Head of Service may, in writing, delegate any power or function that the Head of Service has under this Agreement to another person or position within the ACTPS, subject to directions, except for this power of delegation and the powers under subclauses J1.2 and K2.1.
- A6.2 This does not limit the power of the Head of Service to authorise a person to act for and on the Head of Service's behalf.
- A6.3 Only Directors General may, in writing, sub-delegate a power or function delegated to them by the Head of Service.
- A6.4 In this Agreement reference to the head of service may be taken to mean delegate where the Head of Service has delegated the particular power or function under subclause A6.1.

#### **Public Sector Employers and Calvary Health Care ACT Limited**

- A6.5 Certain statutory office-holders and chief executive officers are defined by section 152 of the PSM Act to be a Public Sector Employer where a territory law states that:
- A6.5.1 they may employ staff; and
- A6.5.2 the staff must be employed under the PSM Act.
- A6.6 Calvary Health Care ACT Limited (Calvary) is defined by section 157 of the PSM Act to be an employer of a public hospital employee where a services agreement is in force between the Australian Capital Territory and Calvary for a public hospital employee to be employed by Calvary under the PSM Act to provide public health services to the Australian Capital Territory.
- A6.7 Where a statutory office-holder or chief executive officer is a Public Sector Employer, or where Calvary is an employer of a public hospital employee, then a reference to the head of service in this Agreement will be taken to mean the Public Sector Employer or Calvary (as applicable) such that the Public Sector Employer or Calvary (as applicable) may exercise any power or function that the Head of Service has under this Agreement, except for the powers under sub-clause J1.2 and K2.1.
- A6.8 A Public Sector Employer or Calvary (as applicable) may, in writing, delegate any power or function they have under this Agreement to another person or position within the ACTPS, subject to directions, except for this power of delegation.
- A6.9 This does not limit the power of a Public Sector Employer or Calvary (as applicable) to authorise a person to act for and on behalf of the Public Sector Employer, or Calvary (as applicable).
- A6.10 In this Agreement, reference to the head of service may be taken to mean delegate of the Public Sector Employer or Calvary (as applicable) where the Public Sector Employer or Calvary had delegated the particular power or function under subclause A6.8.



## **A7 - Authority of the Public Sector Standards Commissioner**

- A7.1 Where the Public Sector Standards Commissioner has express powers under this Agreement, only the Public Sector Standards Commissioner may delegate, in writing, those powers to another person or position within the ACTPS, subject to directions, except for this power of delegation.
- A7.2 This does not limit the power of the Public Sector Standards Commissioner to authorise a person to act for and on behalf of the Public Sector Standards Commissioner.
- A7.3 Where the Public Sector Standards Commissioner is conducting investigations by reference to section 144(1)(a)(i) of the PSM Act about a matter declared by the Chief Minister in the way prescribed, the Public Sector Standards Commissioner is not limited to or bound by the investigation procedures contained in clauses H9 - and H10 - of this Agreement.

## **A8 - Flexibility Term**

- A8.1 The head of service and an individual employee may agree to vary the application of certain provisions of this Agreement to meet the particular needs of a business unit in the ACTPS and of the individual employee (an individual flexibility arrangement).
- A8.2 The provisions of this Agreement that the head of service and an individual employee may agree to vary through an individual flexibility arrangement are:
- A8.2.1 vacation childcare subsidy (clause E10 -);
  - A8.2.2 family care costs (clause E11 -); and
  - A8.2.3 emergency duty (clause C16 -).
- A8.3 The head of service must ensure that the terms of the individual flexibility arrangement:
- A8.3.1 are about matters that would be permitted if the arrangement were an enterprise agreement;
  - A8.3.2 does not include a term that would be an unlawful term if the arrangement were an enterprise agreement; and
  - A8.3.3 will result in the employee being better off overall than the employee would have been if no individual flexibility arrangement were agreed to.
- A8.4 The head of service must ensure that the individual flexibility arrangement:
- A8.4.1 identifies the clause in A8.2 of this Agreement that the head of service and the employee have agreed to vary;
  - A8.4.2 sets out details of how the arrangement will vary the effect of the clause;
  - A8.4.3 includes details of how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
  - A8.4.4 states the day the arrangement commences.
- A8.5 An individual flexibility arrangement made under this clause must be genuinely agreed to by the head of service and the individual employee.
- A8.6 Except as provided in paragraph A8.7.2, an individual flexibility arrangement made under this clause must not include a provision that requires the individual flexibility arrangement to be approved, or consented to, by another person.

- A8.7 The head of service must ensure that an individual flexibility arrangement made under this clause must be in writing and signed:
- A8.7.1 in all cases - by the employee and the head of service; and
  - A8.7.2 if the employee is under eighteen – by a parent or guardian of the employee.
- A8.8 The head of service must give the employee a copy of an individual flexibility arrangement made under this clause within fourteen days after it is agreed to.
- A8.9 The head of service or the employee may terminate the individual flexibility arrangement:
- A8.9.1 by giving written notice of no more than twenty eight days to the other party to the arrangement; or
  - A8.9.2 if the head of service and the employee agree in writing – at any time.
- A8.10 The right to make an individual flexibility arrangement under this clause is in addition to, and is not intended to otherwise affect, the right of the head of service and an individual employee to make an agreement under any other provision of this Agreement.

### **A9 - Work Organisation**

- A9.1 An employee agrees to carry out all lawful and reasonable directions of the head of service according to the requirements of the work and the employee's skill, experience and competence, in accordance with this Agreement, and without deskilling the employee.
- A9.2 An employee will not, unless this is done in the course of the employee's duties or as required by law or by the ACTPS, use or disclose to any person any confidential information about the ACTPS's business that becomes known to the employee during the employee's employment.
- A9.3 The ACTPS will not reveal to any person any medical, financial or personal details of the employee that the ACTPS may have obtained, except with the permission of the employee or where the ACTPS is under a legal obligation to do so.
- A9.4 Subject to subclauses A9.5 to A9.8 and limited to new employees of the ACTPS whose employment with the ACTPS commences on or after the commencement of this Agreement (new employee), the ACTPS will provide details of the new employee's employment to the relevant Union(s) (irrespective of whether the employee has elected to become a member of the Union).
- A9.5 The details of the new employee's employment which the ACTPS may provide to a relevant Union is limited to the new employee's first name and surname, the ACT Government contact information for the new employee (email address and contact phone number), and the position and Directorate in which the new employee is engaged. The ACTPS will not provide the information to the Union(s) until at least twenty-one (21) days after the new employee has commenced employment.
- A9.6 Subclause A9.4 does not apply if the head of service has received written notification from the new employee, either prior to their commencement of employment, or within fourteen (14) days after their commencement, that he or she does not consent to the information specified in subclause A9.5 being shared with the relevant Union(s).
- A9.7 Each of the Unions referred to in subclause A3.2 who wish to receive the information referred to in subclause A9.5 must advise the ACTPS of the classifications covered by this Agreement which, in accordance with its rules, the Union is entitled to represent. Upon receipt of that advice from the Unions, the ACTPS will compile a schedule and provide it to the Unions (Union Representation Schedule).

A9.8 The ACTPS will only provide new employee information to the relevant Union(s) under clause A9.4 in accordance with the Union Representation Schedule and will do so on a monthly basis.

### **A10 - Termination of Agreement**

A10.1 The ACTPS and the union(s) covered by this Agreement agree that the maintenance of, and adherence to, agreed terms and conditions of employment is a key component of good workplace relations and a dispute free workplace. They therefore agree that they will not exercise their right to terminate this Agreement under the FW Act.

## Section B Working in the ACT Public Sector

### B1 - Types of Employment

- B1.1 A person will be engaged under the PSM Act in one of the following categories:
- B1.1.1 *permanent* employment as an officer on a full-time or permanent part-time basis, including appointment with or without probation; or
  - B1.1.2 short term *temporary* employment for a period not exceeding twelve months on a full-time or part-time basis, engaged for a specified period of time or for a specified task or as an apprentice, trainee; or cadet; or
  - B1.1.3 long term *temporary* employment for a period greater than twelve months but not exceeding five years on a full-time or part-time basis, engaged for a specified period of time or for a specified task or as an apprentice, seasonal employee, trainee, or cadet; or
  - B1.1.4 *casual* temporary employment.
- B1.2 Persons engaged on a part-time basis will receive, on a proportionate basis, equivalent pay and conditions to those of full time employees unless specifically stated elsewhere in this Agreement.

#### Fixed-term employment for seasonal employees

- B1.3 Seasonal employees employed under subclause B1.1.3 may be employed for a three year period on a temporary basis under which they work for certain periods during consecutive seasons (the “active employment periods”). Prior to the end of the three year contract the head of service may offer the seasonal employee a further two year contract without the need for the position to be advertised.
- B1.4 The active employment period will be specified in the contract and fixed for the contract term, and will be no less than 22 weeks per 12 month period. The start and end dates of each active employment period will be specified in the contract.
- B1.5 In respect of the active employment periods, seasonal employees will, unless otherwise specified, be entitled to the same benefits as employees working throughout the year, calculated on a pro rata basis.
- B1.6 Notwithstanding any other provision of this Agreement, outside the active employment periods (other than during periods of paid annual leave) seasonal employees will be regarded as being on unpaid leave and they will not accrue leave or any other entitlements under this Agreement while on unpaid leave.
- B1.7 The start and end dates of the active employment period as specified in the contract may be varied by agreement between the head of service and the employee, provided that this will not shorten the active employment period.
- B1.8 The active employment period can be extended up to 12 months in any contract year with agreement between the head of service and the employee.
- B1.9 Notwithstanding subclause B1.4 if there is a demonstrated need for a shorter active employment period for a particular type of seasonal employees, the head of service may determine that a shorter minimum active employment period will apply for that particular group of employees, provided the minimum period will be no less than 16 weeks.

- B1.10 A seasonal employee will not be required to obtain prior permission for secondary employment in periods outside the active employment period, provided that there is no conflict of interest.

## **B2 - Review of Employment Status**

- B2.1 In order to promote permanent employment and job security for employees in the ACTPS, temporary and non-ongoing employees, as well as eligible casual employees who have been engaged on a regular and systematic basis for at least twelve months and who have a reasonable expectation that such arrangements will continue, may, by application in writing to their manager/supervisor, request an examination of their employment status.
- B2.2 Having considered the request the manager/supervisor will respond in writing, giving reasons, within a six week timeframe.
- B2.3 To avoid doubt, decisions stemming from such reviews will be subject to the application of selection and appointment processes applying in the ACTPS. These processes include the application of the merit principle and the application of a probation period on appointment. These processes are also subject to there being no excess officers who would be eligible for redeployment to the office.
- B2.4 A selection process initiated under this clause will be conducted with the use of a joint selection committee in accordance with clause B4 - of this Agreement.

## **B3 - Probation**

- B3.1 Where an officer is appointed on probation under the PSM Act, the period of probation will ordinarily be no more than six months.
- B3.1.1 The probation period can only be longer than six months if it is in accordance with approved Training Scheme employment arrangements (for example at **Error! Reference source not found.**) or where the period of probation has been extended following an assessment of performance.
- B3.2 The head of service will, at the time an officer is appointed on probation, inform the officer in writing of the period of probation and the criteria and objectives to be met for the appointment to be confirmed.
- B3.3 Probation will provide a supportive process for the officer during which mutual evaluation and decisions about permanent appointment can be made.
- B3.4 There must be at least two formal assessments of an officer's performance at appropriate and reasonable points of the probationary period. The head of service must provide the officer with a copy of each assessment report and provide the officer an opportunity to respond within seven business days.
- B3.4.1 If the assessment warrants the manager/supervisor's recommendation that the head of service terminate the officer's employment, that recommendation will be included in the assessment report.
- B3.5 If the period of probation is extended in accordance with the PSM Act (s71B), the head of service will inform the officer in writing of the period of the extension, the reasons for the extension, and what the officer must do by the end of the period of extension for their permanent appointment to be confirmed.
- B3.6 A period of extension will not be longer than six months unless it is for extraordinary circumstances and has been approved by the head of service.

B3.7 A decision of the head of service to accept the recommendation to terminate the appointment of an officer on probation, as per subclause B3.4.1, is excluded from the Internal Review Procedures (Section I) and Appeal Mechanism (Section J) of this Agreement.

B3.7.1 To avoid doubt, an officer on probation is able to seek a review of the officer's probation under the Internal Review Procedures, (Section I), except in relation to a decision to terminate the officer's employment.

#### **B4 - Joint Selection Committees**

B4.1 A Joint Selection Committee (JSC) will consist of a minimum of:

B4.1.1 a chairperson who has appropriate skills and experience, nominated by the head of service;

B4.1.2 a person who has appropriate skills and experience, nominated by the union(s); and

B4.1.3 a person who has appropriate skills and experience, nominated by the head of service from a list of employees, and agreed by the head of service and the principal union.

B4.2 The ACTPS will as far as practicable ensure that employees who are JSC members have access to appropriate training to assist them in performing their role.

Note: 1 Provisions relating to the use of JSCs are located in the PSM Standards.

Note: 2 For every JSC, the relevant union(s) must be contacted to ascertain the union nominee and to seek agreement for the third JSC member.

#### **B5 - Hours of Work for Non-Shift Workers**

B5.1 In this clause employee refers to an employee, other than a casual employee, who is employed in a position identified by the head of service as having ordinary weekly hours of either 36.75 or 38.00 hours per week.

##### **Non-Shift Workers - Ordinary Hours of Work**

B5.2 A non-shift work position may have ordinary weekly hours of either 36.75 or 38.00 hours per week.

B5.3 For a 36.75 hours per week position:

B5.3.1 the ordinary daily hours are seven hours and twenty one minutes for a full time employee; and

B5.3.2 standard hours are from 8:30 am to 12:30 pm and from 1:30 pm to 4:51 pm Monday to Friday, unless otherwise agreed in writing by the employee and the manager/supervisor.

B5.4 For a 38.00 hours per week position:

B5.4.1 the ordinary daily hours are seven hours and thirty-six minutes for a full time employee;

B5.4.2 standard hours are from 8:30 am to 12:30 pm and from 1:30 pm to 5:06 pm Monday to Friday, unless otherwise agreed in writing by the employee and the manager/supervisor.

B5.5 Ordinary weekly hours may be averaged over a period of up to four weeks (twenty eight calendar days), or a longer period of no more than twelve months as agreed in writing between the manager/supervisor and the employee.

B5.6 A part-time employee will work less than the ordinary weekly hours of work for a full-time employee.

**Non-Shift Workers - Span of Hours**

B5.7 Ordinary daily hours must be worked within the span of hours limits of 7:00 am to 7:00 pm Monday to Friday.

B5.8 The span of hours worked in a day (subclause B5.7) may be varied by agreement between the manager/supervisor and a majority of employees concerned in a workplace.

B5.9 At the request of an employee and with the agreement of the head of service, the employee may work outside the span of hours stipulated at subclause B5.7. This provision is designed to add flexibility in exceptional circumstances and is not to be used to replace normal overtime provisions.

B5.9.1 Where an employee requests to work outside the span of hours in accordance with subclause B5.9, these hours will be considered normal hours of duty and will not attract overtime payments or time off in lieu provisions on an hour for hour basis, unless otherwise agreed between the employee and the head of service prior to the work being performed.

**Non-Shift Workers - Meal Break**

B5.10 Unless there are exceptional and unforeseen circumstances, an employee will not be required to work for more than five hours without a meal break of at least thirty minutes' duration. Meal breaks will not count as time worked unless specifically provided for in this Agreement.

B5.11 The provisions of subclause B5.10 may be varied by agreement between the manager/supervisor and a majority of employees concerned in a workplace.

B5.12 The term 'meal break' does not require the employee to partake of a meal during the break period.

B5.13 An employee who works up to six hours in a day may, with the agreement of the manager/supervisor, work up to six hours without a meal break to accommodate the employee's personal circumstances and work/life balance.

**B6 - Hours of Work for Shift Workers**

B6.1 An employee (other than a casual employee) is a shift worker if the employee is:

B6.1.1 rostered; and

B6.1.2 the roster may require the employee to perform ordinary daily hours on a shift where some or all of a shift in the roster falls:

B6.1.2 (a) outside the span of hours as set out in subclause B5.7; and/or

B6.1.2 (b) on Saturdays or Sundays on a regular and ongoing basis.

B6.1.3 A shift worker may be required, as a part of their regular roster, to work public holidays.

**Shift Workers - Ordinary Hours of Work**

B6.2 A shift work position may have ordinary weekly hours of either 36.75 or 38.00 hours per week.

- B6.3 For a 36.75 hours per week position, the ordinary daily hours are seven hours and twenty one minutes for a full time employee. The ordinary weekly hours are 36.75 hours for a full time employee, performed on the following basis:
- B6.3.1 36.75 hours within a period not exceeding seven consecutive days; or
  - B6.3.2 73.5 hours within a period not exceeding fourteen consecutive days; or
  - B6.3.3 147 hours within a period not exceeding twenty-eight consecutive days, or
  - B6.3.4 any other period of twelve months or less and agreed in writing between the manager/supervisor and the employee to provide for an average weekly hours of 36.75 hours per week over the agreed period.
- B6.4 For a 38.00 hours per week position, the ordinary daily hours are seven hours and thirty six minutes for a full time employee. The ordinary weekly hours are 38.00 hours for a full time employee, performed on the following basis:
- B6.4.1 38.00 hours within a period not exceeding seven consecutive days; or
  - B6.4.2 76.00 hours within a period not exceeding fourteen consecutive days; or
  - B6.4.3 152 hours within a period not exceeding twenty-eight consecutive days; or
  - B6.4.4 any other period of twelve months or less and agreed in writing between the manager/supervisor and the employee to provide for an average weekly hours of 38.00 hours per week over the agreed period.
- B6.5 The ordinary weekly hours may be averaged over a period of up to four weeks (twenty-eight calendar days), or a longer period of no more than twelve months as agreed in writing between the manager/supervisor and the employee affected.
- B6.6 A part-time employee will work less than the ordinary weekly hours of work for a full-time employee.
- B6.7 The head of service may, after consulting with the employees affected and the employees' representatives and following agreement of a majority of employees affected introduce:
- B6.7.1 shift work;
  - B6.7.2 a new roster; or
  - B6.7.3 an arrangement of shift cycles.
- B6.8 Subject to subclause B6.9, rosters setting out the start times, finish times, and rotation of shifts over at least a twenty-eight day period will be posted at least fourteen calendar days prior to the commencement of the roster.

#### **Amendments to Existing Rosters**

- B6.9 Amendments may be made to rosters to meet the operational or business needs of a particular business unit. These amendments will be made available to affected staff as soon as practicable.



### **Shift Workers - Payment for an Employee Rostered Off on a Public Holiday**

- B6.10 Where an employee is:
- B6.10.1 normally rostered to perform work on a particular day of the week; and
  - B6.10.2 is scheduled to be on a rostered day off on this particular day; and
  - B6.10.3 the particular day is a public holiday,
- the employee will be granted a day's leave in lieu of a public holiday, which occurs on a day on which that employee is rostered off duty.
- B6.11 The day in lieu provided for in subclause B6.10 must be granted within one month after the holiday, if practicable.
- B6.12 Where it is not practicable to grant a day's leave in lieu in accordance with subclause B6.11, the employee will be paid one day's pay at the ordinary hourly rate of pay.
- B6.13 The day's leave in lieu of a public holiday occurring on a rostered day off provided under subclause B6.10, or the day's pay provided under subclause B6.12, is equivalent to the ordinary hours the employee would have worked had the employee been rostered to work on the public holiday, provided that the employee is not otherwise being compensated for the public holiday by:
- B6.13.1 the provision of additional paid annual leave in lieu of public holidays, or
  - B6.13.2 the payment of a composite rate of pay that includes payment for public holidays, or
  - B6.13.3 the accrual of additional rostered hours of work towards an Accrued Day Off, or
  - B6.13.4 any other means.

### **Shift Workers - Meal Break**

- B6.14 Unless there are exceptional and unforeseen circumstances, an employee will not be required to work for more than five hours without a meal break of at least thirty minutes' duration. Meal breaks will not count as time worked unless specific provisions are made for in this Agreement.
- B6.15 The term 'meal break' does not require the employee to partake of a meal during the break period.
- B6.16 The provisions of subclause B6.14 may be varied by agreement between the manager/supervisor and a majority of employees concerned in a workplace.
- B6.17 An employee who works up to six hours in a day may, at the employee's discretion, work up to six hours without a meal break to accommodate the employee's personal circumstances and work/life balance.
- B6.18 An employee who is required by the head of service, due to operational reasons, to continue working through the employee's meal break will be paid an additional 50% of the employee's ordinary hourly rate of pay from the scheduled time of commencement of the break until the employee is provided a break or commencement of a period of overtime following completion of ordinary hours of work.

## **B7 - Flexitime**

- B7.1 Flexitime will provide the framework for an employee's pattern of attendance at work to be varied according to the needs of the employee and the requirements of the work unit. It is not a system that is designed to increase or reduce the total number of hours that must be worked.
- B7.2 Flexitime is not available to:
- B7.2.1 casual employees;
  - B7.2.2 employees above the Senior Officer Grade C level (or equivalent classification, including Legal Officer 1) as set out in the *ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021*;
  - B7.2.3 shift workers whose hours of work are provided for in clause B6 -;
  - B7.2.4 those employees who are entitled to accrued days off in accordance with subclause B8 -; and
  - B7.2.5 part-time employees, except where agreed and expressed in their part-time work agreement in accordance with subclause E2.5 or E4.5.
- B7.3 For flexitime arrangements to work effectively managers and employees have a responsibility to manage hours of work to ensure that individuals are not building up excessive flex credits without:
- B7.3.1 the opportunity to access flexitime accrued; and
  - B7.3.2 being productively employed i.e. the head of service may require an employee not to accumulate flex credits before 8:30 am or after 4:51 pm where there is insufficient work, or an employee cannot be sufficiently managed.
- B7.4 Hours of work arrangements will be in accordance with operational requirements and occupational health and safety principles. This means that patterns of working hours that have the potential to impact on the health of an employee, such as working long hours in a condensed period or avoiding meal breaks so as to depart early from work, should be avoided.
- B7.5 A settlement period will comprise two pay periods (i.e. four weeks).
- B7.6 Starting and finishing times within the span of hours are to be determined for individual work areas by the head of service based on operational needs.
- B7.7 An employee may have a maximum flexitime credit equal to the employee's normal weekly hours of duty, at the end of the settlement period. This may be varied by agreement between the head of service and the employee.
- B7.8 There is no provision to cash out flexitime credits either during a period of employment or upon separation or transfer out of the ACTPS.
- B7.9 The maximum flexitime debit that may accrue is ten hours measured at the end of any settlement period. Part-time employees that have access to flexitime in accordance with their part-time agreement may accrue a flex debit on a pro-rata basis. Any debit in excess of the maximum debit, at the end of a settlement period, will be considered to be leave without pay and deducted in accordance with the overpayment process at clause D5 -.

- B7.10 Any flextime debits an employee has if the employee ceases employment with the ACTPS will be treated as a debt in accordance with clause D5 -. The employee may nominate to use any available annual leave credits to cover the debt, or the debt will be recovered from any termination payment owing to the employee, except in the case of death.
- B7.11 Accrued flextime credits will be taken at such times and in such a period or periods as are agreed between the employee and the head of service and approved prior to taking accrued flextime. It is the responsibility of both the employee and the head of service to take steps to ensure that accrued flextime credits can be taken as time off, in accordance with this clause.
- B7.12 An employee not complying with these flextime provisions may be directed by the head of service to work standard hours or the employee's standard working pattern. Standard hours are 8:30 am to 12:30 pm and 1:30 pm to 4:51 pm Monday to Friday, for an employee whose hours of work are provided for in subclause B5.3 (36.75 Hours per Week – Non Shift Workers) and 8:30 am to 12:30 pm and 1:30 pm to 5:06 pm Monday to Friday, for an employee whose hours of work are provided for in subclause B5.4, (38.00 Hours per Week – Non Shift Workers), Monday to Friday, unless otherwise agreed in writing by the employee and the head of service.

### **B8 - Accrued Days Off (ADOs)**

- B8.1 An employee to whom this clause applies is entitled to a day/shift off duty using bankable leave accrued as a result of increasing the employee's daily hours of work – e.g. increasing from 7 hours 36 minutes to 8 hours.
- B8.2 An employee may apply to take an ADO as a whole day or part of a day by agreement with the manager/supervisor. ADOs will be approved by the manager/supervisor subject to operational requirements. If the manager/supervisor does not approve an ADO because of operational requirements, the manager/supervisor will consult with the employee to determine a mutually convenient alternative time (or times) for the employee to take the leave.
- B8.3 Accrual towards an ADO does not occur when an employee is on any form of leave with the exception of annual leave, paid personal leave and compassionate leave.
- B8.4 ADOs will not be taken in advance and must only be taken when the equivalent time has been accrued.
- B8.5 An employee may bank a maximum of six ADOs with the approval of the employee's manager/supervisor.
- B8.6 For each day or shift an employee is absent on annual leave, paid personal leave or compassionate leave, leave credits will be reduced by the number of ordinary hours that the employee would have worked on that day or shift (including time accrued for the ADO). Each day or shift of paid annual leave, paid personal leave or paid compassionate leave taken during the cycle of shifts will therefore be regarded as a day worked for accrual towards an ADO.
- B8.7 Where an employee, who has accrued credit towards an ADO, ceases employment with the ACTPS and it is not practical for the employee to utilise that credit, the employee will have the accrued ADO credit paid on separation. The rate at which any unused ADO credit will be paid will be the rate of pay, including any applicable higher duties allowance, that is in effect on the date of separation.

## **B9 - Casual Employment Arrangements**

### **Minimum Attendance**

- B9.1 The minimum payment on each occasion when a casual employee is called for and attends for duty will be three hours, whether or not the casual employee is required to work for those three hours.

### **Rate of Pay**

- B9.2 A person engaged as a casual employee will be paid at the same rate of pay as would be applicable to an employee performing the duties and hours of that role. In addition the casual employee will receive a loading of 25% of the ordinary hourly rate of pay set out in Annex A to this Agreement in lieu of paid leave entitlements, other than long service leave, and in lieu of payment for public holidays on which the employee did not work.

### **Payment for Shift Work**

- B9.3 A casual employee is eligible to receive payment of shift penalties in accordance with clause C8 -.
- B9.4 The loading paid under subclause B9.2 is not taken into account in the calculation of shift work penalty payments.

### **Overtime**

- B9.5 A casual employee is eligible to receive payment for overtime in accordance with clause C9 -.
- B9.6 A casual employee is eligible for payment of overtime in respect of all hours worked in excess of either seven hours and twenty-one minutes or seven hours and thirty-six minutes, as applicable, on any day or shift.
- B9.7 The loading paid under subclause B9.2 is not taken into account in the calculation of overtime payments.

### **Overtime Meal Allowance**

- B9.8 A casual employee is eligible to receive payment of overtime meal allowances in accordance with Annex C.
- B9.9 The term 'meal break' does not require the employee to partake of a meal during the break period.

### **Payment for Public Holidays**

- B9.10 A casual employee is not eligible for payment in respect of public holidays, unless the employee works on a public holiday.
- B9.11 Where a casual employee does work on a public holiday, the casual employee is entitled to the appropriate shift penalties or overtime payments described in subclauses C8.7 and C9.15.

### **Leave**

- B9.12 A casual employee is not eligible for paid leave other than long service leave.

## **B10 - Record Keeping**

- B10.1 The ACTPS will keep records relating to the employees' work, including records about attendance and pay, in accordance with the requirements of the FW Act, FW Regulations and the *Territory Records Act 2002*.

- B10.2 The employee will record the time of commencing and ceasing duty for each day. These records will be provided to the manager/supervisor where the manager/supervisor so requests.

### **B11 - Outsourcing and Use of Contractors**

- B11.1 The ACTPS is committed to promoting permanent employment and job security for employees within the ACTPS and accordingly agrees to the provisions in this clause.
- B11.2 The ACTPS is committed to:
- B11.2.1 minimising the use of consultants/contractors and labour-hire across the ACTPS;
  - B11.2.2 minimising the use of sub-contractors and increase the use of direct employment of workers across the ACTPS;
  - B11.2.3 reviewing and assessing outsourced services with the ambition of returning these to direct ACT Government provision where the review demonstrates a beneficial outcome to the community;
  - B11.2.4 supporting direct employment relationships, but where sub-contractors are operating, that industrial and legal mechanisms to protect their rights, be developed and implemented.
- B11.3 Upon request a Joint Council Working Party will be convened to examine permanent employment and job security issues for employees and may make recommendations to the Strategic Board and UnionsACT.
- B11.4 To assist in the promotion of permanent employment for employees, the ACTPS will ensure that the employees of any consultants/contractors the ACTPS proposes to engage receive fair and reasonable pay and conditions, having regard to any applicable industrial instruments, including awards and enterprise agreements.
- B11.5 Prior to making decisions about matters covered by this clause appropriate consultation will be undertaken with relevant employees and unions in accordance with clause G1 - of this Agreement.

### **B12 - Taskforce on Insecure Work and Outsourcing**

- B12.1 The ACTPS is committed to promoting permanent employment and job security for employees within the ACTPS.
- B12.2 For the purposes of giving effect to this commitment, which is further outlined in this Agreement, including at subclauses A2.2, A2.3 and clause B11 -, a Joint Union and ACT Government Taskforce into insecure work and outsourcing has been established by the ACT Government. The Taskforce will examine the current use of these practices and propose ways to monitor and minimise the use of insecure work practices.
- B12.3 The Taskforce may make recommendations to the Head of Service that a position or group of positions should be converted to permanency where the Taskforce has identified that these roles are ongoing in nature. Where such a recommendation has been made the Head of Service will endeavour to convert existing casual and temporary employees to permanent employment. The Head of Service may appoint the employee(s) currently in the relevant positions without a further merit selection process, if the Head of Service is satisfied that the relevant employee(s) meets the requirements of the position.

- B12.4 Where the Taskforce has made a recommendation to the Head of Service that a position or group of positions should be converted to permanency and the Head of Service decides not to appoint the relevant employee(s) in accordance with subclause B12.3, the Head of Service will provide written reasons for their decision.

### **B13 - Notice of Termination**

- B13.1 Where an employee's employment is to be terminated at the initiative of the head of service, other than in accordance with subclause H7.7 or Section L, the notice periods set out in the FW Act will apply.
- B13.2 Where an employee's employment is to be terminated at the initiative of the employee, the employee will provide written notice of their resignation from the ACTPS to the head of service at least two weeks prior to the proposed date of the resignation.
- B13.3 The period of notice required in subclause B13.2 may be reduced by agreement in writing between the employee and the head of service.

## Section C Rates of Pay and Allowances

### C1 - Part-Time Employment

- C1.1 Persons engaged on a part-time basis will receive, on a proportionate basis, equivalent pay and conditions to those of full time employees, unless specifically stated elsewhere in this Agreement.

### C2 - Pay Increases

- C2.1 Employees will be paid in accordance with the employee's classification and rates of pay set out in Annex A to this Agreement.
- C2.2 Pay increases that will apply to pay rates for all classifications set out in Annex A of this Agreement will be:
- C2.2.1 2.25% from the commencement of the first full pay period on or after 1 October 2017;
  - C2.2.2 0.5% from the commencement of the first full pay period on or after 1 June 2018;
  - C2.2.3 1.35% from the commencement of the first full pay period on or after 1 December 2018;
  - C2.2.4 1.35% from the commencement of the first full pay period on or after 1 June 2019;
  - C2.2.5 1.35% from the commencement of the first full pay period on or after 1 December 2019;
  - C2.2.6 1.35% from the commencement of the first full pay period on or after 1 June 2020;
  - C2.2.7 1.35% from the commencement of the first full pay period on or after 1 December 2020;
  - C2.2.8 1.35% from the commencement of the first full pay period on or after 1 June 2021.
- C2.3 The increase under subclause C2.2.1 will be paid no later than the second pay day following the commencement of this Agreement and any back pay will be paid as soon as reasonably possible.

### C3 - Method of Payment

- C3.1 Employees will be paid fortnightly in arrears and by electronic funds transfer into a financial institution account of the employee's choice.
- C3.2 The ACTPS commits to paying employees their ordinary fortnightly pay and allowances on the appropriate payday. The ACTPS also commits to paying any shift penalties, overtime payments and higher duties allowance as soon as reasonably possible, but not later than within two pay periods of the appropriate authorisation having been received by the relevant corporate area.
- C3.3 The ordinary fortnightly pay will be based on the following formula:
- C3.3.1  $\text{Fortnightly pay} = \text{annual rate of pay} \times 12 / 313$ .
- C3.4 A part-time employee will be paid pro-rata based on the employee's agreed ordinary hours.

- C3.5 An employee will, with the approval of the head of service, be advanced the pay due for any period of approved paid annual or long service leave. Advancement of pay will be subject to payroll processing timeframes. The approval of the head of service will not be unreasonably withheld.

#### **C4 - Payroll Deduction for Union Fees**

- C4.1 Upon request by the union, the ACTPS will facilitate arrangements for payroll deductions for union fees. The ACTPS agrees that it will not impose any limitations or impediments to an employee utilising payroll deductions for union fees that do not apply to other regular payroll deductions, such as health insurance.

#### **C5 - Pay Points and Increments**

- C5.1 A person who is engaged by the ACTPS, or an employee who is promoted or is approved to perform the duties of a higher office, is entitled to be paid at the first pay point for the classification level.
- C5.2 Despite subclause C5.1, the head of service may approve a person who is engaged by the ACTPS, or an employee who is promoted or approved to receive higher duties allowance, to be paid at a higher pay point within that classification level.
- C5.3 Increments apply to both an employee's permanent and higher duties classification. When an employee has completed twelve months higher duties within a twenty four month period an increment will be paid and all further instances of higher duties will be paid at this level.
- C5.4 Previous service at a higher duties pay must be considered when determining a pay point should the employee be promoted to that classification, and will be used to determine the date at which increments fall due.
- C5.5 An eligible employee is entitled (subject to there being no Underperformance or Discipline action undertaken in accordance with Section H – Workplace Values and Behaviours) to be paid an annual increment on and from the relevant anniversary of the date of commencement in the position for the employee concerned.
- C5.6 Accelerated incremental advancement may occur as follows:
- C5.6.1 A person who is engaged by the ACTPS, or an employee who is promoted or approved to perform higher duties, may be paid at a higher pay point within that classification level.
  - C5.6.2 The head of service may approve the payment of additional accelerated increments to the employee:
    - C5.6.2 (a) at the time annual incremental advancement is due: i.e., at the time an employee is eligible for annual incremental advancement (either in the substantive or higher duties position); or
    - C5.6.2 (b) at any other time between periods of annual incremental advancement,subject to a maximum of two additional increments within the classification range being awarded to the employee in a twelve month period (excluding any additional increments awarded to the employee on commencement in the position in accordance with subclause C5.2).



- C5.6.3 Where an employee is awarded additional accelerated increments over the twelve month period between the payments of annual increments in accordance with paragraph C5.6.2, the employee is still eligible for the payment of an annual increment, and the date of effect of the annual increment will remain unchanged.
- C5.7 In considering whether to approve payment at a higher pay point (as per subclause C5.2), or accelerated advancement (as per subclause C5.6), the head of service will take into account such factors as:
- C5.7.1 the employee's:
- C5.7.1 (a) qualifications; and
  - C5.7.1 (b) relevant work and personal experience; and
  - C5.7.1 (c) current pay; and
  - C5.7.1 (d) ability to make an immediate contribution; and
  - C5.7.1 (e) difficulties in attracting and retaining suitable employees.

### **C6 - Entry Level Programs**

- C6.1 The ACTPS may run various entry level programs based on operational needs and available resources. All employment arrangements for entry level positions, including graduates, cadets, trainees and apprentices should be fair and attractive.
- C6.2 Rates of pay for employees engaged in Apprenticeships are set out in Annex A. Rates of pay for employees in other entry level programs will vary and be in accordance with classifications and rates of pay set out at Annex A to this Agreement, as determined by particular entry level program governance documentation or the PSM Standards.
- C6.3 Where an entry level program comprising work and structure training is introduced, the following subclauses will apply:
- C6.3.1 The program will comply with the requirements of Australian Apprenticeships or Traineeships where relevant.
  - C6.3.2 Entry to the program will be by merit selection.
  - C6.3.3 In accordance with B3 - the length of the probation period, the associated assessment criteria and timeframe will be notified in writing to the participant in the entry level program prior to the commencement of the program.
  - C6.3.4 A person will be engaged either as a graduate, cadet, trainee, apprentice or other entry level program participant for the duration of the program.
  - C6.3.5 If, following the successful completion of the program and a rating of competent or better on their performance plan, a vacant funded position exists, participants in entry level programs will be appointed as an officer, or will have their appointment as an officer confirmed, or will be promoted into a classification that is appropriate without the need for a further merit selection process.
  - C6.3.6 An internal merit selection process will be used where the number of participants in the relevant entry level program potentially suitable for appointment or promotion on completion of the program exceeds the number of available permanent funded positions.

- C6.4 Where a program exceeds twelve months duration and there is provision in the applicable rates of pay, a participant is entitled, in accordance with clause C5 - and subject to there being no Underperformance or Discipline action undertaken in accordance with Section H, to be paid an annual increment on and from the relevant anniversary of the date of commencement in the position concerned.

### **C7 - Higher Duties Allowance**

- C7.1 Higher Duties Allowance (HDA) is payable to an officer who is directed to temporarily perform the duties of a position with a higher classification.

#### **Selection for HDA**

- C7.2 If a position is expected to be available for a period of six months or longer the position must be advertised in the gazette.
- C7.3 Periods of higher duties should not normally extend beyond twelve months. If after twelve months the position is nominally vacant it will be advertised unless there are exceptional circumstances.
- C7.4 Nothing in this clause will restrict casual or temporary employees performing duties of a higher office in accordance with the PSM Act and the PSM Standards.

#### **Periods of HDA**

- C7.5 An officer who is acting in a position with up to a maximum pay of an HSO Level 10 or equivalent, for a period of one day or more, will be paid HDA for that period.
- C7.6 An officer acting in a position with a pay or maximum pay greater than the maximum pay of a HSO Level 10 or equivalent will be paid HDA for a period of five consecutive days or more. This payment will occur from day one, provided the total period of higher duties is five days or more.
- C7.7 Where an officer on temporary transfer is to perform the full duties of the higher position, HDA is calculated as the difference between the officer's current pay and a point in the pay range of the higher position determined by the head of service in accordance with clause C5.
- C7.8 Where the officer is performing only part of the duties of the higher position and the higher position is at least two levels above the officer's current substantive level, payment of partial HDA may be agreed between the head of service and the officer, prior to the commencement of the temporary transfer.
- C7.9 The rate of payment for partial HDA will be a point in the pay range(s) of the intervening level(s). The head of service's decision on the rate of payment of partial HDA will take into account the specified part of the duties of the higher position that the officer is to perform.
- C7.10 An officer receiving HDA is entitled to normal incremental progression for the officer's substantive position and the HDA position in accordance with C5.
- C7.10.1 Increments gained while performing HDA are maintained upon the officer ceasing the higher duties.
- C7.11 Previous higher duties service will be considered in determining the appropriate pay point for future periods of higher duties.

## **C8 - Payment for Shift Workers**

### **Payment of Shift Penalties**

- C8.1 An employee who is a shift worker and who is rostered to perform and performs ordinary duty on a shift, any part of which falls between the hours of 6:00 pm and 6:30 am, will be paid an additional 15% of the employee's ordinary hourly rate of pay, for that shift.
- C8.2 An employee who is a shift worker and who is required to work ordinary hours continuously for a period exceeding four weeks on a shift falling wholly within the hours of 6:00 pm and 8:00 am, will be paid an additional 30% of the ordinary hourly rate of pay for that shift.
- C8.3 The additional payment prescribed by this clause will not be taken into account in the computation of overtime or in the determination of any allowance based upon pay. The additional payment will not be paid for any shift for which any other form of penalty payment is made under this Agreement, or under the provisions of the PSM Act or the PSM Standards under which the employee is employed.

### **Payment Whilst on Annual Leave**

- C8.4 Additional payment for shift duty, as provided by this clause, is to be made in respect of any such duty that an employee would have performed had the employee not been on approved annual leave.

### **Payment for Shift Duty on a Saturday**

- C8.5 For all rostered time of ordinary duty performed between midnight on Friday and midnight on Saturday by an employee to whom this clause applies, an employee will be entitled to an additional payment of 50% of the employee's ordinary hourly rate of pay.

### **Payment for Shift Duty on a Sunday**

- C8.6 For all rostered time of ordinary duty performed between midnight on Saturday and midnight on Sunday by an employee to whom this clause applies, an employee will be entitled to an additional payment of 100% of the employee's ordinary hourly rate of pay.

### **Payment for Shift Duty on a Public Holiday**

- C8.7 For all rostered time of ordinary duty performed between midnight on the day before a public holiday, as described in clause F10 - and midnight on the public holiday, by an employee to whom this clause applies, an employee will be entitled to an additional payment of 150% of the employee's ordinary hourly rate of pay.

## **C9 - Overtime**

### **Eligibility for Payment of Overtime**

- C9.1 An employee may be required or requested to work reasonable additional hours of duty, subject to the payment for overtime in accordance with the conditions set out in this clause, and the reasonable additional hours provisions of the FW Act.
- C9.2 Overtime rates will be payable for duty that the head of service requires an employee to perform on any day from Monday to Friday inclusive, which is worked:

- C9.2.1 in the case of a non-shift employee only, before 7:00 am and/or after 7:00 pm (or such other span of hours as may have been agreed under subclause B5.8); or
- C9.2.2 in the case of a non-shift employee only, between 7:00 am and 7:00 pm (or such other span of hours as may have been agreed under subclause B5.8 but beyond the employee's ordinary daily hours, and which is not worked under the flextime provisions at clause B7 -; or
- C9.2.3 in the case of a shift worker only, beyond the employee's ordinary hours of work, and which is not worked under the provisions of clause B8 -.
- C9.3 Overtime rates are payable for all duty that the head of service requires an employee to perform on a Saturday, Sunday or Public Holiday that is in addition to the employee's ordinary weekly hours of work.
- C9.4 Subclauses C9.1 to C9.3 apply to employees up to and equivalent to the top incremental point of the HSO Level 10 classification or equivalent.
- C9.5 Except with the approval of the head of service, an employee who occupies a position with a classification having an annual pay of a Senior Officer Grade C (or equivalent) as set out in the *ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021*, or higher is not eligible to receive payment under this clause.
- C9.6 Overtime approved under subclause C9.5 for Senior Officers will be calculated at the maximum hourly overtime rate for an HSO Level 10 for any Senior Officer, or other employee whose substantive pay exceeds the highest pay point of the HSO Level 10 classification. At the request of the employee, hours worked outside normal working hours may be taken as time in lieu on an hour for hour basis.

**Minimum Attendance for Overtime**

- C9.7 Where an employee is required to perform overtime duty that is not continuous with ordinary duty the minimum period of overtime payable for each separate overtime attendance is four hours.
- C9.8 For the purposes of subclause C9.7 meal periods do not break continuity of duty.
- C9.9 Where an overtime attendance that is not continuous with ordinary duty involves duty both before and after midnight and a higher overtime rate applies on one of the days covered by the overtime attendance, the minimum payment will be calculated at the higher rate.
- C9.10 Where an employee is in an on call or close call situation as provided for in clause C13 - or clause C14 -, the minimum payment for overtime will be three hours or one hour in accordance with subclauses C13.6 or C14.8 or C13.10 or C14.12 respectively.

**Payment of Overtime**

- C9.11 For the purposes of calculating overtime payments, each day or shift will stand alone.
- C9.12 An employee's annual pay for the purpose of calculating the overtime payment, will include higher duties allowance and/or any allowance that is payable for all purposes.

- C9.13 Overtime payment rates for overtime worked on any day from Monday to Saturday inclusive, are:
- C9.13.1 Time and a Half: Annual Pay  $\times 12/313 \times 3/2 \times 1/76$  for the first three hours worked on a day/shift; and
  - C9.13.2 Double Time: Annual Pay  $\times 12/313 \times 2/1 \times 1/76$  for any further overtime worked on that day/shift.

#### **Sunday Rate of Payment**

- C9.14 An employee who works overtime on a Sunday will be paid a rate of double time at the employee's ordinary hourly rate of pay for all time worked.

#### **Public Holiday Rate of Payment**

- C9.15 An employee who works overtime on a public holiday or on a substituted public holiday as defined in clause F10 of this Agreement will be paid a total rate of double time and a half at the employee's ordinary hourly rate of pay for all time worked.

#### **Alternatives to Payment of Overtime**

- C9.16 Where agreed between the manager/supervisor and the employee, the employee will be granted time off in lieu of overtime.

### **C10 - Rest Relief after Overtime**

- C10.1 In this clause employee refers to employees other than casual employees.
- C10.2 Unless the head of service directs an employee to report for duty earlier, the employee must have a continuous period of eight hours, plus reasonable travel time, off duty between ceasing overtime duty following ordinary hours of work one day, and commencing ordinary hours of work the following day.
- C10.3 An employee is entitled to be absent from duty, without loss of pay, until the employee has been off duty for a continuous period of eight hours plus reasonable travel time.
- C10.4 If an employee is required by the head of service to return to duty without having had eight consecutive hours off duty, plus reasonable travel time, the employee must:
- C10.4.1 be paid at double the ordinary hourly rate of pay until the employee is released from duty for that period; and
  - C10.4.2 the employee will then be entitled to be absent until the employee has had eight consecutive hours off duty plus reasonable travel time, without loss of pay for any ordinary working time occurring during that absence.
- C10.5 The provisions of this clause do not apply to overtime worked in the circumstances covered by clause C16 - unless the actual time worked (excluding travel time) is at least three hours on each call.

### **C11 - Payment for Public Holiday Duty**

- C11.1 An employee who is not a shift worker and who works on a public holiday for a period that is:
- C11.1.1 not in excess of the employee's ordinary weekly hours; and
  - C11.1.2 not outside of the employee's limit of daily hours; and
  - C11.1.3 not in excess of the employee's ordinary daily hours,
- will be entitled to an additional payment of 150% of the employee's ordinary hourly rate of pay.

## **C12 - Daylight Saving Arrangements**

- C12.1 During the changes to and from Australian Eastern Standard Time and Australian Eastern Daylight Time employees will be paid by the clock, with the exception of casual employment arrangements under clause B9 - and overtime arrangements under clause C9 - which will be paid according to the hours actually worked. This means that at the beginning of daylight saving employees working an overnight shift will work one hour less but will still be paid for the full shift, and when daylight saving ends employees will work for an extra hour but will be paid according to the clock.

## **C13 - On-Call Allowances**

- C13.1 Where an employee is required or directed, prior to ceasing duty, by the employee's manager/supervisor to be contactable and available to be recalled to duty within a reasonable time outside the employee's ordinary hours of duty (a restricted situation), the employee will be entitled to be paid an on-call allowance of:
- C13.1.1 ten percent of the employee's hourly rate of pay for each hour of on-call Monday to Friday;
  - C13.1.2 fifteen percent of the employee's hourly rate of pay for each hour of on-call on Saturday and Sunday;
  - C13.1.3 twenty percent of the employee's hourly rate of pay for each hour of on-call on public holidays and accrued days off.
- C13.2 An employee's pay for the purpose of calculation of payment under this clause will include higher duties allowance and other allowances in the nature of pay.
- C13.3 Employees at the HSO Level 10 (or equivalent) classification and below will be eligible for payment of the on-call allowance. However, the head of service may approve payment of the on-call allowance to employees above this level in exceptional circumstances.
- C13.4 Where approval has been made for payment under subclause C13.3 to an employee above the HSO Level 10 (or equivalent) classification, the hourly allowance paid will be equivalent to the allowance paid to the HSO Level 10 (or equivalent) classification.
- C13.5 The on-call allowance is not payable for any period that the employee does not hold himself or herself at the required degree of readiness to be recalled to duty.
- C13.6 Where an employee who had been placed in an on-call situation is recalled to duty at a designated place of work, the employee will be paid at the applicable overtime rates, subject to a minimum payment of three hours overtime being made to the employee.
- C13.7 The provisions of clause C16 - will not apply where an employee is recalled to duty while on on-call.
- C13.8 The on-call allowance is not payable for any period of time where overtime payments are made. Therefore, if the employee performs a period of duty for which overtime is payable, the on-call allowance is not paid for a period equal to the overtime period.
- C13.9 "Recalled to duty at a designated place of work" means a recall to perform duty at any designated place of work and is not limited to a recall to perform at the employee's usual place of work. For example, a tradesperson may have a usual place of work, but while the tradesperson is restricted the tradesperson might be recalled to perform duty at a number of different places of work.

- C13.10 Where an employee who has been placed in an on-call situation is recalled for duty, but is not required to be recalled to their usual place of work (for example, where an employee is able to access computer systems at home via remote access), the employee will be paid at the applicable overtime rates, subject to a minimum payment of one hour overtime being made to the employee.
- C13.11 If a recall to duty attracts a minimum overtime payment, subsequent recalls will attract a further minimum overtime payment(s) only if the employee commences after the minimum payment period has elapsed. For the purposes of this clause, the minimum payment period is either three hours or one hour, as set out in subclauses C13.6 and C13.10, from the commencement of the recall to duty that attracts the overtime payment.

### **C14 - Close Call Allowance**

- C14.1 Where an employee is required or directed, prior to ceasing duty, by the employee's supervisor to be contactable and available for immediate recall to duty outside the employee's ordinary hours of duty (a close call situation), the employee will be entitled to be paid a close call allowance of:
- C14.1.1 twenty percent of the employee's hourly rate of pay for each hour of close-call Monday to Friday; or
  - C14.1.2 thirty percent of the employee's hourly rate of pay for each hour of close-call on Saturday and Sunday; or
  - C14.1.3 forty percent of the employee's hourly rate of pay for each hour of close-call on public holidays and accrued days off.
- C14.2 An employee placed in a close call situation must:
- C14.2.1 remain within a radius of thirty minutes vehicle travelling time from the work site; and
  - C14.2.2 commence the return to work journey immediately on being recalled, being within five minutes from time of recall.
- C14.3 The head of service may, in special circumstances, allow an employee who cannot meet these requirements to be deemed to be on close call if the employee is able to return to the worksite within forty-five minutes from the time of recall.
- C14.4 An employee's pay for the purpose of calculation of payment under this clause will include higher duties allowance and other allowances in the nature of pay.
- C14.5 Employees at the HSO Level 10 classification (or equivalent) and below will be eligible for payment of the close call allowance. However, the head of service may approve payment of the close call allowance to employees above this level in exceptional circumstances.
- C14.6 Where approval has been made for payment under subclause C14.5 to an employee above the HSO Level 10 (or equivalent) classification, the hourly allowance paid will be equivalent to the allowance paid to the HSO Level 10 (or equivalent) classification.
- C14.7 The close call allowance is not payable for any period that the employee does not hold himself or herself at the required degree of readiness to be recalled to duty.
- C14.8 Where an employee who has been in a close call situation is recalled to duty at their place of work, the employee will be paid at the applicable overtime rates, subject to a minimum payment of three hours overtime being made to the employee.

- C14.9 The provisions of clause C16 - will not apply where an employee is recalled to duty while on close call.
- C14.10 Where the employee performs a period of duty for which overtime is payable, the close call allowance is not paid for a period equal to the overtime period.
- C14.11 “Recalled to duty at their place of work” means a recall to perform duty at any designated place of work and is not limited to a recall to perform at the employee’s usual place of work. For example, a tradesperson may have a usual place of work, but while the tradesperson is in a close-call situation the tradesperson might be recalled to perform duty at a number of different places of work.
- C14.12 Where an employee who had been placed in a close call situation is recalled for duty, but is not required to be recalled to their place of work (for example, where an employee is able to access computer systems at home via remote access), the employee will be paid at the applicable overtime rates, subject to a minimum payment of one hour being made to the employee.
- C14.13 If a recall to duty attracts a minimum overtime payment, subsequent recalls will attract a further minimum overtime payment(s) only if the employee commences after the minimum payment period has elapsed. For the purposes of this clause, the minimum payment period is either three hours or one hour, as set out in subclauses C14.8 and C14.12, from the commencement of the recall to duty that attracts the overtime payment.

**C15 - Rest Relief for On-Call or Close Call Situations**

- C15.1 Where an employee who had been placed in an on-call or close call situation under clause C13 - or clause C14 - is recalled to duty, the employee must, other than in exceptional circumstances, be given a genuine opportunity for having eight continuous hours rest in the twenty four hour period where there is a recall to duty.
- C15.2 In addition to the eight hours rest relief, the employee must be allowed reasonable time to travel to and from the employee’s place of work.
- C15.3 In exceptional circumstances, if an employee is required by the head of service to resume or continue ordinary work time without having the rest relief as set out in subclause C15.1, plus reasonable travel time, the employee must:
  - C15.3.1 be paid an additional single time at the employee’s ordinary hourly rate of pay until the employee is released from duty for that period; and
  - C15.3.2 the employee will then be entitled to be absent until the employee has had eight consecutive hours off duty plus reasonable travel time, without loss of pay for any ordinary working time occurring during that absence.
- C15.4 There is a need for appropriate roster management processes to enable the effective implementation of subclause C15.1.

**C16 - Emergency Duty**

- C16.1 Where an employee is called on duty by the head of service to meet an emergency at a time when the employee would not ordinarily have been on duty, and no notice of such call was given to the employee prior to ceasing ordinary duty, the employee will be paid for such emergency duty.
- C16.2 Employees who are in on-call or close-call situations are not eligible to receive payment under this clause.



- C16.3 The time for which payment will be made under this clause will include time necessarily spent travelling to and from duty.
- C16.4 The minimum payment under this clause will be two hours.
- C16.5 The rate of payment for emergency duty will be double time at the employee's ordinary hourly rate of pay.
- C16.6 At any time following the finalisation of the initial period of emergency duty, the head of service may place an employee on to on-call or close-call duty in accordance with clause C13 - and C14.
- C16.7 This clause does not apply to employees whose duty for the day is varied by alteration of the commencement of the scheduled shift to meet an emergency.

### **C17 - Other Allowances**

- C17.1 The head of service may approve the payment of expense, disability and skill related allowances as provided for in this Agreement at Annex C.
- C17.2 The rates for all allowances provided for in Annex C of this Agreement will be adjusted by the same percentage amounts and on the same dates as the pay increases set out in subclause C2.2, unless the contrary intention is stated for a specific allowance in Annex C.
- C17.3 Despite clause C1, part-time and casual employees who satisfy the requirements for payment of an expense-related allowance will receive the full amount of allowance or payment prescribed in Annex C.
- C17.4 Part-time and casual employees who satisfy the requirements for payment of a disability or skill related allowance under this Agreement will receive the allowance on a proportional basis.
- C17.5 Allowances payable to casual employees under this Agreement are not subject to the loading prescribed in subclause B9.3.
- C17.6 Where an employee is in receipt of a shift penalty, any disability allowance the employee receives in accordance with Annex C, will not be included for the purpose of calculating the shift penalty.
- C17.7 The following allowances, detailed in Annex C, may apply to any ACTPS employee:
  - C17.7.1 Overtime Meal allowance
  - C17.7.2 First Aid allowance
  - C17.7.3 Community Language allowance
  - C17.7.4 Intermittent Driving Duties allowance
  - C17.7.5 Motor Vehicle allowance.

#### **Excess travel time**

- C17.8 An employee who is travelling or on duty away from the employee's usual place of work will be paid for time necessarily spent in travel or on duty (exclusive of overtime duty) in excess of:
  - C17.8.1 the employee's usual hours of duty for the day; and
  - C17.8.2 the time necessarily spent travelling to and from home and the usual place of work.

- C17.9 Payment under subclause C17.8 is subject to:
- C17.9.1 the employee’s annual salary not exceeding the rate of \$36,180 per annum;
  - C17.9.2 the additional travel time being at least 30 minutes in travel in any one day, or two and one half hours in any fortnight; and
  - C17.9.3 the payment not exceeding five hours in any one day.
- C17.10 The rate of payment under subclause C17.8, with the exception of employees classified as General Service Officer, will be single time on Mondays to Saturdays and time and a half on Sundays and Public Holidays.
- C17.11 Where an employee classified as General Service Officer is directed to work away from a depot or centre on any day, the employee is entitled to be paid a Travel Relocation allowance in accordance with Annex C.
- C17.12 Where an employee’s normal place of work is variable within a specified district, the director-general will determine the usual place of work. In this case a minimum of 20 minutes travelling time each way will apply where an employee is directed to work at another location before an employee is entitled to payment for the excess travel time.

**Excess fares**

- C17.13 An employee will be entitled to the reimbursement of excess fares incurred by the employee performing duty temporarily at a place other than the employee’s usual place of work, when the cost of travelling to and from the temporary place of work is greater than the cost of travelling to and from the employee’s usual place of work.

**C18 - Reimbursement of Reasonable Relocation Expenses**

- C18.1 The purpose of this reimbursement is to provide financial assistance to employees recruited from interstate or overseas who are engaged on a permanent or long term temporary basis.
- C18.2 The head of service may approve a reimbursement payment to a new employee as the head of service considers is reasonable in the new employee’s circumstances. The relevant pre-determined ceiling is set out below:

Single with no dependants	\$12,000
Additional payment per dependant (first six dependants)	\$2,000
Additional payment per dependant (seventh and further dependants)	\$1,750

- C18.3 In order for a new employee to be reimbursed costs, valid receipts must be provided.
- C18.4 For the purposes of this clause, dependant does not require actual financial dependency and includes members of the new employee’s immediate household including a domestic partner, parent, parent of domestic partner, brother, sister, guardian, foster parent, step-parent, step-brother, half-brother, step-sister, half-sister, child, foster child or step child residing with the employee at the time the offer is made.
- C18.5 The head of service may approve payment in excess of the approved amount or ceiling in exceptional circumstances.

C18.6 In the event that the employee terminates their employment with an ACTPS business unit within twenty four months of the date of engagement and does not commence employment with another ACTPS business unit within one month, the employee may be required by the head of service to repay:

C18.6.1 in the case the employee terminates employment within twelve months from the date of appointment – 100% of the relocation reimbursement; or

C18.6.2 in the case the employee terminates employment more than twelve months and less than twenty-four months from the date of appointment – 50% of the relocation reimbursement.

## **Section D Pay Related Matters**

### **D1 - Salary Sacrifice Arrangements**

- D1.1 Voluntary access to salary sacrifice arrangements will be made available to employees in accordance with ACTPS policies and guidelines.
- D1.2 The employee will meet all costs incurred as a result of the salary sacrifice arrangements under these provisions.
- D1.3 The employee's pay for superannuation purposes and severance and termination payments will be the gross pay that the employee would receive if the employee were not taking part in salary sacrifice arrangements.
- D1.4 Changes to salary sacrifice arrangements, including taxation changes, will not be a cause for further claims against the ACTPS.
- D1.5 The head of service will continue to provide appropriate information to employees concerning salary sacrifice arrangements.

### **D2 - Attraction and Retention Incentives**

- D2.1 In some special circumstances it may be necessary for the head of service to determine that an employee or group of employees who are covered by this Agreement and who occupy certain positions should be provided with attraction and retention incentives that may differ from some of the terms and conditions under this Agreement.
- D2.2 The framework under which attraction and retention incentives may apply during the life of this Agreement is set out in Annex B of this Agreement.

### **D3 - Classification/Work Value Review**

- D3.1 An employee, or a group of employees, or the union(s) or other employee representatives (the applicant), may present a case to request the head of service to undertake a classification/work value review of a position or group of positions.
- D3.2 The head of service will undertake the review in consultation with the employee(s) and/or the union(s) or other employee representatives
- D3.3 If the head of service determines that the case presented under subclause D3.1 is frivolous or vexatious, the head of service will refuse to undertake the review.
- D3.4 If the head of service determines that the case presented under subclause D3.1 does not contain enough information for the head of service to make an assessment on whether the review is warranted, the head of service will provide the applicant an opportunity to make further submissions. If, following such further submissions, or if no such submissions are made, the head of service still does not have enough information to make an assessment on whether or not the review is warranted, the head of service may refuse to undertake the review.
- D3.5 Any classification/work value review will take into account the relevant work level standards, position descriptions, market and other relevant comparators, including comparators that are considered pertinent to the skills, competencies and general responsibilities required of the position(s).
- D3.6 These provisions do not affect the right of the head of service to undertake a classification/work value review at the initiative of the head of service.

- D3.7 Where agreement cannot be reached on the need to conduct the review then the disagreement may be resolved in accordance with the dispute avoidance and settlement procedure.

#### **D4 - Supported Wage System**

- D4.1 Employees who are assessed as eligible to receive a supported wage under subclause D4.2 are to be paid the percentage of pay that corresponds to the employee's assessed productive capacity and the class of work which the person is performing, provided that the minimum amount payable is not to be less than 10% of the second point of the ASO1 pay range, as set out in the *ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021*.
- D4.2 The ACTPS will arrange for an assessment of the productive capacity of an employee in accordance with the processes contained in the National Minimum Wage Order issued annually by the FWC, except that the minimum rate payable will be as set out in subclause D4.1.

#### **D5 - Overpayments**

- D5.1 An overpayment is any payment in respect of pay, allowance or leave, whether the overpayment is by accident or otherwise, to which the employee is not entitled.
- D5.2 An overpayment is a debt owed to the Territory.
- D5.3 In the event that an employee has received an overpayment, the ACTPS will recover the overpayment in accordance with this clause.
- D5.4 Where the head of service believes that an overpayment has occurred the head of service will work with the employee to establish the:
- D5.4.1 pay period(s) in which the overpayment occurred; and
  - D5.4.2 nature of the overpayment; and
  - D5.4.3 reasons why the overpayment occurred; and
  - D5.4.4 gross and net components of the overpayment.
- D5.5 Once the overpayment has been established in accordance with subclause D5.4 the head of service will provide the details of the overpayment, as per D5.4, to the employee in writing and will consider whether it would be appropriate in the circumstances to waive part or all of the overpayment in accordance with section 131 of the *Financial Management Act 1996*.
- D5.6 Subsequent to the decision of whether to waive the overpayment or not in accordance with subclause D5.5 the head of service will advise the employee in writing, as soon as practicable, of the:
- D5.6.1 decision as to what if any part of the overpayment will be waived;
  - D5.6.2 process for recovery of the overpayment, if any; and
  - D5.6.3 proposed recovery rate, if any.
- D5.7 The head of service and the employee will agree on a reasonable recovery rate having regard for all of the circumstances prior to any recovery being made. Where agreement cannot be reached subclause D5.10 will apply.

- D5.8 Any such agreement in accordance with subclause D5.7 may include recovery of the overpayment by the ACTPS:
- D5.8.1 as a lump sum; or
  - D5.8.2 by payroll deduction from pay.
- D5.9 In respect to recovery action it may be agreed with the employee to adjust their leave credits instead of, or in combination with, a cash recovery, provided that the employee cannot be worse off in terms of their leave entitlements than had they requested payment in lieu of annual leave in accordance with subclause F7.32 or long service leave in accordance with subclause F26.8.2.
- D5.10 Where the head of service and the employee cannot agree about the arrangements for recovery of an overpayment, the overpayment will be recovered in accordance with an arrangement as determined by the head of service under section 246 of the PSM Act.
- D5.10.1 Where recovery occurs in accordance with subclause D5.10 the overpayment will be recovered at the rate of up to 10% of the employee's gross fortnightly pay, or such other rate determined by the head of service having regard for all of the circumstances.
- D5.11 Despite subclauses D5.7 and D5.10, the recovery period will not usually exceed twenty six pay periods.
- D5.12 Where an employee is paid an amount to which he or she is not entitled as a result of an amendment to, or late submission of, a time sheet, evidence, material or other forms, the amount paid (the discrepancy):
- D5.12.1 may be deducted in the following pay period, provided it is no greater than 10% of the employee's gross fortnightly pay; and
  - D5.12.2 will not be considered an overpayment for the purposes of this clause D5, provided that the employee is notified accordingly.
- D5.13 Further to subclause D5.12, if more than two pay periods have passed since the discrepancy was paid, or the discrepancy exceeds 10% of the employee's gross fortnightly pay, the discrepancy will be considered a debt and the provisions of this clause D5 will apply, unless the employee agrees in writing to the adjustment being made.
- D5.14 Any outstanding money owing to the ACTPS when an employee ceases employment is to be recovered by deduction from any final entitlements payable to the employee. If a debt still exists further debt recovery action is to be taken unless the head of service:
- D5.14.1 directs the recovery be waived, in part or in full, based on evidence provided by the employee of exceptional circumstance or that such recovery would cause undue hardship; or
  - D5.14.2 determines that an overpayment is not recoverable.
- D5.15 Where the head of service determines that an overpayment cannot be recovered, the provisions of the relevant directorate's Financial Instructions, relating to the waiver and write off of monies, will apply.
- Note: Any disputes about the application of these provisions should be addressed through the Dispute Avoidance/Settlement Procedures outlined at G6 -. Unless the employee agrees, recovery of overpayments will not occur while a dispute is on foot.

## **D6 - Underpayments**

- D6.1 Where the head of service agrees that an employee has been underpaid on the employee's ordinary hourly rate of pay, and the employee requests, an offline payment for the amount owing will be made to the employee within three business days of the head of service receiving the request.
- D6.2 Where a shift penalty, overtime payment or higher duties allowance is not made within two pay periods of the appropriate authorisation having been received by the relevant corporate area, and the employee requests, an offline payment for the amount owing will be made to the employee within three business days of the head of service receiving the request.

## **D7 - Superannuation**

- D7.1 The head of service will provide employer superannuation contributions in accordance with the relevant legislative requirements.
- D7.2 This clause does not apply to employees who are members of the Public Sector Superannuation Accumulation Plan (PSSap), unless they are eligible to be members of the PSSap as a fund of choice.
- D7.3 This clause does not apply to preserved members of other Superannuation Plans, including CSS and PSSdb. Employees covered by those Superannuation plans, will receive the employer contributions specified by the fund rules for the relevant Superannuation plan.
- D7.4 An employee may choose any approved superannuation fund as long as the fund can accept employer contributions by EFT. If the employee's chosen fund cannot or will not accept additional contributions as outlined in subclause D7.5 and D7.10, then the employee will be advised of their right to change funds, to enable such contributions to be made.
- D7.5 The employer contribution will be:
- D7.5.1 the Superannuation Guarantee contribution in accordance with the *Superannuation Guarantee (Administration) Act 1992*, (which at the commencement of this Agreement is 9.5%); and
  - D7.5.2 an additional 1%; and
  - D7.5.3 a further 1% for employees who make extra employee contributions of 3% or more.
- D7.6 The additional contribution in subclause D7.5.2 will increase:
- D7.6.1 to 1.25% on 1 July 2018; and
  - D7.6.2 to 1.50% on 1 July 2019; and
  - D7.6.3 to 2% on 1 July 2020.
- D7.7 If the legislated minimum Superannuation Guarantee rate is increased during the life of this Agreement, the increase will be absorbed by the additional contribution provided under subclause D7.5.2 (as increased in accordance with subclause D7.6), but will not affect the "3 for 1" arrangement in subclause D7.5.3.
- D7.8 The salary for superannuation purposes will be calculated on the employee's Ordinary Time Earnings (OTE) within the meaning of the *Superannuation Guarantee (Administration) Act 1992*.
- D7.9 Employer contributions will not be reduced by any other contributions made through salary sacrifice arrangements.

- D7.10 For employees who take paid or unpaid parental leave (which includes birth, parental, grandparental and foster care leave), employer contributions (which will be calculated using the same formula as prescribed in subclause F14.21) will be made for a period equal to a maximum of 52 weeks, in accordance with the rules of the appropriate superannuation scheme.
- D7.11 The Government will, through the Chief Minister, Treasury and Economic Development Directorate, consult with unions and employees on changes to superannuation legislation that may be proposed by the Commonwealth.

### **D8 - Payment on Death**

- D8.1 Where an employee dies, or the head of service has directed that an employee will be presumed to have died on a particular date, the head of service may make a payment or partial payment for unused leave credits and other entitlements directly to the dependants or the domestic partner, or to the legal personal representative, or to the estate, of the former employee of an amount that would have been paid had the employee ceased employment otherwise than because of the employee's death. The payment in respect of unused LSL will be calculated in accordance with subclause F26.11.



## Section E Flexible Working Arrangements and Employee Support

### E1 - Work and Life Balance

- E1.1 The ACTPS is committed to providing flexible working arrangements which allow employees to manage their work and personal commitments. This must be balanced against the operational requirements for the ACTPS to deliver services to the Canberra community.
- E1.2 The ACTPS recognises the need to provide sufficient support and flexibility at the workplace to assist employees in achieving work and life balance and to meet their caring responsibilities. While family friendly initiatives are important aspects of work and life balance, it is also important that all employees, at all stages in their working lives, are supported through this Agreement.

### E2 - Request for Flexible Working Arrangements

- E2.1 An employee may apply to the head of service for flexible working arrangements to support their work and life balance. The head of service must give the employee a written response to the request within twenty-one calendar days of receiving the request, stating whether the request is approved and the reasons if the request is refused.
- E2.2 Nothing in this clause diminishes any provisions expressed elsewhere in this Agreement, where those entitlements are entitlements in their own right.
- E2.3 An employee may request flexible working arrangements, in accordance with the FW Act, in the following circumstances: The employee:
- E2.3.1 seeks working arrangements to suit their personal circumstances; or
  - E2.3.2 has a parental or other caring responsibility for a child of school age or younger; or
  - E2.3.3 has a caring responsibility for an individual with a disability, a terminal or chronic medical condition, mental illness or is frail and aged; or
  - E2.3.4 has a disability; or
  - E2.3.5 is over the age of 55; or
  - E2.3.6 is experiencing family violence; or
  - E2.3.7 is providing personal care, support and assistance to a member of their immediate family or household because they are experiencing family violence.
- E2.4 To assist employees in balancing work and personal commitments, flexible working arrangements are provided throughout this Agreement. Examples of these flexible working and leave arrangements include, but are not limited to:
- E2.4.1 flexible starting and finishing times (including at B7 -);
  - E2.4.2 ability to take a few hours off work, and make it up later;
  - E2.4.3 home based work on a short- or long-term basis (E7 -);
  - E2.4.4 part-time work (E4 -, E6 -);
  - E2.4.5 job sharing (E5 -);
  - E2.4.6 purchased leave (F9 -);
  - E2.4.7 annual leave (F7 -);
  - E2.4.8 long service leave (F26 -);

- E2.4.9 leave without pay (F25 -); and
- E2.4.10 leave not provided for elsewhere (F25 -).
- E2.5 The flexible working arrangement will be recorded in writing and run for a specified duration of up to three years. At the end of the flexible working arrangement's period of operation, unless a new flexible working arrangement is entered into, the default will be that the employee returns to their nominal status.
- E2.6 Approved flexible working arrangements may be reviewed annually at which time the circumstances under which the flexible working arrangements were originally granted will be examined and reassessed.
- E2.7 Employees that have an existing flexible working arrangement at the commencement of this Agreement will have that arrangement reviewed within 12 months of commencement of this Agreement.
- E2.8 The head of service may only deny an employee's request for flexible working arrangements or a variation to existing flexible working arrangements where there are reasonable business grounds for doing so.
- E2.9 Reasonable business grounds to deny a request are that:
  - E2.9.1 the new working arrangements requested by the employee would be too costly to implement, or would likely result in a significant loss in efficiency or productivity, or would likely have a significant negative impact on service;
  - E2.9.2 there is no capacity to change the working arrangements of other employees to accommodate the new working arrangements requested by the employee;
  - E2.9.3 it would be impractical to change the working arrangements of other employees or recruit new employees to accommodate the new working arrangements requested by the employee;
  - E2.9.4 it would be a genuine risk to the health and safety of an employee(s);  
or
  - E2.9.5 demonstrable exceptional circumstances have arisen that mean the request cannot be approved.
- E2.10 Where a request is not approved the head of service will consult with the employee to explore alternative arrangements.

### **E3 - Management of Excessive Hours**

- E3.1 The ACTPS recognises the importance of employees balancing work and personal life. The appropriate balance is a critical element in developing and maintaining healthy and productive workplaces. While it is acknowledged that peak workload periods may necessitate some extra hours being worked by some employees, this should be regarded as the exception rather than the rule. This subclause should be read in conjunction with subclause B7.3 and clause F24 -.

- E3.2 Managers, supervisors and employees have a responsibility to minimise the extent to which excessive hours are worked. In the circumstances where work pressures result in the employee being required to work, or is likely to work, excessive hours over a significant period, the manager, supervisor and employee together must review workloads and priorities and determine appropriate strategies to address the situation. In doing so, the manager or supervisor will consider and implement one or more of the following strategies to reduce the amount of excessive hours being accumulated:
- E3.2.1 review of workloads and priorities;
  - E3.2.2 re-allocation of resources;
  - E3.2.3 consideration of appropriate arrangements for time off in lieu or other recompense;
  - E3.2.4 review of staffing levels and/or classifications within the work group.
- E3.3 The head of service will consult with DCC's about the development and implementation of appropriate strategies to deal with issues associated with both paid and unpaid overtime.

#### **E4 - Regular Part-Time Employment**

- E4.1 A person may be employed in any classification as a part-time officer for an agreed number of regular hours that is less than the ordinary weekly hours specified at subclause B5.1 or B6.2.
- E4.2 Proposals to reduce hours below full-time employment may be initiated by the head of service for operational reasons.
- E4.3 The head of service will obtain the written agreement of a full-time officer before the officer converts to part-time.
- E4.4 No pressure will be exerted on full-time officers to convert to part-time employment or to transfer to another position to make way for part-time employment.
- E4.5 The agreed period, pattern of hours and days and commencement and cessation times for part-time work will be agreed between the officer and the officer's manager/supervisor and recorded in writing.
- Note: An employee who wishes to work part-time may apply for a flexible working arrangement in accordance with subclause E2.1.

#### **Variation to Part-Time Hours**

- E4.6 Proposals to vary a part-time employment arrangement may be initiated by the head of service for operational reasons or by an officer for personal reasons.
- E4.7 Where an officer initiates a proposal the head of service will have regard to the personal reasons put by the officer in support of the proposal and to their business unit's operational requirements.
- E4.8 The head of service will obtain the written agreement of the officer before the officer's hours are varied.
- E4.9 No pressure will be exerted on an officer to vary the officer's hours of employment or to transfer to another position to make way for part-time employment.
- E4.10 The agreed period, pattern of hours and days and commencement and cessation times for part-time work will be agreed between the officer and the officer's manager/supervisor and recorded in writing.

## **E5 - Job Sharing**

- E5.1 In this clause employee refers to employees other than casual employees.
- E5.2 Job sharing arrangements may be introduced by agreement between the head of service and the employees involved, subject to operational requirements. Employees working under job sharing arrangements share one job and will be considered to be part-time with each working part-time on a regular, continuing basis.
- E5.3 An employee must request in writing permission to work in a job sharing arrangement. The head of service will agree to reasonable requests for regular job sharing arrangements, subject to operational requirements.
- E5.4 The pattern of hours for the job sharing arrangement will be agreed between the employee and the head of service. However, any single attendance at the office-based worksite will be for no less than three consecutive hours.
- E5.5 The employee who is in a job sharing arrangement and who was previously working full-time may revert to full-time employment before the expiry of the agreed period of job sharing if all parties to the arrangement agree.
- E5.6 In the event that either employee ceases to participate in the job sharing arrangement, the arrangement will terminate.

## **E6 - Part Time Employment Following Birth Leave, Primary Caregiver Leave, Adoption or Permanent Care Leave or Parental Leave**

- E6.1 Subject to this clause, the head of service will approve an application by an officer employed on a full-time basis who returns to work after accessing birth leave, primary caregiver leave, adoption or permanent care leave or parental leave, to work on a part-time basis up until the date which is three years from the birth or adoption of a child or the granting of parental responsibility of a foster child.
- E6.2 If the head of service deems that an application by an officer to access part-time work under this clause can only be accommodated if the officer agrees to become unattached, then the application will only be approved where the officer so agrees.
- E6.3 The maximum aggregate period of part-time employment that may be approved for an officer under subclause E6.1 is seven years.
- E6.4 Either the officer who accesses primary care giver leave under clause F16 -, or adoption and permanent care leave under clause F20 -, or the employee who is entitled to or accesses birth leave under clause F14 - will be entitled to access part-time employment as provided in subclause E6.1.
- E6.5 The agreed period, pattern of hours and days and commencement and cessation times for part-time work will be agreed between the officer and the officer's manager/supervisor and recorded in writing.

## **E7 - Home Based Work**

- E7.1 The diverse nature of work conducted in the ACTPS lends itself to a range of working environments. From time to time workplaces will include work undertaken in the field and in the home.
- E7.2 Home-based work, on a regular basis, is a voluntary arrangement that requires the agreement of both the head of service and the employee. The head of service will consider requests by employees for home based work, having regard to operational requirements and the suitability of the work.

- E7.3 In determining appropriate home based work arrangements, the head of service and the employee will consider a range of matters, including:
- E7.3.1 appropriate and effective communication with office based employees;
  - E7.3.2 the need to ensure adequate interaction with colleagues;
  - E7.3.3 the nature of the job and operational requirements;
  - E7.3.4 privacy and security considerations;
  - E7.3.5 health and safety considerations;
  - E7.3.6 the effect on clients; and
  - E7.3.7 adequate performance monitoring arrangements.
- E7.4 Home based work arrangements may be terminated by the head of service on the basis of operational requirements, inefficiency of the arrangements, or failure of the employee to comply with the arrangements.
- E7.5 An employee may terminate home-based work arrangements at any time by giving reasonable notice to the head of service.
- E7.6 There may also be occasions where it is appropriate for an employee to work from home on an ad hoc basis. In these circumstances, arrangements to work from home are to be negotiated on a case-by-case basis between the employee and the manager/supervisor.
- E7.7 The ACTPS will provide home computing facilities where an employee and the employee's manager/supervisor agree there is a need for such facilities. Provision of equipment by the ACTPS will be subject to occupational health and safety requirements and to an assessment of technical needs by the manager/supervisor.

### **E8 - Employee Assistance Program**

- E8.1 As a benefit to employees, the ACTPS will provide employees and employees' immediate families with access to an independent, confidential and professional counselling service at no cost to the employee.

### **E9 - Scheduling of Meetings**

- E9.1 To assist employees to meet their personal responsibilities, where possible, all meetings in the ACTPS are to be scheduled at times that take into account those responsibilities.

### **E10 - Vacation Childcare Subsidy**

- E10.1 This clause applies to an employee (other than a casual employee or a temporary employee who has been engaged by the ACTPS for a period of less than twelve months) with school age children who makes a timely application, with regard to work and/or rostering arrangements applying in their particular business unit, based on their accrued annual leave, purchased leave or long service leave during school holidays that is rejected. In these circumstances the head of service will make payment to the employee for each calendar year based on:
- E10.1.1 fifty two dollars per day towards the cost of each school child enrolled in an accredited school holiday program;
  - E10.1.2 up to a maximum of \$260 per child per five days;

- E10.1.3 up to a maximum of ten days per child per year;
- E10.1.4 up to a maximum of three children; and
- E10.1.5 reimbursement on production of a receipt.
- E10.2 An accredited school holiday program is a program approved and/or subsidised by a State, Territory or Local Government.
- E10.3 The payment will apply only on the days when the employee is at work.
- E10.4 The payment will be made regardless of the length of time the child is in the program each day, but it cannot exceed the actual cost incurred.
- E10.5 An employee whose domestic partner receives a similar benefit from the partner's employer is not eligible for the payment.

### **E11 - Family Care Costs**

- E11.1 Where an employee is directed to work outside the employee's regular pattern of work, the head of service will authorise reimbursement to the employee by receipt for some or all of the costs of additional family care arrangements.

### **E12 - Nursing Employees**

- E12.1 Employees who are breastfeeding will be provided with the facilities and support necessary to enable such employees to combine a continuation of such breastfeeding with the employee's employment.
- E12.2 Where practicable the Directorate will establish and maintain a room for nursing employees. Where there is no room available another appropriate space may be used.
- E12.3 Up to one hour, per day/shift, paid lactation breaks that are non-cumulative will be available for nursing employees.

### **E13 - Transfer of Medically Unfit Staff**

- E13.1 This clause does not apply to casual employees.
- E13.2 A medically unfit employee is an employee who is considered by the head of service, in accordance with paragraph (a), sub-section 115 of the PSM Act, to be an employee who is unable to perform duties appropriate to the employee's classification because of physical or mental incapacity.
- E13.3 Despite the provision of section 27 of the PSM Act, a medically unfit employee may, by agreement with the employee, be transferred to any position within the employee's current skill level and experience, the classification of which has a maximum pay which does not vary from the top increment of the employee's classification by more than 10%. For clarity this allows transfer between alternate classification streams, but does not allow for the transfer of an officer within the same classification stream e.g. a SOGB transfer to a SOGA.
- E13.4 An employee will not be redeployed in accordance with subclause E13.3 unless there is no suitable vacant position at the employee's substantive classification within their Directorate.

## **E14 - Transfer to a Safe Job during Pregnancy**

### **Purpose**

- E14.1 This clause provides arrangements to enable a pregnant employee to have their duties modified or to be transferred to an appropriate safe job during their pregnancy or enable them to be absent from their workplace if an appropriate safe job is not available.

### **Eligibility**

- E14.2 In accordance with the National Employment Standards of the FW Act (NES), this clause applies to pregnant employees when they:
- E14.2.1 have given notice that they will be applying for birth leave; and
  - E14.2.2 provide evidence from a registered health professional or registered medical professional to the head of service that they are fit for work but that it is inadvisable for the employee to continue with some or all of their duties in their present position during a stated period because of illness or risks arising out of the pregnancy or hazards connected with that position.
- E14.3 In these circumstances, the employee is entitled to have their duties modified or to be transferred to an appropriate safe job for the stated period with no detriment to their current terms and conditions of employment.

### **Paid Absence for 'No Safe Job' Purposes**

- E14.4 If the head of service determines that an appropriate safe job is not available, and when the employee has completed twelve months of continuous service, the employee is entitled to take paid absence for 'no safe job' purposes for the stated period at a rate of payment that is the same rate as would be paid if the employee was granted personal leave. This period of paid absence will count as service for all purposes.
- E14.5 If the head of service determines that an appropriate safe job is not available, and the employee has not completed twelve months of continuous service, the employee is entitled to take unpaid absence for 'no safe job' purposes. This period of absence will not count as service for any purposes but will not break continuity of service.
- E14.6 The employee's entitlements under this clause cease when the employee's pregnancy ends before the end of the stated period.

## Section F Leave

### F1 - Part Time Employees

F1.1 Part time employees are credited and debited leave on a pro-rata basis.

### F2 - Leave Below One Day

F2.1 Employees with access to flextime (or TOIL) will use flextime (or TOIL) for all absences of less than one day wherever practicable; however personal leave may still be accessed for these absences.

### F3 - Non-approval of Leave

F3.1 Where a request is not approved the head of service will, if so requested in writing by the employee, provide the reasons for that decision to the employee in writing. Where a request is not approved the head of service will consult with the employee to determine mutually convenient alternative arrangements.

### F4 - Personal Leave

#### Purpose

F4.1 Personal leave is available to employees to enable them to be absent from duty:

F4.1.1 because the employee is unfit for work because of a personal illness, or personal injury;

F4.1.2 to provide care or support to a member of the employee's immediate family, or a member of the employee's household:

F4.1.2 (a) who is ill or injured; or

F4.1.2 (b) who is affected by an unexpected emergency; or

F4.1.3 in extraordinary and unforeseen circumstances in accordance with clause F5.

F4.2 Personal leave supports the Territory's commitment to a healthy workplace and workforce.

#### Eligibility

F4.3 Personal leave is available to employees other than casual employees.

#### Entitlement

F4.4 An employee may be granted personal leave up to their available credit from the first day of service.

F4.5 Personal leave is cumulative and there is no cap on the personal leave balance an employee may accrue.

F4.6 On engagement under the PSM Act, employees who have prior service recognised for personal leave purposes, will be credited with any personal leave balance accrued with the previous employer. On the employee's normal accrual date, the employee will then receive personal leave in accordance with subclause F4.9. Where the employee's personal leave prior to engagement with the ACTPS was accrued on a progressive basis, rather than credited prospectively, the employee will also be credited with an amount of personal leave which is the difference between 3.6 weeks and any personal leave already accrued with the previous employer for their current accrual year.

Note: For the purposes of this clause 'normal accrual date' means the accrual date with the previous employer as recognised as part of the prior service.



- F4.7 If a person is retired from the Sector on grounds of invalidity, and is re-appointed as a result of action taken under the *Superannuation Act 1976* or the *Superannuation Act 1990*, they are entitled to be re-credited with unused personal leave credit held prior to the invalidity retirement.
- F4.8 Except for a short term temporary employee and an employee to whom subclause F4.6 applies, an employee's personal leave balance will be credited with an equivalent of 3.6 weeks of personal leave on the day they commence with the Territory.
- F4.9 An additional credit of 3.6 weeks personal leave will be made on the anniversary of the employee's commencement during each year of service.
- F4.10 The accrual date for personal leave will be deferred by one day for every calendar day of unauthorised absence or leave without pay that does not count for service.
- F4.11 A part-time officer or part-time temporary employee will accrue personal leave calculated on a pro-rata basis.

#### **Short-term Temporary Employees**

- F4.12 A short term temporary employee will be credited with 0.2 weeks of personal leave on commencement and a further 0.8 weeks of personal leave after four weeks continuous service. Thereafter the employee will be credited with 0.2 weeks of personal leave for each subsequent four weeks of continuous service up to a maximum of two weeks in the employee's first twelve months of service.
- F4.13 After twelve months continuous service short-term temporary employees will receive 5.2 weeks of personal leave with pay. For every subsequent twelve months of service, short-term temporary employees will receive personal leave in accordance with subclause F4.9.
- F4.14 A short-term temporary employee subsequently appointed under the PSM Act prior to completing twelve months service will have their personal leave balance brought up to the equivalent of 3.6 weeks, less any personal leave with pay granted under subclause F4.4. For subsequent accruals that short-term temporary employee will receive personal leave on the same basis as an officer on the anniversary of the commencement of their employment.

#### **When Personal Leave Credits Have Been Exhausted**

- F4.15 Where personal leave credits have been exhausted, the head of service may, subject to the production of documentary evidence, grant an employee a period of unpaid personal leave for personal illness or injury or for the care or support of a member of the employee's immediate family or household who is ill or injured or affected by an unexpected emergency. This is in addition to the entitlement to unpaid carer's leave that employees have under the National Employment Standards.  
  
NOTE: In such circumstances, alternative arrangements are also provided for at subclause F4.44.
- F4.16 Despite subclause F4.15, the head of service may allow an officer, when the officer provides documentary evidence that the officer has a personal illness or injury, or needs to provide care or support to a member of the employee's immediate family or household, to anticipate up to a maximum of 3.6 weeks paid personal leave where all full pay personal leave credits are exhausted.
- F4.17 Temporary employees may be granted up to an aggregate of twenty days without pay in the first twelve months.

- F4.18 The head of service may, when a personal illness or injury poses a serious threat to the employee's life, grant an officer an additional period of paid personal leave for personal illness or injury. This leave may be at either full or half pay. Such leave will not be granted if the absence is due to a condition for which the officer is receiving compensation under the *Safety, Rehabilitation and Compensation Act 1988*.

#### **Other Provisions**

- F4.19 An employee in receipt of workers compensation for more than forty-five weeks will accrue personal leave on the basis of hours actually worked.
- F4.20 Unused personal leave credit will not be paid out on cessation of employment.

#### **Evidence and Conditions**

- F4.21 An employee must give notice of the intention to take personal leave. The notice must be provided to their manager/supervisor as soon as practicable (which in the case of personal illness or injury may be a time immediately after the leave has commenced) and must advise the duration, or expected duration, of the leave.
- F4.22 The head of service may grant personal leave if they are satisfied there is sufficient cause, having considered any requested or required documentary evidence.
- F4.23 An employee must provide requested or required documentary evidence in a timely manner. To unduly withhold the provision of documentary evidence may result in the personal leave application not being approved for payment.
- F4.24 The head of service will accept the following documentary evidence as proof of personal illness or injury or the need to care for or support a member of the employee's immediate family or household who is ill or injured or who is affected by an unexpected emergency:
- F4.24.1 a certificate from a registered medical practitioner or registered health professional who is operating within their scope of practice;  
or
  - F4.24.2 a statutory declaration made by the employee if it is not reasonably practicable for the employee to give the head of service a certificate.
- F4.25 Unless otherwise approved by the head of service, an employee may only access a maximum of three consecutive days of paid personal leave on each occasion up to an accumulated maximum of seven days in any accrual year, without providing documentary evidence. Absences for personal leave without documentary evidence in excess of three consecutive days, or seven days in any accrual year will be without pay.
- F4.26 Notwithstanding subclause F4.25 the head of service may, with reasonable cause, request the employee to provide a medical certificate from a registered medical practitioner or registered health professional operating within their scope of practice, or a statutory declaration, for any absence from duty on personal leave at the time of notification of the absence.
- F4.27 Any personal leave without pay that goes beyond a maximum continuous period of combined paid and unpaid personal leave of 78 weeks will not count as service for any purpose.

- F4.28 The head of service must not grant personal leave for an absence caused by the misconduct of the employee. The head of service may determine that an absence caused by the misconduct does not count as service for any purpose.
- F4.29 The head of service must approve an application for up to five days of personal leave for the purpose of bonding leave in accordance with subclause F18.4.
- F4.30 The head of service may refer an employee for a medical examination by a nominated registered medical practitioner or registered health professional, or nominated panel of registered medical practitioners or registered health professionals, at any time for reasons including where:
- F4.30.1 the head of service is concerned about the wellbeing of an employee and considers that the health of the employee is affecting, or has a reasonable expectation that it may affect, the employee's ability to adequately perform their duties;
- F4.30.2 the head of service considers that documentary evidence supplied in support of an absence due to personal illness or injury is inadequate; or
- F4.30.3 the employee has been absent on account of illness for a total of thirteen weeks in any twenty six week period.
- F4.31 The head of service may require the employee to take personal leave after considering the results of a medical examination requested by the head of service.

#### **Rate of Payment**

- F4.32 Personal leave will be granted with pay except where it is granted without pay under subclauses F4.15, F4.17 or F4.25.
- F4.33 Subject to the approval of the head of service, an employee may request to use personal leave at half pay for absences of at least one week. Such absences will be deducted from the employee's accrued credits at a rate of 50% of the period of absence.
- F4.34 Any personal leave taken must be deducted from the employee's credit.

#### **Effect on Other Entitlements**

- F4.35 Personal leave with pay will count as service for all purposes.
- F4.36 Personal leave without pay, other than provided for at subclause F4.27, will count as service for all purposes.
- F4.37 Where an employee is absent on paid personal leave and a public holiday for which the employee is entitled to be paid falls within that period of absence:
- F4.37.1 the employee will be paid as a normal public holiday for that day; and
- F4.37.2 the public holiday will not be deducted from the employee's personal leave credits.
- F4.38 Where the personal leave under subclause F4.37 is without pay both sides of the public holiday or Christmas shutdown period, the public holiday, or the Christmas shutdown period, will also be without pay.
- F4.39 While personal leave will not be deducted over the Christmas shutdown period, the Christmas shutdown does not break continuity of the period of absence in relation to the maximum period(s) of leave under subclause F4.27.

## Interaction with Other Leave Types

- F4.40 An employee who suffers personal illness or injury, or provides care or support for a member of the employee's immediate family or household who is ill or injured or who is experiencing an unexpected emergency, for one day or longer while on:
- F4.40.1 annual leave; or
  - F4.40.2 purchased leave; or
  - F4.40.3 long service leave; or
  - F4.40.4 unpaid birth leave; or
  - F4.40.5 unpaid parental leave; or
  - F4.40.6 grandparental leave; or
  - F4.40.7 accrued day off; and
- who produces a certificate from a registered medical practitioner or a registered health professional operating within their scope of practice, or in the case of an unexpected emergency other satisfactory evidence, may apply for personal leave.
- F4.41 Where an employee is on a form of leave specified in subclauses F4.40 and:
- F4.41.1 the employee is subsequently granted personal leave in accordance with subclause F4.40; and
  - F4.41.2 the personal leave falls within a part or all of the period of the other form of leave,
- then that other leave will be re-credited for that period of the personal leave that falls within the period of the other leave.
- F4.42 An employee cannot access paid personal leave while on paid birth leave, or primary care giver's leave, or adoption or permanent care leave, but can apply for personal leave during unpaid birth leave or parental leave.
- F4.43 If the employee has exhausted all paid personal leave, personal leave without pay cannot be substituted for unpaid birth leave.
- F4.44 If an employee exhausts the employee's paid personal leave entitlement and produces documentary evidence, as per subclause F4.24, as evidence of continuing personal illness or injury, or requirement to care or provide support to a member of the employee's immediate family or household, the employee may apply to the head of service for approval to take annual leave or long service leave. If approved, this leave will not break the continuity of the 78 weeks under subclause F4.27.

## **F5 - Personal Leave in Extraordinary and Unforeseen Circumstances**

- F5.1 Employees, other than casual employees, are eligible for personal leave in extraordinary and unforeseen circumstances.
- F5.2 Personal leave in extraordinary and unforeseen circumstances, is non-cumulative and if granted is deducted from the employee's personal leave balance.
- F5.3 The head of service may grant a maximum of four days of personal leave, other than for personal illness or the care of a member of the employee's immediate household who is sick or requires support, in an accrual year, in extraordinary, unforeseen or unexpected circumstances and where it is essential that the employee have leave from the workplace. These four days are in addition to the seven days personal leave without documentary evidence.
- F5.4 While personal leave in extraordinary and unforeseen circumstances does not normally require documentary evidence, the head of service may request reasonable evidence before granting the leave.
- F5.5 Personal leave in extraordinary and unforeseen circumstances will be granted with pay.

## **F6 - Infectious Disease Circumstances**

- F6.1 Where an employee is prevented from attending for duty under the *Public Health Act 1997*, the head of service may grant that employee personal leave during that period.
- F6.2 The employee may also apply for the absence or a part of it to be deducted from their annual leave credit.

## **F7 - Annual Leave**

### **Purpose**

- F7.1 Annual leave is available to employees to enable them to be absent from duty for the purposes of rest and recreation.

### **Eligibility**

- F7.2 Annual leave is available to employees other than casual employees.

### **Entitlement**

- F7.3 An employee may be granted annual leave up to their available credit from the first day of service.
- F7.4 Annual leave is cumulative.
- F7.5 An employee's annual leave credit accrues on a daily basis according to the formula set out below:
- F7.5.1  $(A \times B \times D) / C$  = total hours of leave accrued per day, where:
- F7.5.2 A = number of ordinary hours per week worked; and
- F7.5.3 B = one where the day counts as service or zero where the day does not count as service or is an unauthorised absence;
- F7.5.4 C = number of calendar days in the year; and
- F7.5.5 D = number of weeks of annual leave an employee is entitled to a year.

- F7.6 For the purpose of subclause F7.5 the basic leave entitlement is:
- F7.6.1 in the case of 36.75 hour workers, 147 hours annual leave for each full year worked; or
- F7.6.2 in the case of 38 hour workers, 152 hours annual leave for each full year worked.
- F7.7 Shift workers who are regularly rostered to work on Sundays and work at least ten Sundays in a year will be entitled to an additional five days of paid annual leave per year.
- F7.8 Shift workers rostered to work on less than ten Sundays during which annual leave will accrue will be entitled to additional annual leave at the rate of one tenth of a working week for each Sunday so rostered.
- F7.9 If an employee moves from one ACTPS directorate to another, annual leave accrued with the first directorate will transfer to the second directorate.
- F7.10 An annual leave credit does not accrue to an employee if the employee is absent from duty on leave for specified defence service, or full-time defence service. If the employee resumes duty after a period of specified defence service, annual leave will accrue from the date the employee resumes duty.
- F7.11 Employees will receive payment on separation from the ACTPS of any unused annual leave entitlement.

**Evidence and Conditions**

- F7.12 Employees are encouraged to use their annual leave in the year that it accrues, and to this end should discuss their leave intentions with their manager/supervisor as soon as practicable.
- F7.13 An employee must make an application to the head of service to access their annual leave entitlement.
- F7.14 Having considered the requirements of this clause the head of service may approve an employee's application to access annual leave.
- F7.15 The head of service should approve an employee's application to take annual leave, subject to operational requirements.
- F7.16 If the head of service does not approve an employee's application for annual leave because of operational requirements, the head of service will consult with the employee to determine a mutually convenient alternative time (or times) for the employee to take the leave.
- F7.17 The head of service must, unless there are exceptional operational circumstances, approve an application for annual leave if it would enable an employee to reduce their annual leave credit below two and a half years worth of accrued annual leave credit. However, in the case of exceptional operational circumstances, the head of service will consult with the employee to determine the time (or times) for the annual leave to be taken that is mutually convenient to both the administrative unit and the employee.
- F7.18 If an employee's annual leave is cancelled without reasonable notice, or an employee is recalled to duty from leave, the employee will be entitled to be reimbursed reasonable travel costs and incidental expenses not otherwise recoverable under any insurance or from any other source.

- F7.19 If the operations of the ACTPS, or part of the ACTPS, are suspended at Christmas or another holiday period, the head of service may direct an employee to take annual leave at a time that is convenient to the working of the ACTPS, whether or not an application for leave has been made. However, this does not affect any other entitlements to leave under this Agreement.
- F7.20 If an employee has the equivalent of two years' accrued credit of annual leave and unless exceptional operational circumstances exist, the employee and relevant manager/supervisor must agree, and implement an annual leave usage plan to ensure the employee's accrued leave credit will not exceed an accrued two and a half years worth of annual leave credit.
- F7.21 If an employee does not agree to a reasonable annual leave usage plan the head of service may direct an employee who has accrued two and a half years worth of accrued annual leave credit to take enough annual leave to reduce the accrued leave credit to the equivalent of two years' accrued credit, subject to giving the employee one calendar month notice. This clause does not apply to an employee who is on graduated return to work following compensation leave.
- F7.22 An employee who has an annual leave credit in excess of two and a half years' accrued entitlement:
- F7.22.1 at the commencement of the Agreement; or
  - F7.22.2 on joining, or returning to, the ACTPS; or
  - F7.22.3 on returning to duty from compensation leave,
- will have twelve months to reduce the employee's annual leave balance to two and a half years' accrued entitlement or below.
- F7.23 An employee may not be directed under subclause F7.21 to take annual leave where the employee has made an application for a period of annual leave equal to or greater than the period specified in subclause F7.21 in the past six months and the application was not approved. The manager/supervisor and the employee may agree to vary an annual leave usage plan.

#### **Rate of Payment**

- F7.24 Annual leave will be granted with pay.
- F7.25 Payment for the annual leave will be based on the employee's ordinary hourly rate of pay, including allowances that count for all purposes for the time the leave is taken. If an employee is being paid HDA before going on paid leave and would have continued to receive HDA had they not taken leave then the employee is entitled to payment of HDA during the leave.
- F7.26 The head of service may approve an application in accordance with clause E2 - for annual leave to be taken at half pay with credits to be deducted on the same basis.

#### **Effect on Other Entitlements**

- F7.27 Annual leave will count as service for all purposes.
- F7.28 Public holidays for which the employee is entitled to payment that fall during periods of absence on annual leave will be paid as a normal public holiday and will not be deducted from the employee's annual leave balance.

#### **Interaction with other Leave Entitlements**

- F7.29 If personal leave is granted to the employee annual leave will be re-credited for the period of paid personal leave granted.

- F7.30 Subject to the approval of the head of service, an employee who is on unpaid leave may be granted annual leave during that period, unless otherwise stated in this Agreement.
- F7.31 If an employee is prevented from attending for duty under the *Public Health Act 1997*, the head of service may grant annual leave during that period.

#### **Payment in Lieu of Annual Leave**

- F7.32 An employee may request payment in lieu of their annual leave credit subject to the following:
- F7.32.1 the employee providing the head of service with a written election to do so; and
  - F7.32.2 the head of service authorising the election; and
  - F7.32.3 the employee taking at least one week of annual leave in conjunction with this entitlement or the employee has taken at least one week of annual leave in the past six months; and
  - F7.32.4 the payment in lieu will not result in a reduction in the balance of an employee's remaining annual leave credit below one year's accrued entitlement.
- F7.33 Payment in lieu of annual leave will be based on the employee's ordinary hourly rate of pay, including allowances that count for all purposes at the date of application. The payment in lieu will be based on the pay that the employee would have received for a notional period of leave equal to the credit being paid in lieu on the day the application is made.

### **F8 - Annual Leave Loading**

#### **Purpose**

- F8.1 Annual leave loading is available to employees to provide monetary assistance while they are on annual leave.

#### **Eligibility**

- F8.2 Employees who accrue annual leave under clause F7 - are entitled to an annual leave loading. Part time employees will be paid the annual leave loading on a pro rata basis.

#### **Entitlement**

- F8.3 Where an employee's entitlement is based on subclause F8.7.1, the leave loading payable is subject to a maximum payment. This maximum payment is the equivalent of the Australian Bureau of Statistics' male average weekly total earnings for the May quarter of the year before the year in which the date of accrual occurs. Where the leave accrual is less than for a full year, this maximum is applied on a pro rata basis.
- F8.4 An employee whose employment ceases and who is entitled to payment of accumulated annual leave or pro rata annual leave will be paid any accrued annual leave loading not yet paid and leave loading on pro rata annual leave entitlement due on separation.

#### **Evidence and Conditions**

- F8.5 Annual leave loading accrued will be paid at such a time as the employee nominates, by making a written request to the head of service.
- F8.6 Any unpaid annual leave loading accrued by employees will be paid on the first payday in November following its accrual.



## **Rate of Payment**

- F8.7 The amount of an employee's entitlement under subclause F8.2 will be based on whichever is the greater of the following:
- F8.7.1 subject to subclause F8.3, 17.5 per cent of the employee's ordinary hourly rate of pay on 1 January multiplied by the number of hours of annual leave accrued during the preceding calendar year (excluding shift penalties); or
  - F8.7.2 any shift penalties that the employee would have received had the employee not been on approved annual leave.

## **F9 - Purchased Leave**

### **Purpose**

- F9.1 Purchased leave is available to employees to enable them to be absent from duty to support their work/life balance.

### **Eligibility**

- F9.2 Employees, other than casual employees, are eligible to apply to purchase leave.

### **Entitlement**

- F9.3 Employees may purchase leave in addition to the employee's usual annual leave entitlement, up to a maximum of twelve weeks in any twelve month period, subject to head of service approval.
- F9.4 An employee may apply, at any time, to the head of service for approval to participate in the purchased leave scheme.
- F9.5 The application must specify the amount of leave to be purchased in whole weeks up to a maximum of twelve weeks in any twelve month period, and the period over which the additional leave is to be acquitted.
- F9.6 Approval by the head of service for an employee to purchase and use purchased leave, is subject to both the operational requirements of the workplace and the personal responsibilities of the employee.
- F9.7 Approval to purchase additional leave will not be given where an employee has an annual leave balance of two and a half years worth of annual leave credit or more, except where the employee intends to use all excess annual leave credit before taking purchased leave.
- F9.8 Once an employee commences participation in the scheme, the employee may only opt out of the scheme before the expiration of the agreed acquittal period, where:
- F9.8.1 the employee can demonstrate, in writing, that exceptional circumstances exist, such as unforeseen financial hardship, and the head of service agrees; or
  - F9.8.2 the employee's employment with the ACTPS ceases before the expiration of the agreed acquittal period; or
  - F9.8.3 the employee proceeds on paid birth or primary care giver leave.
- F9.9 If an employee transfers from one ACTPS Directorate to another ACTPS Directorate during the agreed acquittal period, the employee's continuation in the purchased leave scheme will be subject to the separate approval of the gaining Directorate. Where such approval is not given, any money owing to the employee in respect of purchased leave not taken will be refunded to the employee as soon as practicable. Any shortfall in payments will be deducted from monies owing to the employee.

### **Evidence and Conditions**

- F9.10 An employee should discuss with their manager/supervisor, as soon practicable, their intention to be absent on purchased leave.
- F9.11 An employee must make an application to the head of service to access their purchased leave entitlement.
- F9.12 Having considered the requirements of this clause the head of service may approve an employee's application to access purchased leave. A decision not to approve the leave must be made in accordance with subclause F3.1.
- F9.13 Approval by the head of service to grant purchased leave will be subject to the operational requirements of the workplace, the personal responsibilities of the employee and appropriate periods of notice.
- F9.14 A minimum of one week of purchased leave, or the pro-rata equivalent for part-time employees, must be taken at any one time unless the remaining balance is less than one week or the head of service is satisfied, on evidence presented, there are exceptional circumstances which warrant purchased leave being taken in shorter periods.
- F9.15 Purchased leave must be used within the agreed acquittal period, not exceeding twelve months from the date of commencement in the scheme. Purchased leave not taken within the agreed acquittal period will be forfeited and the value of the leave refunded to the employee at the end of the acquittal period.

### **Rate of Payment**

- F9.16 While an employee is on a period of purchased leave the employee will be paid at the rate of pay used to calculate the employee's deduction.
- F9.17 Purchased leave will be paid for by a fortnightly deduction from the employee's pay over an agreed acquittal period not exceeding twelve months from the date the employee commences participation in the scheme.
- F9.18 Fortnightly deductions, from the employee's pay, will commence as soon as practicable following approval of the employee's application to participate in the purchased leave scheme. The deductions will be calculated on the employee's pay at the date of commencement of participation in the scheme, the amount of leave to be purchased and the agreed acquittal period.
- F9.19 Despite subclause F9.18, if the employee's pay changes during the acquittal period the employee may apply to the head of service for the deduction to be recalculated.
- F9.20 Fortnightly tax deductions will be calculated on the employee's gross pay after the deduction has been made for purchased leave.
- F9.21 Subject to subclause F9.22, allowances in the nature of pay may be included in the calculation of purchased leave payments where:
- F9.21.1 the head of service and the employee agree any or all of these allowances are appropriate; and
  - F9.21.2 there is the likelihood the allowance will continue to be received over the duration of the acquittal period.
- F9.22 Disability allowances, which are paid according to the hours worked, cannot be included for the purposes of calculating purchased leave payments.

### **Effect on Other Entitlements**

- F9.23 Leave taken as purchased leave will count as service for all purposes.

- F9.24 Public Holidays for which the employee is entitled to payment that fall during periods of absence on purchased leave will be paid as a normal public holiday and will not be deducted from the employee's purchased leave balance.
- F9.25 Purchased leave will not affect the payment and timing of pay increments or the accrual of other forms of leave.
- F9.26 The purchase of additional leave under this clause will not affect the superannuation obligations of the ACTPS and/or the employee involved.

#### **Interaction with Other Leave Types**

- F9.27 Where an employee provides a certificate from a registered medical practitioner or registered health professional operating within their scope of practice for a personal illness or injury or for the purpose of providing care or support for a member of the employee's family who is ill or injured or who is experiencing an unexpectd emergency during a period of absence on purchased leave, the employee will have the purchased leave re-credited for that period covered by the certificate, and substituted by personal leave.
- F9.28 An employee participating in the scheme who proceeds on paid birth or primary care giver's leave will elect to, either:
- F9.28.1 exit the purchased leave scheme and have any money owing refunded; or
  - F9.28.2 subject to subclause F9.29, remain in the scheme and have pay deductions continue during the period of paid birth or primary care giver's leave.
- F9.29 Purchased leave taken during an employee's absence on birth or primary care giver's leave will not extend the employee's total period of birth leave or primary care giver's leave.
- F9.30 An employee participating in the scheme who is in receipt of paid workers' compensation will have pay deductions for purchased leave continue. Normal conditions for purchased leave will apply for employees on graduated return to work programs; however entry into the scheme should be discussed with the rehabilitation case manager.

## **F10 - Public Holidays**

### **Eligibility**

F10.1 Public holidays are available to employees other than casual employees.

### **Entitlement**

F10.2 Employees are entitled to be absent from duty on a day, or part of a day, that is a public holiday, in accordance with the FW Act.

F10.3 The following days will be observed as public holidays under this Agreement:

F10.3.1 1 January (New Year's day), and, if that day falls on a Saturday or Sunday, the following Monday;

F10.3.2 26 January (Australia Day), or, if that day falls on a Saturday or Sunday, the following Monday;

F10.3.3 the 2nd Monday in March (Canberra Day);

F10.3.4 Good Friday;

F10.3.5 the Saturday following Good Friday;

F10.3.6 Easter Sunday;

F10.3.7 the Monday following Good Friday;

F10.3.8 25 April (Anzac Day), or, if that day falls on a Saturday or Sunday, the following Monday;

F10.3.9 27 May (Reconciliation Day), or, if that day is not a Monday, the following Monday;

F10.3.10 the 2nd Monday in June (the day for the observance of the anniversary of the birthday of the Sovereign);

F10.3.11 the 1st Monday in October (Labour Day);

F10.3.12 25 December (Christmas Day), and  
F10.3.12 (a) if that day falls on a Saturday, the following Monday; or  
F10.3.12 (b) if that day falls on a Sunday, the following Tuesday;

F10.3.13 26 December (Boxing Day), and  
F10.3.13 (a) if that day falls on a Saturday—the following Monday; or  
F10.3.13 (b) if that day falls on a Sunday—the following Tuesday;

F10.4 In addition to the public holidays provided for under subclause F10.3, employees are entitled to be absent from duty on :

F10.4.1 the next business day after Boxing Day, or where:  
F10.4.1 (a) Boxing Day falls on a Saturday, the following Tuesday; or  
F10.4.1 (b) Boxing Day falls on a Sunday, the following Wednesday;

F10.4.2 any other day, or a part of any other day, that the Minister declares to be a public holiday in the ACT under the *Holidays Act 1958* (the Holidays Act); and,

F10.4.3 any other day, or a part of any other day, that the Head of Service declares to be a holiday under the PSM Act.

F10.5 Where a day identified in subclause F10.3 is replaced by another day by an amendment to the Holidays Act, the replacement day will be observed as the public holiday in its place.

## **Rate of Payment**

- F10.6 Subject to subclauses F10.7 and F10.8, where an employee who is entitled to be absent from duty on a day, or a part of a day, that is a public holiday, and the employee is absent from duty, the employee will be paid at the employee's ordinary hourly rate for the employee's ordinary hours of work on that day or part-day.
- F10.7 A part-time employee will be entitled to observe a public holiday without loss of pay if the employee would usually have been required to work on the day of the week on which the public holiday falls. To remove any doubt, a part time employee whose regular part time hours do not fall on a public holiday will not be paid for that public holiday.
- F10.8 An employee will not be paid for a public holiday which occurs during a period of leave without pay.
- F10.9 If a public holiday occurs on the day immediately before or immediately after an employee is on a period of leave without pay the employee is entitled to be paid for the public holiday.

## **Effect on Other Entitlements**

- F10.10 Subject to subclause F10.11, public holidays count as service for all purposes.
- F10.11 A public holiday will not count as service if it occurs while the employee is on a period of leave not to count as service.

## **F11 - Christmas Shutdown**

### **Purpose**

- F11.1 Christmas shutdown is provided for operational efficiency and the wellbeing of employees.

### **Eligibility**

- F11.2 Christmas shutdown is available to employees other than casual employees.

### **Entitlement**

- F11.3 Employees are entitled to two days of paid absence during the Christmas shutdown period, which are the business days between 28 December and 31 December inclusive.
- F11.4 Only those employees who are directed or rostered to work during this period may attend for work over the Christmas shutdown period.
- F11.5 If an employee, other than an employee to whom subclauses F11.6 or F11.7 apply, is directed to work during the Christmas shutdown period the employee will, in addition to the entitlement under subclause F11.3 be entitled to either:
- F11.5.1 take paid absence, equivalent to the time worked at a time agreed between the employee and the relevant manager/supervisor; or
  - F11.5.2 elect to receive a payment equivalent to the time worked at the employee's ordinary rate of pay.
- F11.6 Employees who are working under rostering arrangements during the Christmas shutdown period will be entitled to either:
- F11.6.1 take paid absence at a time agreed between the employee and the relevant manager/supervisor; or
  - F11.6.2 elect to receive a payment at the employee's ordinary rate of pay,

equivalent to the time worked, or the time the employee would have worked had the employee been rostered to work.

F11.7 An employee who is working under rostering arrangements who is required to work on a rostered day off which falls on either of the Christmas shutdown days shall receive payment of overtime at the appropriate rate for the attendance. The payment of overtime is in addition to the entitlement under subclause F11.6. These days are not public holidays and therefore public holiday rates do not apply.

F11.8 Nothing in this clause is intended to reduce or increase a part time employee's pay entitlement for the pay period in which the Christmas shutdown period falls. Part time employees whose regular part time hours do not fall during the Christmas shutdown period will not be entitled to the additional two days of paid absence.

F11.9 Notwithstanding subclause F11.8 part time employees whose regular part time hours do not fall during the Christmas shutdown period, but who are directed to work during the Christmas shutdown period, will be entitled to either:

F11.9.1 the payment of overtime at the appropriate rate for the time worked; or

F11.9.2 elect to take paid absence, equivalent to the time worked, at a time agreed between the employee and the relevant manager/supervisor.

#### **Rate of Payment**

F11.10 Christmas shutdown absence is granted with pay.

#### **Effect on Other Entitlements**

F11.11 Christmas shutdown absence counts as service for all purposes.

### **F12 - Compassionate Leave**

#### **Purpose**

F12.1 Compassionate leave is available to employees to enable them to be absent from duty when a member of an employee's immediate family or household:

F12.1.1 has a personal illness or injury that poses a serious threat to the person's life; or

F12.1.2 dies.

#### **Eligibility**

F12.2 Compassionate leave is available to all employees.

#### **Entitlement**

F12.3 An employee may be granted compassionate leave from the first day of service.

F12.4 Compassionate leave is non-cumulative.

F12.5 Employees are entitled to up to five days of compassionate leave on each occasion of the death of a member of the employee's immediate family or household. The head of service may grant an additional paid or unpaid period of compassionate leave for this purpose.

- F12.6 Employees are entitled to up to two days of compassionate leave on each occasion of personal illness or injury of a member of the employee's immediate family or household that poses a serious threat to the person's life. The head of service may grant an additional paid or unpaid period of compassionate leave for this purpose.

#### **Evidence and Conditions**

- F12.7 The employee should discuss with their manager/supervisor, as soon as practicable, their absence or intention to be absent on compassionate leave.
- F12.8 An employee must make an application to the head of service to access compassionate leave.
- F12.9 The head of service may request evidence that would satisfy a reasonable person that an application for compassionate leave is for a purpose specified in subclause F12.1.
- F12.10 Having met the requirements of this clause, the head of service will approve an employee's application to access compassionate leave.
- F12.11 If the employee has not provided the evidence requested under subclause F12.9, a decision not to approve the leave may be taken in accordance with subclause F3.1.

#### **Rate of Payment**

- F12.12 Compassionate leave will be granted with pay, except for casual employees and except where it is granted without pay under subclause F12.5 or F12.6.
- F12.13 Compassionate leave is paid at the employee's base rate of pay, including relevant allowances for the ordinary hours the employee would have worked during the leave.

#### **Effect on Other Entitlements**

- F12.14 Compassionate leave with pay will count as service for all purposes.
- F12.15 Public Holidays for which the employee is entitled to payment that fall during periods of absence on paid compassionate leave will be paid as a normal public holiday and will not be considered an absence on compassionate leave.

#### **Interaction with Other Leave Types**

- F12.16 If compassionate leave of at least one day is granted while an employee is absent on another type of leave, the other type of leave will be re-credited for the period of the absence on compassionate leave.

### **F13 - Community Service Leave**

#### **Purpose**

- F13.1 Community service leave is available to employees to allow them to be absent from the workplace to engage in the following three distinct types of community service activities:
- F13.1.1 jury service (including attendance for jury selection) that is required by or under a law of the Commonwealth, a State or a Territory; or
  - F13.1.2 a voluntary emergency management activity; or
  - F13.1.3 other recognised voluntary community service activity.

## **Jury Service**

### **Eligibility**

F13.2 Community service leave for jury service is available to all employees.

### **Evidence and Conditions**

F13.3 Although the granting of community service leave for jury service is deemed to be approved, an employee must:

F13.3.1 submit a leave application for the period of the absence; and

F13.3.2 provide sufficient documentary evidence of the reason for the absence.

F13.4 The employee should discuss with their manager/supervisor their intention to be absent on community service leave for jury service.

### **Rate of Payment**

F13.5 Community service leave for jury service will be granted with pay to employees other than casual employees.

F13.6 If the employee is paid jury fees, this amount must be deducted from the employee's pay less reasonable out-of-pocket expenses.

### **Effect on Other Entitlements**

F13.7 Community service leave for jury service will count as service for all purposes.

F13.8 Public holidays for which the employee is entitled to payment that fall during periods of absence on paid community service leave for jury service will be paid as a normal public holiday and will not be considered to be community service leave for jury service.

## **Voluntary Emergency Management**

### **Eligibility**

F13.9 An employee who is a member of a relevant emergency service, including a:

F13.9.1 State or Territory Emergency Service;

F13.9.2 fire-fighting service;

F13.9.3 search and rescue unit; or

F13.9.4 other volunteer service performing similar functions,

is eligible for community service leave for voluntary emergency management.

F13.10 A casual employee who is a member of a relevant emergency service is eligible to unpaid community service leave for voluntary emergency management service.

### **Entitlement**

F13.11 Eligible employees are entitled to be absent on unpaid leave to engage in a voluntary emergency management activities, subject to operational requirements in the workplace.

F13.12 Eligible employees, other than casual employees, are eligible for up to four days paid community service leave for voluntary emergency management per emergency.

F13.13 Community service leave for voluntary emergency management is non-cumulative.



### **Evidence and Conditions**

- F13.14 An employee should discuss their intention to be absent on paid or unpaid community service leave for voluntary emergency management with their manager/supervisor as soon as practicable, which may be at a time after the absence has started. The employee must advise the manager/supervisor of the period, or expected period, of the absence.
- F13.15 An employee must make an application to the head of service to access their community service leave entitlement for voluntary emergency management.
- F13.16 The employee must, if requested by the head of service, provide sufficient documentary evidence of the reason for the absence.
- F13.17 The head of service may grant paid community service leave for voluntary emergency management to enable the employee to fulfil an obligation in the event of a civil emergency.
- F13.18 Having considered the requirements of this clause the head of service may approve an employee's application to access paid community service leave for voluntary emergency management. A decision not to approve the leave will be taken in accordance with subclause F3.1.

### **Rate of Payment**

- F13.19 Where paid leave is granted for community service leave for voluntary emergency management, it is paid at the employee's ordinary hourly rate of pay.

### **Effect on Other Entitlements**

- F13.20 A period of approved community service leave for voluntary emergency management will count as service for all purposes.
- F13.21 Public holidays for which the employee is entitled to payment that fall during periods of absence on paid community service leave for voluntary emergency management will be paid as a normal public holiday and will not be considered to be community service leave for voluntary emergency management.

### **Additional Leave**

- F13.22 Additional paid leave may be approved by the head of service for any voluntary emergency management duties required to be performed by an employee who is a member of a State or Territory Emergency Service.

## **Voluntary Community Service**

### **Eligibility**

- F13.23 Community service leave for voluntary community service is available to all employees.

### **Entitlement**

- F13.24 Employees, other than casual employees, are entitled to up to three days of paid leave for community service leave to engage in a recognised voluntary community service activity within a twelve month period.
- F13.25 Community service leave for voluntary community service is non-cumulative.
- F13.26 An employee may be granted unpaid community service leave to engage in a recognised voluntary community service activity, subject to operational requirements in the workplace.

### **Evidence and Conditions**

- F13.27 An employee should discuss their intention to be absent on community service leave for voluntary community service, as soon as practicable, with their manager/supervisor.
- F13.28 An employee must make an application to the head of service to access their community service leave for voluntary community service entitlement.
- F13.29 The head of service may request sufficient documentary evidence of the reason for the absence.
- F13.30 In considering an application from an employee for paid leave to engage in a voluntary community service activity, the head of service must consider whether:
- F13.30.1 the activity is a recognised voluntary activity and benefits the local community; and/or
  - F13.30.2 the community organisation or project is an acceptable organisation or project as defined in Whole-of-Government policy or the employee's Directorate guidelines; and
  - F13.30.3 there is a risk the activity would place the employee in a real or perceived conflict of interest.
- F13.31 Leave for a voluntary community service activity must not be approved for activities which:
- F13.31.1 involve any payment in cash or kind for the duties performed by the employee; or
  - F13.31.2 replace work ordinarily undertaken by a paid worker; or
  - F13.31.3 are undertaken solely for direct personal benefit of the employee; or
  - F13.31.4 place the employee in a conflict of interest situation; or
  - F13.31.5 are primarily focussed on promoting particular religious or political views; or
  - F13.31.6 involves work which does not have a local community focus.
- F13.32 Having considered the requirements of this clause the head of service may approve an employee's application to access paid or unpaid community service leave for voluntary community service.
- F13.33 A decision not to approve the leave must be made in accordance with subclause F3.1.

### **Rate of Payment**

- F13.34 Community service leave for voluntary community service is granted with pay for the first three days leave in a twelve month period to all employees except casual employees.

### **Effect on Other Entitlements**

- F13.35 Community service leave for voluntary community service will count as service for all purposes up to a maximum of twenty three days in any twelve month period.
- F13.36 Where the head of service has approved a request for unpaid community service leave for voluntary community service exceeding twenty days in a twelve month period, this leave in excess of twenty days will not count as service.

- F13.37 Public holidays for which the employee is entitled to payment that fall during periods of absence on paid community service leave for voluntary community service will be paid as a normal public holiday and will not be considered to be community service leave for voluntary community service.

#### **Interaction with Other Leave Entitlements**

- F13.38 Leave granted under this provision may be taken in combination with approved annual or long service leave.

### **F14 - Birth Leave**

#### **Purpose**

- F14.1 Birth leave is available to pregnant employees to enable them to be absent from duty to:
- F14.1.1 support their own wellbeing and to care for and bond with a new born child; and
  - F14.1.2 support the protection of the family and children under the *Human Rights Act 2004*; and
  - F14.1.3 support the employee's right to continuity of service.

#### **Eligibility**

- F14.2 An employee who is pregnant is eligible to be absent on birth leave.
- F14.3 An employee is eligible for birth leave where termination of the pregnancy occurs within twenty weeks of the estimated date of delivery of the child. Where an employee's pregnancy terminates more than twenty weeks before the estimated date of delivery of the child any birth leave which has been prospectively approved will be cancelled.

#### **Eligibility – Paid Birth Leave**

- F14.4 An employee, other than a casual employee, who is eligible for birth leave and who has completed twelve months of continuous service, including recognised prior service, immediately prior to commencing a period of birth leave, is eligible for paid birth leave.
- F14.5 An employee, other than a casual employee, who is eligible for birth leave and who completes twelve months of continuous service within the first eighteen weeks of birth leave is eligible for paid birth leave for the period between completing twelve months of service and the end of the first eighteen weeks of birth leave.
- F14.6 An employee who is eligible for paid birth leave and who is on approved leave without pay is eligible for paid birth leave for the period between completing the approved period of leave without pay and the end of the first eighteen weeks of birth leave.

#### **Entitlement**

- F14.7 An eligible employee is entitled to be absent for up to fifty two weeks birth leave for each pregnancy. To avoid doubt, the entitlement under this clause does not increase in cases of multiple births.
- F14.8 Subject to subclause F14.4, an employee who is eligible for paid birth leave is entitled to be paid for the first eighteen weeks of birth leave and this entitlement is in addition to the Federal paid parental leave scheme.
- F14.9 Birth leave is non-cumulative.

- F14.10 Subject to subclauses F14.12 and F14.13, an employee who is eligible for birth leave must absent themselves from duty for a period commencing six weeks prior to the estimated date of delivery of the child and ending six weeks after the actual date of birth of the child.
- F14.11 An eligible employee's period of birth leave will commence:
- F14.11.1 subject to subclause F14.12, six weeks prior to the estimated date of delivery; or
  - F14.11.2 on the birth of the child (including where this occurs earlier than six weeks prior to the estimated date of delivery of the child); or
  - F14.11.3 on the date the pregnancy ends if that occurs within twenty weeks of the estimated date of delivery of the child; or
  - F14.11.4 for all other eligible employees, on the first day of birth leave.
- F14.12 An employee who produces medical evidence from a registered medical practitioner that they are fit for duty until a date less than six weeks prior to the estimated date of delivery of the child may continue to work up until a date recommended by the medical practitioner, subject to the approval of the head of service.
- F14.13 An employee who has given birth to a child and produces medical evidence from a registered medical practitioner that they are fit for duty from a date less than six weeks after the date of birth of the child may resume duty on a date recommended by the medical practitioner, subject to the approval of the head of service.
- F14.14 An employee who has given birth to a child may resume duty following the end of the six week period after the birth of the child and earlier than the end of the approved period of birth leave subject to the approval of the head of service.
- F14.15 An employee is entitled to return to work in accordance with the provisions in the National Employment Standards of the FW Act.

#### **Evidence and Conditions**

- F14.16 An employee must give notice to their manager/supervisor as soon as practicable of their intention to be absent on birth leave.
- F14.17 Birth leave is deemed to be approved; however an employee must submit an application to the head of service for any period of birth leave. Having considered the requirements of this clause the head of service will approve an employee's application to access birth leave.
- F14.18 Prior to commencing birth leave an employee will provide the head of service with evidence of the pregnancy and the estimated date of delivery from a registered medical practitioner or registered health professional who is operating within their scope of practice.
- F14.19 If requested by the head of service, an employee will provide the head of service with evidence of the birth and the date of the birth of the child as soon as possible after the birth of the child. Such evidence may include a copy of the birth certificate or documents provided by a registered medical practitioner or registered health professional who is operating within their scope of practice.

#### **Rate of Payment**

- F14.20 The rate of payment to be paid to the employee during a paid period of birth leave is the same rate as would be paid if the employee was granted paid personal leave.

- F14.21 Despite subclause F14.20, where an employee varies their ordinary hours of work, either from part time to full time, from part time to different part time, or from full time to part time, during the twelve- month period directly preceding birth leave, the rate of payment for the paid component of their birth leave, which will be capped at full time rates, will be calculated by using the average of their ordinary hours of work, excluding any periods of leave without pay, for the twelve-month period immediately before the period of birth leave commences.
- F14.22 To avoid doubt, an employee's status and all other entitlements remain unaltered by the operation of subclause F14.21.
- F14.23 Paid birth leave may be taken with full or half pay, or a combination of full and half pay, with credits to be deducted on the same basis. The maximum paid period is up to thirty six weeks at half pay.
- F14.24 The head of service may approve, subject to a medical certificate from a registered medical practitioner, an employee taking paid birth leave in a non-continuous manner, provided any other form of paid leave will not be approved until the employee has used all of the employee's paid birth leave entitlement.
- F14.25 A period of paid birth leave does not extend the maximum fifty two week period of birth leave available to an eligible employee.
- F14.26 An employee's period of absence on birth leave between the paid period of birth leave and the maximum fifty two week period of birth leave will be without pay, unless other paid leave entitlements are accessed.

#### **Effect on Other Entitlements**

- F14.27 Birth leave with pay will count as service for all purposes.
- F14.28 Any period of unpaid birth leave taken by an employee during the period commencing six weeks prior to the estimated date of delivery of the child and ending six weeks after the actual date of birth of the child will count as service for all purposes.
- F14.29 Subject to subclause F14.28 any period of unpaid birth leave taken by an employee will not count as service for any purpose, but does not break continuity of service.
- F14.30 Public holidays for which the employee would otherwise have been entitled to payment that fall during periods of absence on birth leave will not be paid as a normal public holiday.

#### **Interaction with Other Leave Entitlements**

- F14.31 An application by an employee for long service leave or annual leave during a period that would otherwise be an unpaid period of birth leave will be granted to the extent of available entitlements.
- F14.32 Subject to subclause F4.40, an application by an employee for personal leave during a period that would otherwise be an unpaid period of birth leave will be granted subject to the employee providing a certificate from a registered medical practitioner or registered health professional operating within their scope of practice to the extent of available entitlements.

#### **Keep in Touch Arrangements (Birth Leave)**

- F14.33 At any time after six weeks from the child's date of birth, an employee may, following an invitation from an authorised person, agree to attend the workplace on up to ten separate occasions of up to one day each so as to keep in touch with developments in the workplace (for meetings and training etc.).

F14.34 The employee will be paid at their ordinary hourly rate of pay for the hours they attend the workplace in accordance with subclause F14.33 during unpaid birth leave. Keep in touch attendance will count as service for all purposes, but does not extend the period of leave and does not end or reduce the entitlement to birth leave.

F14.35 For the purpose of subclause F14.33, a medical certificate is not required.

## **F15 - Special Birth Leave**

### **Purpose**

F15.1 Special birth leave is available to employees where:

F15.1.1 the employee is not fit for work due to a pregnancy related illness, or

F15.1.2 the pregnancy of the employee ends within twenty eight weeks of the estimated date of delivery, other than by the birth of a living child.

Note: If a pregnancy ends within twenty weeks of the estimated date of delivery of the child the employee may be entitled to paid or unpaid birth leave as per subclauses F14.3 and F14.4.

### **Eligibility**

F15.2 Special birth leave is available to all employees and eligible casual employees.

### **Entitlement**

F15.3 An employee is entitled to a period of unpaid special birth leave for the duration certified by a registered medical practitioner or registered health professional operating within their scope of practice as necessary.

### **Evidence and Conditions**

F15.4 The employee must provide the head of service with notice that they are taking special birth leave. The notice must be given as soon as practicable (which may be after the leave has started); and should include the period, or expected period, of the leave.

F15.5 An employee must submit an application to the head of service for any period of special birth leave. Having considered the requirements of this clause the head of service will approve an employee's application to access special birth leave.

F15.6 An employee who has given notice that special birth leave will be (or is being) taken must provide reasonable evidence of the purpose for taking leave. This evidence may include a medical certificate from a registered medical practitioner or a registered health professional operating within their scope of practice.

### **Rate of Payment**

F15.7 Special birth leave is granted without pay.

### **Effect on Other Entitlements**

F15.8 Special birth leave does not count as service for any purpose.

F15.9 Special birth leave does not break continuity of service.

F15.10 Special birth leave accessed due to pregnancy related illness is not deducted from the entitlement for unpaid birth leave accessed after the birth of the child.

### **Interaction with Other Leave Types**

F15.11 Special birth leave is in addition to any accrued personal leave entitlement.

F15.12 Special birth leave is in addition to compassionate leave.

## F16 - Primary Care Giver Leave

### Purpose

- F16.1 Primary care giver leave is available to employees to enable them to be absent from duty to:
- F16.1.1 care for and bond with a newborn child; and
  - F16.1.2 support the protection of the family and children under the *Human Rights Act 2004*.

### Eligibility

- F16.2 Primary care giver leave is available to employees other than casual employees who are the primary care giver of a newborn child.
- F16.3 An employee who has completed at least twelve months continuous service, including recognised prior service, immediately prior to commencing a period of primary care giver leave, is eligible for primary care giver leave.
- F16.4 An employee who is eligible for paid birth leave, foster and short term care leave, or adoption or permanent care leave is not eligible for primary care giver leave.
- F16.5 An employee who completes twelve months of continuous service within eighteen weeks of becoming the primary care giver for a child is eligible for primary care giver leave for the period between completing twelve months of qualifying service and the end of the first eighteen weeks of becoming the primary care giver of the child.

### Entitlement

- F16.6 An eligible employee is entitled to eighteen weeks of paid leave in relation to each birth and this entitlement is in addition to the Federal paid parental leave scheme. To avoid doubt, the entitlement under this clause does not increase in cases of multiple births, adoptions or care and protection orders that apply to more than one child.
- F16.7 Primary care giver leave is non-cumulative.
- F16.8 An employee is entitled to return to work in accordance with the provisions in the National Employment Standards.

### Evidence and Conditions

- F16.9 An employee should discuss with their manager/supervisor, as soon practicable, their intention to be absent on primary care giver leave.
- F16.10 An employee must make an application to the head of service to access their primary care giver leave.
- F16.11 The employee must provide the head of service with appropriate evidence concerning the reasons for and circumstances under which the primary care giver leave application is made, which may include:
- F16.11.1 a certificate from a registered medical practitioner or registered health professional operating within their scope of practice relating to the estimated date of delivery of a child; or
  - F16.11.2 a birth certificate.
- F16.12 In all cases details of leave being taken by other persons in relation to the same child (or children in the case of multiple births) must be provided.

- F16.13 Before granting primary care giver leave, the head of service must be satisfied that the employee demonstrates that they are the primary care giver.
- F16.14 For the purposes of this clause a newborn is considered to be a baby of up to fourteen weeks old. In extenuating circumstances, the head of service may approve primary care giver leave when a newborn is more than fourteen weeks old.
- F16.15 Having considered the requirements of this clause the head of service will approve an employee's application to access primary care giver leave.
- F16.16 The total combined entitlement under this clause and the birth leave clause, and equivalent clauses in any other ACTPS enterprise agreement, is eighteen weeks of paid leave in relation to the birth.
- F16.17 Primary care giver leave may be taken in any combination with birth leave provided that the mother and the other employee entitled to primary care giver leave do not take these forms of paid leave concurrently.

### **Rate of Payment**

- F16.18 Primary care giver leave will be granted with pay.
- F16.19 The rate of payment to be paid to the employee during a paid period of primary care giver leave is the same rate as would be paid if the employee was granted personal leave.
- F16.20 Despite subclause F16.19, where an employee varies their ordinary hours of work, either from part time to full time, from part time to different part time, or from full time to part time, during the twelve-month period directly preceding primary care giver leave, the rate of payment for the paid component of their primary care giver leave, which will be capped at full time rates, will be calculated by using the average of their ordinary hours of work, excluding any periods of leave without pay, for the twelve-month period immediately before the period of primary care giver leave commences.
- F16.21 To avoid doubt, an employee's status and all other entitlements remain unaltered by the operation of subclause F16.20.
- F16.22 Primary care giver leave may be granted with full or half pay, or a combination of full and half pay, with credits to be deducted on the same basis. The maximum paid period is up to thirty six weeks at half pay.

### **Effect on Other Entitlements**

- F16.23 Primary care giver leave will count as service for all purposes.
- F16.24 Public holidays for which the employee would otherwise have been entitled to payment that fall during periods of absence on primary caregiver leave will not be paid as a normal public holiday.

### **Interaction with Other Leave Types**

- F16.25 Primary care giver leave does not extend the maximum period of unpaid parental leave available to an employee.

### **Keep in Touch Arrangements (Primary Care Giver Leave)**

- F16.26 An employee on primary care giver leave may, following an invitation from an authorised person, agree to attend the workplace on up to ten separate occasions of up to one day each so as to keep in touch with developments in the workplace (for meetings and training etc.).



- F16.27 The employee will be paid at their ordinary hourly rate of pay for the hours they attend work in accordance with subclause F16.26 during unpaid primary care giver leave. Keep in touch attendance will count as service for all purposes, but does not extend the period of leave and does not end or reduce the entitlement to primary care giver leave.

## **F17 - Parental Leave**

### **Purpose**

- F17.1 Parental leave without pay is in addition to the provisions available in birth leave, primary care giver leave and adoption or permanent care leave and 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.

### **Eligibility**

- F17.2 Parental leave is available to an employee or an eligible casual employee who is the primary care giver of a child following the birth or adoption of a child or the commencement of a permanent caring arrangement for a child.

### **Entitlement**

- F17.3 An employee is entitled to up to two years of parental leave following the child's birth, adoption or commencement of a permanent caring arrangement, less any period of birth leave, primary care giver leave or adoption or permanent care leave which the employee has taken in relation to the same child.
- F17.4 To avoid doubt, the entitlement under this clause does not increase in cases of multiple births, adoptions or permanent caring arrangements that apply to more than one child at any one time.
- F17.5 At the end of this time the employee is entitled to return to work in accordance with the provisions in the National Employment Standards.
- F17.6 An employee is entitled to apply and will be granted an additional year of parental leave for up to two occasions of birth, adoption or commencement of a permanent caring arrangement, provided that the employee agrees, where necessary, to become unattached.

### **Evidence and Conditions**

- F17.7 An employee should discuss with their manager/supervisor, as soon as practicable, their intention to be absent on parental leave.
- F17.8 An employee must make an application to the head of service to access their unpaid parental leave entitlement.
- F17.9 Having considered the requirements of this clause the head of service will approve an employee's application to access parental leave.
- F17.10 The employee must provide the head of service with appropriate evidence concerning the reasons for and circumstances under which the unpaid parental leave application is made, which may include:
- F17.10.1 a birth certificate; or
  - F17.10.2 documents from an adoption authority concerning the adoption of a child; or
  - F17.10.3 documents relating to a permanent caring arrangement.
- F17.11 The head of service will not grant parental leave if the employee's domestic partner is on parental leave and is an employee of the ACTPS.

### **Rate of Payment**

F17.12 Parental leave will be granted without pay.

### **Effect on Other Entitlements**

F17.13 Parental leave does not count as service for any purpose.

F17.14 Parental leave does not break continuity of service.

F17.15 Public holidays for which the employee would otherwise have been entitled to payment that fall during periods of absence on parental leave will not be paid as a normal public holiday.

### **Interaction with Other Leave Types**

F17.16 An employee on parental leave may access annual and long service leave on full or half pay to the extent of available entitlements.

F17.17 An application by an employee for personal leave during a period that would otherwise be a period of parental leave will be granted subject to the employee providing a certificate from a registered medical practitioner or registered health professional operating within their scope of practice, in accordance with subclause F4.40.

### **Keep in Touch Arrangements (Parental Leave)**

F17.18 An employee may, following an invitation from an authorised person, agree to attend the workplace on up to ten separate occasions of up to one day each so as to keep in touch with developments in the workplace (for meetings and training etc.), less any Keep In Touch time approved during birth or primary caregiver leave as per subclauses F14.33 or F16.26.

F17.19 The employee will be paid at their ordinary hourly rate of pay for the hours that they attend the workplace in accordance with subclause F17.18. Keep in touch attendance will count as service for all purposes, but does not extend the period of leave and does not end or reduce the entitlement to parental leave.

## **F18 - Bonding Leave**

### **Purpose**

F18.1 Bonding leave is available to employees to enable them to be absent from duty to:

F18.1.1 bond with their 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;

F18.1.2 support the protection of the family and children under the *Human Rights Act 2004*.

### **Eligibility**

F18.2 Bonding leave is available to employees other than casual employees at the time of the child's birth, adoption or the commencement of a permanent caring arrangement when the employee is not the primary care giver to the child.

F18.3 An employee who is eligible for paid birth leave, adoption or permanent care leave or primary care giver leave is not entitled to bonding leave. If, however, bonding leave has been taken by the employee, and the employee later becomes entitled to primary care giver's leave due to unforeseen circumstances, the head of service may agree to convert the bonding leave and personal leave taken in accordance with this clause to primary care giver's leave.

## **Entitlement**

- F18.4 Under this clause, 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. The maximum absence may be increased by a further five days of personal leave for bonding purposes as per subclause F4.29.
- F18.5 In accordance with the National Employment Standards, an eligible employee is entitled to be absent up to a maximum of eight weeks of concurrent unpaid bonding leave in the first twelve months following the birth or adoption or commencement of a permanent caring arrangement for a child, subject to a minimum period of two weeks at a time unless a shorter period is agreed by the head of service.
- F18.6 The entitlement under subclause F18.5 will be reduced by the extent of the entitlement accessed by an employee under subclause F18.4.
- F18.7 To avoid doubt, the entitlement under this clause does not increase in cases of multiple births, adoptions or permanent caring arrangements that apply to more than one child at the one time.
- F18.8 Bonding leave is non-cumulative.
- F18.9 Paid bonding leave must be taken within fourteen weeks from the date of birth, adoption or commencement of the permanent caring arrangements, unless there are exceptional circumstances and the head of service agrees to a longer period.
- F18.10 The five days of personal leave accessed as per subclause F4.29 may be taken at any time up to fourteen weeks from the date of the birth, adoption or commencement of the permanent caring arrangement.
- F18.11 Where an employee's domestic partner is also an ACTPS employee this leave may be taken concurrently with the domestic partner receiving birth leave, adoption or permanent care leave or primary care giver leave.

## **Evidence and Conditions**

- F18.12 An employee should discuss with their manager/supervisor, as soon as practicable, their intention to be absent on bonding leave.
- F18.13 Bonding leave will be approved subject only to the head of service being satisfied that the eligibility requirements have been met; however an employee must submit an application to the head of service for any period of bonding leave.
- F18.14 The employee must provide the head of service with appropriate evidence concerning the circumstances under which the bonding leave application is made, which may include:
- F18.14.1 a medical certificate relating to the estimated date of delivery of a child; or
  - F18.14.2 a birth certificate; or
  - F18.14.3 documents from an adoption authority concerning the proposed adoption of a child; or
  - F18.14.4 documents relating to a permanent caring arrangement until the child reaches the age of eighteen.
- F18.15 Unless the head of service determines that exceptional circumstances apply bonding leave will not be approved to care for:

- F18.15.1 a baby over the age of fourteen weeks (not applicable in cases of adoption or permanent caring arrangements); or
- F18.15.2 an adopted child or child who is the subject of a permanent caring arrangement over the age of eighteen on the day of placement.

**Rate of Payment**

- F18.16 Bonding leave will be granted with or without pay.
- F18.17 The rate of payment to be paid to the employee during a period of paid bonding leave is the same rate as would be paid if the employee was granted personal leave.

**Effect on Other Entitlements**

- F18.18 Paid bonding leave will count as service for all purposes and unpaid bonding leave will not count as service for any purposes, but will not break continuity of service.
- F18.19 Public holidays for which the employee is entitled to payment that fall during periods of absence on paid bonding leave will be paid as a normal public holiday and will not extend the maximum period of bonding leave.

**F19 - Grandparental Leave**

**Purpose**

- F19.1 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.

**Eligibility**

- F19.2 Grandparental leave is available to employees other than casual employees and employees on probation.
- F19.3 To be eligible for grandparental leave, the baby or child whom the employee is providing care for must be:
  - F19.3.1 their grandchild; or
  - F19.3.2 their step-grandchild; or
  - F19.3.3 their adopted grandchild; or
  - F19.3.4 a child for whom the employee’s child has parental or caring responsibility authorised under a law of a State or Territory.

**Entitlement**

- F19.4 An eligible employee may be granted up to fifty two weeks of grandparental leave, in relation to each grandchild under care. This leave may be taken over a period not exceeding five years.
- F19.5 Grandparental leave is available up until the fifth birthday of the grandchild for whom the employee is the primary care giver.
- F19.6 Grandparental leave is non-cumulative.
- F19.7 The length of a period of absence on grandparental leave must be agreed between the eligible employee and the head of service.
  - Example 1: A day or part-day on an occasional basis.
  - Example 2: A regular period of leave each week, fortnight or month.
  - Example 3: A larger block of leave such as six or twelve months.

- F19.8 If an employee is absent on grandparental leave and becomes a grandparent to another grandchild, for whom they are the primary care giver, a new application must be made as per subclause F19.10.

#### **Evidence and Conditions**

- F19.9 An employee should discuss with their manager/supervisor, as soon as practicable, their intention to be absent on grandparental leave.
- F19.10 An employee must make an application to the head of service to access their grandparental leave entitlement, and must include details of the period, or expected period, of the absence.
- F19.11 Having considered the requirements of this clause the head of service may approve an employee's application to access grandparental leave. A decision not to approve the leave will be taken in accordance with subclause F3.1.
- F19.12 The head of service should not approve an application for grandparental leave where an employee has an annual leave balance in excess of eight weeks.
- F19.13 An application for grandparental leave must include evidence in the form of:
- F19.13.1 a statutory declaration or a medical certificate confirming the birth or the estimated date of delivery of the grandchild; or
  - F19.13.2 the grandchild's adoption certificate or a statutory declaration confirming the adoption of the grandchild; or
  - F19.13.3 a letter or a statutory declaration confirming that there is an authorised care situation.
- F19.14 If both grandparents are employees of the ACTPS either grandparent may be granted leave but the leave may not be taken concurrently.

#### **Rate of Payment**

- F19.15 Grandparental leave will be granted without pay.

#### **Effect on Other Entitlements**

- F19.16 Employees cannot engage in outside employment during a period of grandparental leave without the prior approval of the head of service.
- F19.17 Grandparental leave will count as service for all purposes except the accrual of annual leave and personal leave.
- F19.18 Grandparental leave will not break continuity of service.
- F19.19 Public holidays for which the employee would otherwise have been entitled to payment that fall during periods of absence on grandparental leave will not be paid as a normal public holiday.

#### **Interaction with Other Leave Entitlements**

- F19.20 An employee on grandparental leave may access annual leave, purchased leave or long service leave.
- F19.21 An application by an employee for personal leave during a period that would otherwise be grandparental leave will be granted subject to the employee providing a certificate from a registered medical practitioner or registered health professional who is operating within their scope of practice.

#### **Unattachment**

- F19.22 During an employee's absence on grandparental leave, the head of service may, with the employee's written consent, declare the employee unattached.

## **F20 - Adoption or Permanent Care Leave**

### **Purpose**

- F20.1 Adoption or Permanent Care leave is available to employees to enable them to be absent from duty to:
- F20.1.1 care for and bond with an adopted child or a child for whom the employee has a permanent caring responsibility, including kinship arrangements, where the child is under the age of eighteen; and
  - F20.1.2 support the protection of the family and children under the *Human Rights Act 2004* and the *Children and Young People Act 2008*.

### **Eligibility**

- F20.2 Paid adoption or permanent care leave is available to an employee other than a casual employee who is the primary care giver of:
- F20.2.1 an adopted child; or
  - F20.2.2 a child for whom the employee has a permanent caring responsibility, where the child is under the age of eighteen.
- F20.3 An employee providing foster care under a Concurrency Care Foster Care Program described in clause F22 - will be treated as having a permanent caring responsibility, and be eligible for Adoption or Permanent Care leave subject to the terms of this clause.
- F20.4 An employee who:
- F20.4.1 is granted adoption or permanent care leave in respect of a child being cared for under a Concurrency Care Foster Care Program; and
  - F20.4.2 subsequently enters into an adoption or permanent care arrangement for that child
- will not be eligible for any further grant of adoption or permanent care leave for that child.
- F20.5 An employee who has completed at least twelve months continuous service, including recognised prior service, immediately prior to commencing a period of adoption or permanent care leave is eligible for adoption or permanent care leave.
- F20.6 An employee who is eligible for paid primary care giver leave is not eligible for adoption or permanent care leave.
- F20.7 An employee who completes twelve months of continuous service within eighteen weeks of becoming the primary care giver for an adopted child or a child for whom the employee has a permanent caring responsibility is eligible for adoption or permanent care leave for the period between completing twelve months of qualifying service and the end of the first eighteen weeks of becoming the primary care giver of the child.
- ### **Entitlement**
- F20.8 An eligible employee is entitled to eighteen weeks of paid leave in relation to each occasion of adoption or commencement of a permanent caring responsibility, less any leave taken in accordance with clause F21 - in the same twelve month period in relation to the same child.
- F20.9 A casual employee is entitled to unpaid pre-adoption leave in accordance with the provisions of the National Employment Standards.

- F20.10 To avoid doubt, the entitlement under subclause F20.8 does not increase when the adoption or permanent caring responsibility involves more than one child at the time of application.
- F20.11 Adoption and permanent care leave is non-cumulative.
- F20.12 An employee is entitled to return to work in accordance with the provisions in the National Employment Standards.

**Evidence and Conditions**

- F20.13 An employee should discuss with their manager/supervisor, as soon practicable, their intention to be absent on adoption or permanent carer leave.
- F20.14 An employee must make an application to the head of service to access their adoption or permanent care leave.
- F20.15 The employee must provide the head of service with appropriate evidence concerning the reasons for and circumstances under which the adoption or permanent care leave application is made, which may include:
  - F20.15.1 documents from an adoption authority concerning the adoption; or
  - F20.15.2 an authorisation as a kinship carer made under the *Children and Young Peoples Act 2008*; or
  - F20.15.3 documents confirming that an arrangement consistent with the terms set out in clause F22 - applies.
- F20.16 In all cases details of leave being taken by other persons in relation to the same child must be provided.
- F20.17 Leave under this clause will not be approved for employees in circumstances where the child has lived continuously with the employee for a period of six months or more at the date of placement or in cases where the child is a child of the employee or employee's spouse or partner.
- F20.18 Before granting leave the head of service must be satisfied that the employee is the primary care giver.
- F20.19 Adoption or permanent care leave may commence up to one week prior to the date the employee assumes permanent caring responsibility for the child but not later than the formal commencement of the adoption or permanent caring responsibility, unless exceptional circumstances apply.
- F20.20 In all cases, the child must be under the age of eighteen on the date the employee assumes permanent responsibility for the child for leave to be approved.

**Rate of Payment**

- F20.21 Adoption or permanent care leave will be granted with pay, except for unpaid pre-adoption leave for casual employees.
- F20.22 The rate of payment to be paid to the employee during a paid period of adoption or permanent care leave is the same rate as would be paid if the employee was granted personal leave.
- F20.23 Despite subclause F20.22 where an employee varies their ordinary hours of work, either from part time to full time, from part time to different part time, or from full time to part time, during the twelve month period directly preceding adoption or permanent caring leave, the rate of payment for the paid component of their adoption or permanent care leave, which will be capped at full time rates, will be calculated by using the average of their ordinary hours of work, excluding any

periods of leave without pay, for the twelve month period immediately before the period of adoption or permanent care leave commences.

- F20.24 To avoid doubt, an employee's status and all other entitlements remain unaltered by the operation of subclause F20.23.
- F20.25 Leave may be granted with full or half pay, or a combination of full and half pay, with credits to be deducted on the same basis. The maximum paid period is up to thirty six weeks at half pay.

#### **Effect on Other Entitlements**

- F20.26 Paid adoption or permanent care leave will count as service for all purposes.
- F20.27 Public holidays for which the employee would otherwise have been entitled to payment that fall during periods of absence on adoption or permanent care leave will not be paid as a normal public holiday.

#### **Interaction with Other Leave Types**

- F20.28 Adoption or permanent care leave does not extend the maximum period of unpaid parental leave available to an employee.

### **F21 - Foster and Short Term Care Leave**

#### **Purpose**

- F21.1 Foster and Short Term Care leave is available to employees to enable them to be absent from duty to:
- F21.1.1 care for a child in an emergency or other short term out of home care placement, including kinship arrangements and respite care, that has not been determined to be permanent; and
  - F21.1.2 support the protection of the family and children under the *Human Rights Act 2004* and the *Children and Young People Act 2008*.

#### **Eligibility**

- F21.2 Foster and Short Term Care leave is available to employees other than casual employees who are the primary care giver of a child in an emergency or other out of home care placement that has not been determined as permanent.
- F21.3 An employee who has completed at least twelve months continuous service, including recognised prior service, immediately prior to commencing a period of Foster and Short Term Care leave, is eligible for Foster and Short Term Care leave.

#### **Entitlement**

- F21.4 An eligible employee will be entitled to a period of paid leave proportionate to the duration of the caring arrangement per application, up to a maximum of ten working days/shifts per calendar year.
- F21.5 Where the duration of the existing arrangement is subsequently altered, for example, a change from an emergency placement to a short term placement, the employee may, subject to further application and approval, have their leave extended up to a maximum period of ten working days/shifts.
- F21.6 An eligible employee will be entitled to paid leave as per subclause F21.4 to undertake accreditation towards an enduring parental authority to care for the child to whom the current short term caring arrangement applies.
- F21.7 The entitlement under subclause F21.4 does not increase when the short term caring arrangement involves more than one child at the time of application.
- F21.8 Foster and Short Term Care leave is non-cumulative.



F21.9 Where an employee exhausts their paid leave entitlement under this clause the employee may seek approval for further unpaid leave.

### **Evidence and Conditions**

- F21.10 An employee should discuss with their manager/supervisor, as soon practicable, their intention to be absent on Foster and Short Term Care leave.
- F21.11 An employee must make an application, as soon as practicable, to the head of service to access their Foster and Short Term Care leave.
- F21.12 The employee must provide the head of service with appropriate evidence concerning the reasons for and circumstances under which each Foster and Short Term Care leave application is made, which may include:
- F21.12.1 documents *relating* to current and previous court orders granting responsibility for a foster child; or
  - F21.12.2 documents from a registered health professional or registered medical practitioner.

### **Rate of Payment**

- F21.13 Foster and Short Term Care leave will be granted with pay or without pay.
- F21.14 The rate of payment during absence on a period of paid Foster and Short Term Care leave is the same rate as would be paid if the employee was granted personal leave.
- F21.15 The approved leave period may be taken at full pay in a single block or as single or part days.

### **Effect on Other Entitlements**

- F21.16 Paid Foster and Short Term Care leave will count as service for all purposes and unpaid Foster and Short Term Care leave will not count as service for any purposes but will not break continuity of service.
- F21.17 Public holidays for which the employee is entitled to payment that fall during periods of absence on paid Foster and Short Term Care leave will be paid as a normal public holiday and will not be considered to be Foster and Short Term Care leave.

### **Interaction with Other Leave Types**

- F21.18 An eligible employee will be required to have exhausted their entitlement under this leave clause before accessing their personal leave credit to care for a child, for whom they are responsible under a short term caring arrangement, who is ill or injured.

## **F22 - Concurrency Care Entitlement to Adoption or Permanent Care Leave**

- F22.1 For the purpose of subclause F22.2, a Community Organisation is an organisation involved with out of home care and adoption of children and young people, e.g:
- F22.1.1 a member of the ACT Together consortium;
  - F22.1.2 Marymead; or
  - F22.1.3 similar organisations based outside the ACT.
- F22.2 For the purposes of subclause F22.3, a Concurrency Care Foster Care Program involves a Community Organisation placing a child with foster carers while restoration to the birth family is explored. If restoration is not achieved, the foster carers have an opportunity to care for the child permanently. The Primary Care Giver in such an arrangement is required by the Community Organisation to take a minimum of 12 month leave to stabilise the placement of the child.

- F22.3 Notwithstanding clause F21 -, an employee who provides foster care under a Concurrency Care Foster Care Program, in accordance with arrangements approved by the Community Services Directorate, will be entitled to apply for Adoption or Permanent Care Leave under clause F20 -, as if they had a permanent caring responsibility. Such employees will not be entitled to leave under clause F21 -.

### **F23 - Leave for Family Violence Purposes**

#### **Purpose**

- F23.1 Leave for family violence purposes is available to employees who are experiencing family violence to allow them to be absent from the workplace to attend counselling appointments, legal proceedings and other activities related to, and as a consequence of, family violence.

#### **Eligibility**

- F23.2 Leave for family violence purposes is available to all employees with the exception of casual employees.
- F23.3 Casual employees are entitled to access leave without pay for family violence purposes.

#### **Entitlement**

- F23.4 An employee experiencing family violence will have access up to a maximum of 20 days/shifts per calendar year paid leave, subject to the provision of appropriate evidence. Leave for family violence purposes is non-cumulative.
- F23.5 Leave for family violence purposes is in addition to other leave entitlements and is not to be used as a substitute for personal leave. However, where supporting evidence is not immediately available the head or service will, grant paid leave under clause F5 - of this Agreement (Personal Leave in Extraordinary and Unforeseen Circumstances), subject to available credit. If the employee subsequently produces supporting evidence, the personal leave will be re-credited and the leave taken will be converted to leave for family violence purposes.
- F23.6 Leave for family violence purposes is to be used, including, but not limited to:
- F23.6.1 attend appropriate medical appointments for referral to other appropriate counselling or support services;
  - F23.6.2 obtain legal advice;
  - F23.6.3 attend counselling appointments;
  - F23.6.4 seek assistance from other relevant support services;
  - F23.6.5 attend court proceedings;
  - F23.6.6 attend prosecution appointments;
  - F23.6.7 attend police appointments;
  - F23.6.8 attend to Protection Order matters and Domestic Violence Order matters however termed;
  - F23.6.9 attend to issues arising through urgent property damage that is a consequence of family violence;
  - F23.6.10 seek veterinary assistance for pets injured through family violence;
- or to access:
- F23.6.11 alternative accommodation;
  - F23.6.12 alternative childcare or schooling for children;
- the need for which is as a consequence of family violence occurring.

Note: It may be necessary under this provision for the employee to use additional time to the duration of appointments, proceedings etc in order to facilitate travel and recovery.

- F23.7 Leave for family violence purposes may be taken as consecutive or single days, or as part days.
- F23.8 For confidentiality and privacy reasons leave for family violence purposes will be attributed as coming under “where leave cannot be granted under any other provision” which is included and identified within “Other Leave Types” in Annex D of this Agreement.

#### **Evidence and Conditions**

- F23.9 Employees wishing to access leave for family violence purposes should discuss making an application with their manager/supervisor or an appropriate HR Manager as soon as reasonably practical.
- F23.10 As a general rule, a leave application should be submitted by an employee for approval by the head of service before the commencement of the leave. However, retrospective applications may be approved provided that appropriate evidence is provided as soon as reasonably practicable upon the employee’s return to the workplace.
- F23.11 Evidence of the occurrence of family violence will be required to access leave for family violence purposes.
- F23.12 Evidence may include:
- F23.12.1 a document issued by the Police;
  - F23.12.2 a written referral, issued by a registered medical practitioner or registered nurse, to a counsellor trained in providing support in family violence situations;
  - F23.12.3 a document issued by a Court, or a counsellor trained in providing support to people experiencing the effects of family violence;
  - F23.12.4 written confirmation from an Employee Assistance Program provider or from a family violence support service that the employee is experiencing family violence issues.
- F23.13 Managers are to keep all information concerning the leave application strictly confidential. This includes, after sighting any supporting documentation, returning that documentation to the employee.

#### **Rate of Payment**

- F23.14 Leave for family violence purposes is granted with pay. Casual employees are entitled to access leave without pay for family violence purposes.
- F23.15 Leave for family violence purposes will not be granted at half pay, unless there are extenuating circumstances.

#### **Effect on Other Leave Types**

- F23.16 Leave with pay for family violence purposes will count as service for all purposes. Leave without pay for family violence purposes will not count as service for any purpose, but will not break an employee’s continuity of service.

### **Interaction with Other Leave Types**

- F23.17 Where leave for family violence purposes credits have been exhausted the head of service may grant an employee leave without pay or other forms of paid leave, such as annual leave or long service leave.
- F23.18 Employees should utilise personal leave for an illness or injury, or to seek treatment for an illness or injury, caused by family violence.
- F23.19 Leave entitlements under clause F5 - of this Agreement (Personal Leave in Extraordinary and Unforeseen Circumstances) may be used by an employee who is seeking leave to support a person who is experiencing family violence.

### **F24 - Recovery Leave Arrangements for Senior Officer Grade A and B and Equivalent Employees**

- F24.1 The ACTPS has a responsibility to minimise the extent to which excessive hours are worked by Senior Officer Grade A or B (or equivalent) employees. As far as practicable, directorates and business units will develop strategies to try to reduce the incidence of excessive hours being worked by this group of employees.
- F24.2 The working arrangements, including working hours, for an employee who is a Senior Officer Grade A or B (or equivalent classification) will be agreed between the employee and the manager/supervisor. In considering these working arrangements, the employee and the manager/supervisor will take into account in particular:
- F24.2.1 the operational requirements and workload demands of the ACTPS and/or the relevant business unit; and
  - F24.2.2 the interests of the employee in achieving a reasonable work-life balance.
- F24.3 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.
- F24.4 In recognition of extensive hours performed, recovery leave arrangements set out in subclause F24.6 will apply. These arrangements do not apply to:
- F24.4.1 casual employees; or
  - F24.4.2 Senior Officer Grade A and B (or equivalent) employees who work shift work; or
  - F24.4.3 officers with a pay less than that of a Senior Officer Grade B (or equivalent) who have been, or will be, performing the duties of a position of Senior Officer Grade A or B (or equivalent) for a continuous period of less than four months.
- F24.5 Recovery leave is not a substitute for flex time and an employee is not entitled to any or all of the credited five days recovery leave unless the employee can demonstrate that extensive hours have been worked.
- F24.6 An eligible employee will be provided with a credit of five days non-cumulative recovery leave on 1 April each year under the following conditions:
- F24.6.1 where possible the leave will be taken after a period of extensive hours performed or immediately before a period of anticipated extensive hours to be worked; and

- F24.6.2 the leave is to be taken within twelve months of the credit being granted, at a time agreed between the employee and the manager/supervisor; and
  - F24.6.3 those days not taken by the employee within twelve months of the credit being provided will lapse; and
  - F24.6.4 the credit is provided on the basis that the employee maintains appropriate attendance records and submits an application for leave on an approved form; and
  - F24.6.5 the leave taken at any given time must be in whole days up to a maximum of two consecutive working days.
- F24.7 Employees who become eligible for recovery leave part way through the twelve month period commencing on 1 April will be provided with a pro-rata credit rounded up to the nearest whole day.
- F24.8 If an employee's application for leave under this clause is not approved due to operational reasons, the employee and his/her manager/supervisor will determine a mutually convenient alternative time, or times, for the employee to take the leave. Where agreement cannot be reached, the employee must be allowed to take the leave subject to reasonable notice being given.
- F24.9 Employees will not receive payment on separation from the ACTPS of any unused recovery leave entitlement.

## **F25 - Other Leave**

### **Purpose**

- F25.1 Other leave is available to employees to enable them to be absent from duty for a variety of purposes as set out in Annex D.
- F25.2 Other leave may be granted in the interests of:
  - F25.2.1 the ACTPS, a State, a Territory or the Commonwealth; or
  - F25.2.2 the community in general; or
  - F25.2.3 the employee.

Note: Separate provisions apply for community service leave which includes jury service, voluntary emergency management and voluntary community service.

### **Eligibility**

- F25.3 An employee who meets the eligibility requirements specified in Annex D is eligible to apply for that form of other leave.

### **Entitlement**

- F25.4 An employee may be granted other leave to the maximum period set out in Annex D.

### **Evidence and Conditions**

- F25.5 An employee should discuss with their manager/supervisor, as soon as practicable, their intention to be absent on a form of other leave, including the reasons for the absence and the period, or expected period, of the absence.
- F25.6 An employee must make an application to the head of service to access a form of other leave.

- F25.7 Having considered the requirements of this clause the head of service may approve an employee's application to access a form of other leave. A decision not to approve the leave must be made in accordance with subclause F3.1.
- F25.8 The employee must, if requested by the head of service, provide sufficient documentary evidence supporting the reason for the absence.
- F25.9 When considering requests for other leave, the head of service will take into account:
- F25.9.1 the employee's circumstances;
  - F25.9.2 community norms and obligations;
  - F25.9.3 the operational requirements of the workplace;
  - F25.9.4 other available leave options;
  - F25.9.5 any conditions on the entitlement as defined in Annex D.

#### **Rate of Payment**

- F25.10 Other leave may be granted with or without pay in accordance with Annex D.

#### **Effect on Other Entitlements**

- F25.11 A period of other leave will, or will not, count as service in accordance with Annex D.
- F25.12 Public holidays for which the employee is entitled to payment that fall during periods of absence on other paid leave will be paid as a normal public holiday and will not reduce an entitlement of the employee to other leave under Annex D.

#### **Interaction with Other Leave Types**

- F25.13 Leave will not be granted under this provision if another form of leave is more appropriate.

#### **Unattachment**

- F25.14 Where the leave is without pay for a period of more than twelve months the head of service may, with the employee's written consent, declare the employee unattached.

## **F26 - Long Service Leave**

#### **Purpose**

- F26.1 Long service leave is available to employees to enable them to be absent from duty in recognition of their length of service in the public sector.

#### **Eligibility**

- F26.2 The eligibility requirements and entitlements for long service leave under the PSM Standards apply, subject to the provisions of this clause.
- F26.3 Chief Minister Treasury and Economic Development (CMTEDD) will consult with the Unions and seek Union agreement in relation to changes to long service leave entitlements provided under the PSM Standards.

#### **Entitlement**

- F26.4 Employees will accrue long service leave at the rate of three months for each ten years of completed eligible employment, or an equivalent period of employment for casual employees.

- F26.5 A period without pay not to count as service of one day or more will not count towards long service accrual, but does not break a period of employment for the purpose of determining an employee's eligibility for long service leave.
- F26.6 Employees accrue long service leave according to the employee's ordinary hours of work.
- F26.7 The head of service may grant long service leave to an employee to the extent of that employee's pro-rata long service leave credits after seven years of completed eligible employment.
- F26.8 To encourage the flexible use of long service leave:
- F26.8.1 long service leave may be taken on double, full or half pay when approved by the head of service and subject to operational requirements, with credits to be deducted on the same basis; or
- F26.8.2 an employee may, in writing, request the approval of the head of service to the partial or full payment in lieu (cash out) of their accrued long service leave credit. The payment in lieu is subject to a minimum payment of one week and will be based on the rate of pay the employee would have received had the employee taken the leave.
- F26.9 If the employee is on higher duties at the time of taking, or cashing out, long service leave, payment for the leave at the higher duties rate will only be approved if the higher duties would have continued for the entire period of the leave taken, or the entire period of the leave cashed out.
- F26.10 Employees will receive payment on separation of any pro-rata long service leave entitlements after seven years of completed eligible employment. Where an employee whose period of eligible employment is less than seven years but not less than one year ceases to be an employee:
- F26.10.1 otherwise than because of the employee's death, on, or after, the employee attaining the minimum retiring age; or
- F26.10.2 because of the employee's redundancy; or
- F26.10.3 satisfies the head of service that the employee so ceasing is due to ill health of such a nature as to justify the employee so ceasing,
- the head of service will authorise payment to the employee under this subclause in accordance with Part 4.3 of the PSM Standards.
- F26.11 If an employee whose period of employment is not less than one year dies, the head of service may authorise payment of an amount equal to the amount that would have been payable to the employee under Part 4.3 of the PSM Standards if the employee had, on the day the employee died, ceased to be an employee otherwise than because of death, on or after, the employee attaining the minimum retiring age.

#### **Evidence and Conditions**

- F26.12 An employee should discuss with the head of service as soon as practicable their intention to be absent on long service leave.
- F26.13 An employee must make an application to the head of service to access their long service leave entitlement.
- F26.14 Having considered the requirements of this section the head of service may approve an employee's application to access long service leave.



F26.15 If the head of service does not approve an application by an employee for long service leave because of operational requirements the head of service must consult with the employee to determine a mutually convenient alternative time (or times) for the employee to take the leave.

**Effect on Other Entitlements**

F26.16 Long service leave will count as service for all purposes.

F26.17 When applying for long service leave an employee must seek approval if they propose to engage in outside employment during the leave.

## Section G Communication and Consultation

### G1 - Consultation

- G1.1 There will be effective consultation with an employee(s) and their representatives, including union representatives, on workplace matters. The ACTPS recognises that consultation and employee participation in decisions that affect them is essential to the successful management of change.
- G1.2 Where there are proposals by the ACTPS to introduce changes that would have a significant effect on an employee or a group of employees, the head of service will consult with the affected employees and the union(s). Consultation means a genuine opportunity to contribute to and influence the decision making process prior to decisions being made.
- G1.2.1 Significant Effect includes, but is not limited to, effects of proposals that deal with:
- G1.2.1 (a) the termination of the employment of employees through redundancy; or
  - G1.2.1 (b) changes to the composition, operation or size of the directorate workforce or the skills required of employees; or
  - G1.2.1 (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
  - G1.2.1 (d) the alteration of hours of work; or
  - G1.2.1 (e) the need to retrain employees; or
  - G1.2.1 (f) the need to physically relocate employees; or
  - G1.2.1 (g) the restructuring of job-roles, positions, structures or directorates; or
  - G1.2.1 (h) changes to employment policies; or
  - G1.2.1 (i) anything likely to materially affect workloads; or
  - G1.2.1 (j) any other matter deemed relevant by parties covered by this Agreement.
- G1.3 An employee(s) and/or their representatives may also initiate consultation on any matters or proposals if such consultation hasn't already been initiated under subclause G1.2.
- G1.4 The head of service will provide relevant information to assist the employee(s) and the union(s) to understand the reasons for the proposed changes and the likely impact of these changes so that the employee(s) and union(s) are able to contribute to the decision making process.
- G1.5 In addition to the consultation outlined in subclauses G1.1 to G1.3:
- G1.5.1 Directorate Consultative Committees (DCCs) will be established, with membership to be agreed by the head of service and the union(s) following commencement of this Agreement and comprising representatives of:
- G1.5.1 (a) the head of service; and
  - G1.5.1 (b) the union(s); and

- G1.5.2 adequate time will be provided to employees and the union(s) to consult with the relevant Directorate(s);
- G1.5.3 a Directorate may:
  - G1.5.3 (a) establish a DCC to cover this enterprise agreement and other enterprise agreements that the Directorate is covered by; or
  - G1.5.3 (b) establish a DCC to cover this Agreement; and
- G1.5.4 additional levels of consultation, such as a Workplace Consultative Committee (WCC), may be established with the agreement of the relevant DCC to operate at the local level. Where established these levels of consultation will deal with workplace specific issues before such issues may be raised with the DCC and have membership agreed by the DCC.
- G1.6 The purpose of the DCC is to:
  - G1.6.1 monitor the operation and implementation of this Agreement;
  - G1.6.2 consider any proposed new or proposed significant changes to Directorate policy statements and guidelines that relate to the provisions of this Agreement; and
  - G1.6.3 consult on workplace matters significantly affecting employees.
- G1.7 The DCC will meet within two months of the commencement of this Agreement. The purpose of this meeting is to agree on the terms of reference, which will include the consultative structure to operate during the term of this Agreement.
  - G1.7.1 The DCC will meet no less than once in any twelve month period thereafter, unless a different period is agreed in the Terms of Reference.
  - G1.7.2 Additional meetings of the DCC may also be convened if requested by any member of the DCC, or as determined by the Terms of Reference.
- G1.8 The Chief Minister, Treasury and Economic Development Directorate will consult with the union(s) and employees prior to the finalisation of any significant changes or any new provisions in the PSM Act and the PSM Standards and any new service wide policy statements or guidelines that relate to the provisions of this Agreement. This consultation may occur through the Joint Council.

**Consultation on Changes to Regular Rosters or Ordinary Hours of Work**

- G1.9 Where the ACTPS proposes to introduce a change to the regular roster or ordinary hours of work of employees, the following will apply:
  - G1.9.1 the head of service must notify the relevant employees of the proposed change;
  - G1.9.2 the head of service must recognise the affected employee(s) union or other representative;
  - G1.9.3 as soon as practicable after proposing to introduce the change, the head of service must:
    - G1.9.3 (a) discuss with the relevant employees the introduction of the change; and

- G1.9.3 (b) for the purposes of the discussion, provide to the relevant employees:
  - G1.9.3 (b) (i) all relevant information about the change, including the nature of the change; and
  - G1.9.3 (b) (ii) information about what the head of service reasonably believes will be the effects of the change on the employees; and
  - G1.9.3 (b) (iii) information about any other matters that the head of service reasonably believes are likely to affect the employees; and
- G1.9.3 (c) invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).

G1.10 However, the head of service is not required to disclose confidential or commercially sensitive information to the relevant employees.

G1.11 The head of service must give prompt and genuine consideration to matters raised about the change by the relevant employees.

G1.12 These provisions are to be read in conjunction with other consultative obligations detailed in the Agreement.

Note: In this term "**relevant employees**" means the employees who may be affected by a change referred to in subclause G1.9.

G1.13 In addition, the employer undertakes that, for the purposes of subclause G1.2, the head of service will recognise and consult with the affected employee(s), their union or other representative.

## **G2 - Freedom of Association**

G2.1 The ACTPS recognises that employees are free to choose whether or not to join a union. Irrespective of that choice, employees will not be disadvantaged or discriminated against in respect of the employees' employment under this Agreement. The ACTPS recognises that employees who choose to be members of a union have the right to choose to have their industrial interests represented by the union.

G2.2 Employees in negotiations of any kind are entitled to negotiate collectively where they so choose.

G2.3 Employees engaging in negotiations of any kind are entitled to be represented by a representative of their choice. The ACT Government will deal with any such representative in good faith.

## **G3 - Right of Existing and New Employees to Representation in the Workplace**

G3.1 The ACTPS acknowledges the rights of its employees to be represented on any workplace relations matter and to meet with their representatives in the workplace. The ACTPS recognises the legitimate right of the union(s) to represent its employees who are members, or eligible to become members of the union(s).

G3.2 The FW Act prescribes the purpose and manner under which the union(s) may exercise right of entry in the workplace. The ACTPS will grant the union(s) access in accordance with the FW Act.

- G3.3 In addition, the ACTPS will:
- G3.3.1 allow union officials and employees, who are permit holders, to enter ACTPS workplaces for normal union business or to represent employees, to meet with management or members and to distribute or post material, provided that work is not disrupted;
  - G3.3.2 allow the union(s) to meet with new ACTPS employees who are members, or who are eligible to become members, of the union(s), at a time during normal working hours which the union(s) and the head of service agree upon, and of which the head of service will advise the employees;
  - G3.3.3 provide all new ACTPS employees with some form of induction program, including an induction package containing information about the union(s) which the union(s) has given the ACTPS;
  - G3.3.4 invite the union(s) to attend any face to face induction of new ACTPS employees, the details of which the head of service will advise to the union(s) contact officer or other nominated person with reasonable notice. Such attendance will be included as an integral part of the induction process and be for the purpose of delivering an information presentation including recruitment information to new ACTPS employees; and
  - G3.3.5 organise regular face to face meetings, which may be the face to face inductions of new ACTPS employees as per subclause G3.3.4, between new ACTPS employees and the relevant union(s), for the purpose of delivering an information presentation including recruitment information to new ACTPS employees. Such meetings will be held at regular intervals as agreed between the relevant directorate(s) and the relevant unions.
- G3.4 For the avoidance of doubt, nothing in clause G3.3 should be taken as conferring a right of entry that is contrary to, or for which there is otherwise, a right of entry under the FW Act.

#### **G4 - Co-operation and Facilities for Unions and Other Employee Representatives**

- G4.1 For the purpose of ensuring that union(s) and other employee representatives who are employees of the ACTPS can effectively fulfil their employee representative role under this Agreement, the following provisions will apply.
- G4.2 Reasonable access to ACTPS facilities, including the internal courier service, access to the ACT Government communication systems, telephone, facsimile, photocopying, access to meeting rooms and storage space, will be provided to union(s) and other employee representatives to assist them to fulfil their representative obligations, duties and responsibilities having regard to the ACTPS's statutory obligations, operational requirements and resources.
- G4.3 In addition to the ACTPS facilities outlined in subclause G4.2, where available, a union or employee representative who is an employee of the ACTPS will be able to establish designated Outlook public folders which will provide a collaborative electronic workspace to improve the flow of information. The use of ACTPS facilities will be in accordance with published whole-of-government policies and for matters other than for industrial action.

- G4.4 A union or other employee representative who is an employee of the ACTPS will be provided with adequate paid time off from their usual working hours, to undertake duties to represent other employees.
- G4.5 While the representative duties would normally be expected to be performed within the workplace, on occasions the union or employee representative may be required to conduct these duties external to the workplace.
- G4.6 The role of union workplace delegates and other recognised union representatives is to be respected and facilitated. The ACTPS and union workplace delegates must deal with each other in good faith.
- G4.7 In addition to other provisions in this Agreement, in discharging their representative roles at the workplace level, the rights of union workplace delegates include, but are not limited to:
- G4.7.1 the right to be treated fairly and perform their role as workplace delegate without any discrimination in their employment;
  - G4.7.2 recognition by the ACTPS that endorsed workplace delegates speak on behalf of their members in the workplace;
  - G4.7.3 the right to participate in collective bargaining on behalf of those who they represent, as per the FW Act;
  - G4.7.4 the right to reasonable paid time off from their usual working hours to:
    - G4.7.4 (a) provide information and seek feedback from employees in the workplace on workplace relations matters in the ACTPS during normal working hours;
    - G4.7.4 (b) represent the interests of members to the employer and industrial tribunals;
    - G4.7.4 (c) consult with other delegates and union officials in the workplace, and receive advice and assistance from union staff and officials in the workplace;
  - G4.7.5 the right to email employees in their workplace to provide information to and seek feedback, subject to individual employees exercising a right to 'opt out';
  - G4.7.6 the right to consultation, and access to relevant information about the workplace and the ACTPS, subject to privacy legislation and other relevant legislation;
  - G4.7.7 the right to undertake their role as union representatives on Directorate workplace relations consultative committee(s);
  - G4.7.8 reasonable access to ACTPS facilities (including internet and email facilities, meeting rooms, lunch rooms, tea rooms and other areas where employees meet) for the purpose of carrying out work as a delegate and consulting with members and other interested employees and the union;
  - G4.7.9 the right to address new employees about union membership at the time they enter employment in their workplace;
  - G4.7.10 the right to access appropriate training in workplace relations matters including training provided by a union in accordance with clause G5 -.
- G4.8 In exercising their rights, workplace delegates and unions will adhere to ACTPS policies and guidelines and consider operational issues and the likely effect on the efficient operation of the ACTPS and the provision of services.

## **G5 - Attendance at Industrial Relations Courses and Seminars**

- G5.1 For the purpose of assisting employees in gaining a better understanding of industrial relations issues relating to this Agreement, the head of service will grant leave to employees to attend recognised short training courses or seminars on the following conditions:
- G5.1.1 that operating requirements permit the granting of leave;
  - G5.1.2 that the scope, content and level of the short courses contribute to the better understanding of industrial relations issues;
  - G5.1.3 leave granted under this clause will be with full pay, not including shift and penalty payments or overtime; and
  - G5.1.4 each employee will not be granted more than fifteen days/shifts leave in any calendar year.
- G5.2 If the employee has applied for leave under subclause G5.1 and the head of service rejected the application because of operational requirements, approval of any subsequent application for leave by the employee under subclause G5.1 will not be withheld unreasonably, provided that the employee gives the head of service at least fourteen days/shifts notice in writing.
- G5.3 The ACTPS will accept any short course conducted or accredited by a relevant employee organisation (for example union(s), the Australian Council of Trade Unions or the ACT Trades and Labour Council) as a course to which subclause G5.1 applies.
- G5.4 Leave granted for this purpose will count as service for all purposes.

## **G6 - Dispute Avoidance/Settlement Procedures**

- G6.1 The objective of these procedures is the prevention and resolution of disputes about:
- G6.1.1 matters arising in the workplace, including disputes about the interpretation or implementation of this Agreement; and
  - G6.1.2 the application of the National Employment Standards.
- G6.2 For the purposes of this clause, except where the contrary intention appears, the term 'parties' refers to 'parties to the dispute'.
- G6.3 All persons covered by this Agreement agree to take reasonable internal steps to prevent, and explore all avenues to seek resolution of, disputes.
- G6.4 An employee who is a party to the dispute may appoint a representative, which may be a relevant union, for the purposes of the procedures of this clause.
- G6.5 In the event there is a dispute, the following processes will apply.
- G6.6 Where appropriate, the relevant employee or the employee's representative will discuss the matter with the employee's supervisor. Should the dispute not be resolved, it will proceed to the appropriate management level for resolution.
- G6.7 In instances where the dispute remains unresolved, the next appropriate level of management, the employee, the union or other employee representative will be notified and a meeting will be arranged at which a course of action for resolution of the dispute will be discussed.
- G6.8 If the dispute remains unresolved after this procedure, a party to the dispute may refer the matter to the FWC.

- G6.9 The FWC may deal with the dispute in two stages:
- G6.9.1 the FWC will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
  - G6.9.2 if the FWC is unable to resolve the dispute at this first stage, the FWC may then:
    - G6.9.2 (a) arbitrate the dispute; and
    - G6.9.2 (b) make a determination that is binding on the parties.
- G6.10 The FWC may exercise any powers it has under the FW Act as are necessary for the just resolution or determination of the dispute.
- G6.11 A person may be assisted and represented at any stage in the dispute process in the FWC on the same basis as applies to representation before the FWC under section 596 of the FW Act.
- G6.12 All persons involved in the proceedings under subclause G6.9 will participate in good faith.
- G6.13 Unless the parties agree to the contrary, the FWC will, in responding to the matter, have regard to whether a party has applied the procedures under this term and acted in good faith.
- G6.14 The parties agree to be bound by a decision made by the FWC in accordance with this clause.
- G6.15 Notwithstanding subclause G6.14, any party may appeal a decision made by the FWC in accordance with the FW Act.
- G6.16 Despite the above, the parties may agree to submit the dispute to a body or person other than the FWC. Where the parties agree to submit the dispute to another body or person:
- G6.16.1 all of the above provisions apply, unless the parties agree otherwise; and
  - G6.16.2 references to the FWC in the above provisions will be read as a reference to the agreed body or person;
  - G6.16.3 all obligations and requirements on the parties and other relevant persons under the above provisions will be complied with; and
  - G6.16.4 the agreed body or person must deal with the dispute in a manner that is consistent with section 740 of the FW Act.
- G6.17 While the parties are trying to resolve the dispute using procedures in this clause:
- G6.17.1 an employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety; and
  - G6.17.2 an employee must comply with a direction given by the head of service to perform other available work at the same workplace, or at another workplace, unless:
    - G6.17.2 (a) the work is not safe; or
    - G6.17.2 (b) applicable occupational health and safety legislation would not permit the work to be performed; or
    - G6.17.2 (c) the work is not appropriate for the employee to perform; or
    - G6.17.2 (d) there are other reasonable grounds for the employee to refuse to comply with the direction.



## **G7 - Privatisation**

- G7.1 In order to promote job security of employees, it is agreed that the privatisation of a Government entity may only occur where:
- G7.1.1 the entity does not perform a role central to the functions of Government; and
  - G7.1.2 disadvantaged groups would not be negatively affected by the privatisation; and
  - G7.1.3 a social impact statement has been completed which indicates that there is a demonstrated public benefit from the sale.
- G7.2 In the event that privatisation of an ACTPS Directorate or a service or services currently supplied by an ACTPS Directorate is under consideration, consultation will occur on the implications for employees and the relevant Directorate from these proposals.
- G7.3 Where such privatisation is under consideration, the ACTPS will provide the necessary reasonable resources to develop an in-house bid and this bid will be prepared either off site or on site as determined by the head of service and subject to consideration on equal terms to any other bid. An independent probity auditor will be appointed by the head of service to oversee the assessment of the in-house bid.

## Section H Workplace Values and Behaviours

### H1 - Introduction

- H1.1 All employees have a common interest in ensuring that workplace behaviours are consistent with, and apply the values and general principles set out in Division 2.1 of the PSM Act 1994 and the ACT Public Service Code of Conduct and Signature Behaviours. This involves the development of an ethical and safe workplace in which all employees act responsibly and are accountable for their actions and decisions. Bullying, harassment and discrimination of any kind will not be tolerated in ACTPS workplaces. It is recognised that bullying, harassment and discrimination in the workplace has both emotional and financial costs and that both systemic and individual instances of bullying and harassment are not acceptable.
- H1.2 The following provisions of Section H contain procedures for managing workplace behaviours that do not meet expected standards, including the management of cases of unsatisfactory work performance and misconduct.
- H1.3 These procedures for managing workplace behaviours and values promote the values and general principles of the ACTPS as set out in Division 2.1 of the PSM Act 1994 and account for the principles of natural justice and procedural fairness.
- H1.4 Any misconduct, underperformance, internal review or appeal process under the previous enterprise agreement that is not completed as at the date of commencement of this Agreement will be completed under the previous enterprise agreement. Any right of appeal from that process will also be set out in the previous enterprise agreement.
- H1.5 Noting that the provisions of this Section H are in identical terms to Section H (however described) of other ACTPS enterprise agreements: If an employee moves from one Directorate and/or Agreement to another either on a permanent or temporary basis while a misconduct process is on foot, and irrespective of whether this Agreement or another ACTPS enterprise agreement applied to the employee at the time the misconduct process commenced, the misconduct process will continue and the employee is required to continue to participate in the process.
- H1.5.1 Any disciplinary action and sanction which is determined to be applied under clause H11 - will be applied to the employee in their new position, where the head of service determines it is appropriate and necessary and having due regard to the nature of the misconduct and the changes in employment circumstances including any material bearing on the employee's duties and responsibilities in their new position.
- H1.6 If an employee resigns from the ACTPS while a misconduct process is on foot, the Public Sector Standards Commissioner may:
- H1.6.1 determine to complete the misconduct process under Section H of this Agreement, including inviting the employee to participate in the process, such that the outcome of the process can be taken into account with any application by the employee to subsequently re-enter the ACTPS; or
- H1.6.2 determine to stay the process upon the employee's resignation and communicate to the employee that the misconduct process may recommence if the employee subsequently re-enters, or seeks to re-enter, the service. Any disciplinary action and sanction which is determined as a consequence of a resumed misconduct process may be imposed on the employee in their new position in accordance with H1.5.1 or taken into account with any application by the employee to subsequently re-enter the ACTPS.

## **H2 - Preliminary Assessment**

- H2.1 In cases where an allegation of inappropriate behaviour or alleged misconduct is made or an incident occurs which may be deemed to be inappropriate behaviour or alleged misconduct, the appropriate manager/supervisor will undertake an assessment to determine whether the matter can be resolved or whether further action is required or not.
- H2.2 The manager/supervisor may inform and/or seek advice from an appropriate Human Resources adviser, however the manager/supervisor will be responsible for undertaking the assessment unless an actual or perceived conflict of interest exists.
- H2.3 The assessment will be done in an expedient manner and generally be limited to having communication (either verbal or written) about the allegation or incident, with relevant employees, and, if requested, their representatives.
- H2.4 Although the principles of procedural fairness apply, this assessment is not a formal investigation (as this may occur after the assessment is undertaken) and is designed to enable a manager/supervisor to quickly determine whether formal investigation or other action is needed or not to resolve the issues. The manager/supervisor will communicate the outcomes to relevant employees and their representatives if any.
- H2.5 If the manager/supervisor determines that the allegations require investigation the manager/supervisor will recommend to the head of service that the matter be investigated.
- H2.6 The head of service may determine that no investigation is necessary where the employee admits to the alleged misconduct and the employee agrees that there is no need for an investigation. The employee must fully understand the misconduct they are admitting to and make an admission statement.
- H2.7 Where an employee makes an admission in accordance with subclause H2.6 the head of service may determine the appropriate disciplinary action/sanction in accordance with clause H11 -. The head of service must ensure that they have sufficient information concerning the nature and full circumstances of the misconduct, any mitigating factors, and details of the employee's prior service record and performance to enable a fair and reasonable determination under clause H11 - to be made.

## **H3 - Counselling**

- H3.1 Counselling may happen outside of the misconduct and underperformance processes. This is an opportunity for the employee and the manager to discuss possible causes and remedies for identified workplace problems. All parties have an obligation to participate in counselling in good faith.
- H3.2 In cases where counselling is considered to be appropriate, the employee will be informed what the discussion will be about and be invited to have a support person, who may be the employee's union or other employee representative, present at the counselling and will allow reasonable opportunity for this to be arranged.
- H3.3 The manager/supervisor or the head of service will create a formal record of the counselling which will include details about the ways in which the employee's conduct needs to change or improve, the time frames within which these changes or improvements must occur and may include a written direction about future expectations, standards and behaviours.

- H3.4 The record of the counselling will be provided to the employee and the employee given an opportunity to correct any inaccuracies and provide comments before signing the record. The employee's signature is taken as representing their full agreement that the record accurately reflects the discussion. If the employee elects not to sign the record, then details of the offer and any reasons given for refusal will be clearly noted.
- H3.5 Where the manager/supervisor or the head of service considers that the employee's conduct has not improved following counselling, an underperformance or misconduct process may be undertaken in relation to continued and/or subsequent behaviour, following a preliminary assessment being undertaken in accordance with clause H2 -.

#### **H4 - Underperformance**

- H4.1 Under this clause, procedures are established for managing underperformance by an employee.
- H4.2 This clause applies to all employees, except casual employees who are not eligible casual employees. In applying these procedures to officers on probation, temporary employees, or eligible casual employees, the head of service may determine that procedures and practices throughout this clause H4 - may be applied on a proportionate basis according to the circumstances of the case, and in accordance with the principles of procedural fairness and natural justice.
- H4.2.1 If the process is to be applied on a proportionate basis in accordance with this subclause the content of that process, along with any estimated timeframes, will be communicated to the employee when the process commences.
- H4.3 The objectives of these procedures are to:
- H4.3.1 provide advice and support to an employee whose performance is below the standard required; and
- H4.3.2 to provide a fair, prompt and transparent framework for action to be taken where an employee continues to perform below expected standard.

#### **Underperformance Discussions**

- H4.4 Consistent with good management practice, concerns about underperformance should be raised by the manager/supervisor with the employee at the time that the concerns arise or are identified. The manager/supervisor should offer advice and support to the employee to overcome these concerns. The manager/supervisor should inform the employee that the underperformance procedures in subclauses H4.7 to H4.20 might be invoked if the underperformance continues.
- H4.5 In order to ensure that these procedures operate in a fair and transparent manner, the manager/supervisor will be responsible for documenting all relevant discussions. This includes making a record of all relevant discussions under this clause, to be signed by both the manager/supervisor and the employee. The employee must be given the opportunity to comment on any records before signing them. In circumstances where the employee refuses to sign such a record, the refusal will be noted on the relevant record.
- H4.6 All parties have an obligation to participate in underperformance processes in good faith.

## **Underperformance Process**

### **Step One: Action Plan**

- H4.7 Where a manager/supervisor assesses that an employee's work performance is demonstrated as being below expected standards after having previously discussed concerns with the employee in line with subclause H4.4, the manager/supervisor will inform the employee in writing of this assessment and the reasons for it. The employee will be invited by the manager/supervisor to provide written comments on this assessment, including any reasons that in the employee's view may have contributed to their recent work performance.
- H4.8 After taking into account the comments from the employee, the manager/supervisor must prepare an action plan in consultation with the employee.
- H4.9 The manager/supervisor will invite the employee to have a support person, who may be the employee's union or other employee representative, present at discussions to develop the action plan and will allow reasonable opportunity for this to be arranged.
- H4.10 The action plan will:
- H4.10.1 identify the expected standards of work required of the employee on an on-going basis;
  - H4.10.2 identify and/or develop any learning and development strategies that the employee should undertake;
  - H4.10.3 outline the potential underperformance actions that may be taken if the employee does not meet the expected standards;
  - H4.10.4 specify the action plan period, which should not normally be less than one month and should not exceed six months to allow the employee sufficient opportunity to achieve the expected standard; and
  - H4.10.5 specify the assessment criteria to be measured within the action plan period.
- H4.11 Any current performance agreement will be suspended during the period of the action plan. Any incremental advancement action for the employee will be suspended during the action plan period.

### **Step Two: Regular Assessment**

- H4.12 During the action plan period, the manager/supervisor will make regular written assessments (desirably every fortnight) of the employee's work performance under the action plan. The employee will be given an opportunity to provide written comments on these assessments.
- H4.13 If the manager/supervisor considers that further assessment time is needed the manager/supervisor may extend the action plan period. However, the extended assessment time must not result in the action plan exceeding six months' duration. The manager/supervisor will inform the employee in writing of the decision to extend the assessment time and the duration of the action plan.

### **Step Three: Final Assessment / Report**

- H4.14 If at the end of the action plan period, the manager/supervisor assesses the work performance of the employee as satisfactory, no further action will be taken under these procedures at that time. The manager/supervisor will inform the employee in writing of this decision.
- H4.15 If at the end of the action plan period, the manager/supervisor assesses the work performance of the employee as not satisfactory, the manager/supervisor

will provide a report including the assessment and reasons for the assessment to the head of service.

#### **Step Four: Underperformance Action**

- H4.16 The head of service will advise the employee in writing:
- H4.16.1 of the assessment and reasons for the manager's/supervisor's assessment;
  - H4.16.2 of the underperformance action/s (subclause H4.17) proposed to be taken and the reasons for proposing this action;
  - H4.16.3 of the employee's right to respond in writing to the proposed action within a period of not more than seven calendar days.
- H4.17 At any time after seven calendar days from the date the head of service advised the employee under subclause H4.16, and after considering any response from the employee, the head of service may decide to take one or more of the following underperformance actions:
- H4.17.1 transfer the employee to other duties (at or below current pay);
  - H4.17.2 defer the employee's incremental advancement;
  - H4.17.3 reduce the employee's incremental point;
  - H4.17.4 temporarily or permanently reduce the employee's classification and pay;
  - H4.17.5 remove any benefit derived through an existing Attraction and Retention Incentive;
  - H4.17.6 terminate the employee's employment.
- H4.18 If an employee's incremental point is reduced in accordance with subclause H4.17.3, or the employee's classification is permanently reduced in accordance with subclause H4.17.4 the date the sanction takes effect will become the new anniversary date for the purpose of future incremental advancement. Any higher duties worked prior to the date of sanction will not count towards incremental advancement at a higher level.
- H4.19 The head of service will inform the employee in writing of the decision made under subclause H4.17, the reasons for the decision and the appeal mechanisms available under this Agreement.
- H4.20 At any time in these procedures, the employee may elect to be retired on the grounds of inefficiency.

#### **H5 - Appeal Rights**

- H5.1 The employee has the right under Section J to appeal any underperformance action taken under subclause H4.17, except action to terminate the employee's employment.
- H5.2 The employee may have an entitlement to bring an action under the FW Act in respect of any termination of employment under this Agreement. This will be the sole right of review of such an action.

## **H6 - Misconduct & Discipline**

### **Objectives and Application**

- H6.1 This clause establishes procedures for managing misconduct or alleged misconduct by an employee.
- H6.2 This clause applies to all employees, except casual employees who are not eligible casual employees. In applying these procedures to officers on probation, temporary employees or eligible casual employees, the head of service may determine that procedures and practices throughout clauses H10 - to H11 - apply on a proportionate basis according to the circumstances of the case and in accordance with the principles of procedural fairness and natural justice.
- H6.2.1 If the process is to be applied on a proportionate basis in accordance with this subclause the content of that process, along with any estimated timeframes, will be communicated to the employee when the process commences.
- H6.3 The objective of these procedures is to encourage the practical and expeditious resolution of misconduct issues in the workplace.
- H6.4 All parties have an obligation to participate in misconduct processes in good faith.

### **What is Misconduct**

- H6.5 For the purposes of this Section, misconduct includes any of the following:
- H6.5.1 the employee fails to meet the obligations set out in section 9 of the PSM Act 1994;
- H6.5.2 the employee engages in conduct that the head of service or the Public Sector Standards Commissioner is satisfied may bring, or has brought, the Directorate or the ACTPS into disrepute;
- H6.5.3 a period of unauthorised absence and the employee does not offer a satisfactory reason on return to work;
- H6.5.4 the employee is found guilty of, or is convicted of a criminal offence or where a court finds that an employee has committed an offence but a conviction is not recorded, taking into account the circumstances and seriousness of the offence, the duties of the employee and the interests of the ACTPS and/or the Directorate;
- H6.5.5 the employee fails to notify the head of service of criminal charges in accordance with clause H12 -; or
- H6.5.6 the employee makes a vexatious or knowingly false allegation against another employee.

### **What is Serious Misconduct**

- H6.6 Serious misconduct means conduct that is so serious that it may be inconsistent with the continuation of the employee's employment with the Territory. Serious misconduct is defined within the Fair Work Regulations.

## **H7 - Dealing with Allegations of Misconduct**

- H7.1 Upon becoming aware of a matter of alleged misconduct the head of service will determine whether or not the matter needs to be investigated. Where the head of service determines that investigation is required the head of service will refer the matter to the Public Sector Standards Commissioner for investigation.

- H7.2 At any stage of dealing with alleged misconduct the head of service may, in accordance with clause H8 -:
- H7.2.1 transfer the employee to other duties; or
  - H7.2.2 re-allocate duties away from the employee; or
  - H7.2.3 suspend the employee with pay; or
  - H7.2.4 suspend the employee without pay where serious misconduct is alleged.
- H7.3 Upon receiving a referral in accordance with subclause H7.1 the Public Sector Standards Commissioner will either make arrangements for an appropriately trained or experienced person (the investigating officer) to investigate the alleged misconduct in accordance with clause H9 - or may decide that an investigation will not resolve the matter and refer it back to the head of service for resolution or further consideration.
- H7.4 The head of service may determine that no investigation is necessary where the employee admits to the alleged misconduct and the employee agrees that there is no need for an investigation. The employee must fully understand the misconduct they are admitting to and make an admission statement.
- H7.5 Where an employee makes an admission in accordance with subclause H2.6 the head of service may determine the appropriate disciplinary action/sanction in accordance with clause H11 -. The head of service must ensure that they have sufficient information concerning the nature and full circumstances of the misconduct, any mitigating factors, and details of the employee's prior service record and performance to enable a fair and reasonable determination under clause H11 - to be made.
- H7.6 The Public Sector Standards Commissioner may at any time decide to instigate an investigation of alleged misconduct, in the absence of a referral under subclause H7.1, if satisfied that the matter warrants investigation.
- H7.7 Notwithstanding the provisions of this section, the head of service may summarily terminate the employment of an employee without notice for serious misconduct as defined within the Fair Work Regulations.

### **H8 - Suspension, Reassignment or Transfer**

- H8.1 This clause applies to all employees including eligible casual employees and employees on probation.
- H8.2 In accordance with subclause H7.2 the head of service may suspend with or without pay, reassign or transfer an employee where the head of service is satisfied that it is in the public interest, the interests of the ACTPS or the interests of the Directorate to do so while the alleged misconduct is being dealt with.
- H8.3 The requirements under subclauses H8.4, H8.5 and H8.10 will also apply in circumstances where an employee has been reassigned or transferred with pay to other duties following an allegation of misconduct, to the extent that the employee is no better off financially than if they had not been reassigned or transferred.
- H8.4 The head of service will not normally suspend, reassign or transfer an employee without first informing the employee of the reasons for the proposed suspension, reassignment or transfer and giving the employee the opportunity to be heard. However the head of service may suspend an employee first and then give the employee the reasons for the suspension and an opportunity to be heard, where, in the head of service's opinion, this is appropriate in the circumstances.



- H8.5 Whilst suspended with pay an employee will be paid:
- H8.5.1 the employee's ordinary hourly rate of pay and any higher duties allowances that would have been paid to the employee for the period they would otherwise have been on duty; and
  - H8.5.2 overtime (but not overtime meal allowance) and shift penalty payments where there is a regular and consistent pattern of extra duty or shift work being performed over the previous six months which would have been expected to continue but for the suspension from duty; and
  - H8.5.3 any other allowance or payment (including under an Attraction and Retention Incentive entered into in accordance with Annex B to this Agreement) of a regular or on-going nature that is not conditional on performance of duties.
- H8.6 Where a decision is made to suspend an employee with pay no appeal or review of that decision is available.
- H8.7 Unless the employee is on authorised leave an employee who is suspended must be available to attend work and participate in the disciplinary process within 48 hours of receiving notice.
- H8.8 Suspension without pay is usually only appropriate where serious misconduct is alleged or where the employee is charged with a criminal offence that would in the opinion of the head of service be incompatible with the continuation of the employee's employment.
- H8.9 A period of suspension without pay will not be for more than thirty calendar days, unless exceptional circumstances apply.
- H8.10 If the period of suspension without pay extends beyond thirty calendar days as per subclause H8.9, the suspension should be reviewed every thirty calendar days unless the head of service considers that, in the circumstances, a longer period is appropriate.
- H8.11 Whilst suspended without pay:
- H8.11.1 the employee may apply to the head of service for permission to seek alternate employment outside the ACTPS for the period of the suspension or until the permission is revoked. Any such permission given to the employee is granted on the condition that the employee remains available to attend work and participate in the disciplinary process as per subclause H8.7;
  - H8.11.2 in cases of demonstrated hardship, the head of service may determine that the employee may cash out accrued long service leave and/or annual leave;
  - H8.11.3 the employee may apply to the head of service for the suspension to be with pay on the grounds of demonstrated hardship.
- H8.12 An employee suspended without pay and who is later acquitted of the criminal offence (which is the subject of the allegation(s) of misconduct which caused the employee to be suspended), or is found not to have been guilty of the misconduct:
- H8.12.1 is entitled to be repaid the amount by which the employee's pay was reduced; and
  - H8.12.2 is entitled to be credited with any period of long service or annual leave that was cashed out in accordance with subclause H8.11.2.

- H8.13 Where an employee is suspended and later found guilty of a criminal offence (whether or not a conviction is recorded), or is found guilty of misconduct and whose employment is terminated because of the offence or misconduct, a period of suspension under this clause does not count as service for any purpose, unless the head of service determines otherwise.

### **H9 - Investigations**

- H9.1 The role of the investigating officer is to establish the facts of the allegations and to provide a report of those facts to the Public Sector Standards Commissioner.
- H9.2 The investigating officer will:
- H9.2.1 inform the employee in writing of the particulars of the alleged misconduct, and details concerning the investigative process; and
  - H9.2.2 give the employee a reasonable opportunity to respond to allegations, which the employee may do in writing and/or at a scheduled interview or in a different manner as agreed with the investigating officer, before making a finding of fact; and
  - H9.2.3 for written responses the timeframe for response will be as communicated by the investigator and be reasonable under the circumstances; and
  - H9.2.4 where the response includes an interview provide the employee with at least twenty four hours written notice prior to conducting an interview, and advise the employee if the interview is to be recorded electronically; and
  - H9.2.5 advise the employee that the employee may have a second person present during the interview, who may be the employee's union representative or other individual acting as support person and will allow reasonable opportunity for this to be arranged; and
  - H9.2.6 provide a record of the interview to the employee; and
  - H9.2.7 give the employee an opportunity to supplement the record of an interview with a written submission, if the employee so chooses; and
  - H9.2.8 as soon as practicable take any further steps considered necessary to establish the facts of the allegations; and
  - H9.2.9 provide a written report to the Public Sector Standards Commissioner setting out the investigating officer's findings of fact.
- H9.3 If the employee fails to, or chooses not to, respond to the allegations in accordance with subclause H9.2 within a reasonable timeframe, the investigating officer will prepare the report and set out the findings of fact on the information available.
- H9.4 The investigating officer's findings of fact will be made on the balance of probabilities.
- H9.5 The Public Sector Standards Commissioner may request that the head of service authorise access to relevant ACTPS information and communication technology (ICT) records including email, computer, work phone records, or building access logs if the investigating officer requires access in order to establish the facts of the allegations.

### **H10 - Findings of misconduct**

- H10.1 After considering the report from the investigating officer, the Public Sector Standards Commissioner will make a proposed determination on the balance of probabilities as to whether misconduct has occurred.

- H10.2 If the Public Sector Standards Commissioner determines that the misconduct has not occurred, the Public Sector Standards Commissioner will notify the employee of this finding and advise that no sanctions will be imposed.
- H10.3 If the Public Sector Standards Commissioner makes a proposed determination that misconduct has occurred in accordance with subclause H10.1 the Public Sector Standards Commissioner will:
- H10.3.1 advise the employee in writing of the proposed determination that misconduct has been found to have occurred; and
  - H10.3.2 provide written reasons for arriving at this proposed determination; and
  - H10.3.3 provide a copy of the investigation report unless this would be inappropriate in the circumstances; and
  - H10.3.4 advise the employee of the period during which the employee has to respond to the proposed determination that misconduct has occurred. This period must be no less than fourteen calendar days.
- H10.4 After considering the employee's response or, if the employee has not responded, at any time after the period outlined in subclause H10.3.4 has lapsed, the Public Sector Standards Commissioner will make a final determination as to whether or not misconduct has occurred and will:
- H10.4.1 inform the employee in writing of the final determination of whether or not misconduct has occurred; and if the determination is that misconduct has occurred:
    - H10.4.1 (a) refer the matter to the head of service for consideration of whether or not disciplinary action is to be taken in accordance with clause H11 -; and
    - H10.4.1 (b) inform the employee that the matter has been referred to the head of service in accordance with subclause H10.4.1 (a).

## **H11 - Disciplinary Action and Sanctions**

- H11.1 In circumstances where the head of service:
- H11.1.1 receives a determination from the Public Sector Standards Commissioner in accordance with subclause H10.4.1; or
  - H11.1.2 following an admission by the employee in accordance with subclause H2.7 or H7.4.
- the head of service will consider whether or not disciplinary action is appropriate, and whether or not one or more of the following sanctions may be taken in relation to the employee:
- H11.1.3 a written reprimand;
  - H11.1.4 a financial penalty which can:
    - H11.1.4 (a) reduce the employee's incremental level;
    - H11.1.4 (b) defer the employee's incremental advancement;
    - H11.1.4 (c) impose a fine on the employee;
    - H11.1.4 (d) require the employee to fully or partially reimburse the employer for damage that the employee has wilfully incurred to property or equipment.

- H11.1.5 transfer the employee temporarily or permanently to another position at level or to a lower classification level;
  - H11.1.6 remove any benefit derived through an existing Attraction and Retention Incentive;
  - H11.1.7 termination of employment.
- H11.2 Nothing in this section limits the ability of the head of service to require an employee to participate in formal remedial programs/sessions aimed at assisting the employee with addressing the behaviour that was the subject of the misconduct process.
- H11.3 In relation to subclause H11.1.5, if an employee's classification is reduced as a result of disciplinary action, service before the demotion is not counted towards an increment for any higher duties the employee performs after demotion.
- H11.4 Sanctions imposed under these procedures must be proportionate to the degree of misconduct concerned. In determining the appropriate sanction, the following factors must be considered:
- H11.4.1 the nature and seriousness of the misconduct;
  - H11.4.2 the degree of relevance to the employee's duties or to the reputation of the Directorate or the ACTPS;
  - H11.4.3 the circumstances of the misconduct;
  - H11.4.4 any mitigating factors, including any full admission of guilt; and
  - H11.4.5 the previous employment history and the general conduct of the employee.
- H11.5 If the employee has moved to a new position, other than as a result of a decision in accordance with clause H7 -, during the course of the misconduct process, the changes in employment circumstances will be taken into account as appropriate in accordance with subclause H1.5.1.
- H11.6 Unless there are exceptional circumstances, the head of service will within 14 calendar days of receiving the referral from the Public Sector Standards Commissioner under subclause H10.4.1 (a) inform the employee in writing of the proposed disciplinary action to be taken, if any, and provide the employee with seven calendar days to respond.
- H11.7 The timeframes stipulated in H11.6 may be extended if the head of service and the Public Sector Standards Commissioner agree that extenuating circumstances warrant the extension.
- H11.8 After considering the employee's response in accordance with subclause H11.6, or if the employee does not respond, at any time after the seven calendar days as set out in H11.6 have passed, the head of service will make their final decision and inform the employee in writing of:
- H11.8.1 the final decision; and
  - H11.8.2 the disciplinary action to be taken, if any; and
  - H11.8.3 the date of effect and/or, if relevant, the cessation of any disciplinary action; and
  - H11.8.4 the appeal mechanisms that are available under Section J of this Agreement.

## **H12 - Criminal Charges**

- H12.1 An employee must advise the head of service in writing within 48 hours where practicable, but no longer than seven calendar days, of any criminal charges laid against the employee in circumstances where the interests of the Directorate or of the ACTPS may be adversely affected, taking into account:
- H12.1.1 the circumstances and seriousness of the alleged criminal offence; and
  - H12.1.2 the employee's obligations under section 9 of the PSM Act; and
  - H12.1.3 the effective management of the employee's work area; and
  - H12.1.4 the integrity and good reputation of the ACTPS and the Directorate; and
  - H12.1.5 the relevance of the offence to the employee's duties.
- H12.2 Where criminal charges are laid against an employee and the interests of the Directorate or the ACTPS may be adversely affected, the head of service may suspend the employee in accordance with the suspension arrangements under clause H8 -.
- H12.3 If an employee is found guilty of, or convicted of a criminal offence (including if a non-conviction order is made) the employee will provide a written statement regarding the circumstances of the offence to the head of service within seven calendar days of the conviction or the finding.
- H12.4 Where an employee is convicted of a criminal offence and the conviction or finding has adversely affected the interests of the Directorate or the ACTPS, the head of service may impose a sanction for misconduct against the employee in accordance with clause H11 -.

## **H13 - Right of Appeal**

- H13.1 An employee has the right under Section J to appeal against any finding of misconduct under clause H10 -, any decision to take disciplinary action or to apply a sanction under clause H11 -, or against any decision taken under clause H8 - to suspend the employee without pay, or to transfer the employee at reduced pay, except action to terminate the employee's employment.
- H13.2 An employee may have an entitlement to bring an action under the FW Act in respect of any decision under this Section to terminate the employee's employment. This will be the sole right of review of such a decision.
- H13.3 The appeal procedures under Section J apply to the exclusion of the rights of appeal and review under the PSM Act 1994 and the internal review procedures contained in Section I of this Agreement.

## **Section I Internal Review Procedures**

### **I1 - Objectives and Application**

- I1.1 Under this Section, procedures are established for employees to seek a review of management actions that affect their employment with the ACTPS.
- I1.2 The procedures in this section promote the values and general principles of the ACTPS and account for the principles of natural justice and procedural fairness.
- I1.3 These procedures apply to all employees covered by this Agreement.
- I1.4 For the purposes of this Section, an action includes a decision and a refusal or failure to make a decision.

### **I2 - Decisions and Actions Excluded**

- I2.1 The following decisions and actions are excluded from the rights of an employee to seek a review under procedures set out in this Section:
  - I2.1.1 actions regarding the policy, strategy, nature, scope, resourcing or direction of the ACTPS and agencies (see clause G1 - of this Agreement for consultation on these actions);
  - I2.1.2 actions arising under Commonwealth or ACT legislation that concern domestic or international security matters;
  - I2.1.3 actions regarding superannuation (see relevant superannuation legislation for complaints and appeals on these actions, in particular the *Superannuation Industry (Supervision) Act 1993* and the *Superannuation (Resolution of Complaints) Act 1993*);
  - I2.1.4 actions regarding workers' compensation (see the *Safety, Rehabilitation and Compensation Act 1988* for reviews and appeals on these actions);
  - I2.1.5 decisions to terminate the appointment of an officer on probation;
  - I2.1.6 decisions on classification of an office (see clause D3 - of this Agreement for reviews on classifications);
  - I2.1.7 any action to which the employee has an appeal or review right under Section K of this Agreement;
  - I2.1.8 any action to which the employee has an appeal right under subclause J1.3 of this Agreement;
  - I2.1.9 any action arising from the preliminary assessment process under clause H2 -;
  - I2.1.10 actions arising from the misconduct procedures of this Agreement;
  - I2.1.11 actions arising from the underperformance procedures of this Agreement;
  - I2.1.12 any decisions under subclauses H7.1, H7.3 and H7.6 of this Agreement;
  - I2.1.13 any decisions under subclause J2.2 and J3.7 of this Agreement;
  - I2.1.14 actions regarding the setting of rates of pay or conditions of employment under an Award or Agreement made under the FW Act, or under the PSM Act 1994 or the PSM Standards (this includes an Attraction and Retention Incentive (ARINs) or a pre FW Act Australian Workplace Agreement (AWA));
  - I2.1.15 decisions to appoint or not appoint a person as an officer to a vacant position;

- 12.1.16 decisions that another officer perform the duties of a higher office or role for periods up to and including six months;
- 12.1.17 decisions to transfer another employee or promote another officer to an advertised vacancy where the officer or employee seeking the review was not an applicant;
- 12.1.18 actions arising from the internal review procedures or appeal panel procedures of this Agreement, including the review and appeals procedures under Section K of this Agreement.

### **I3 - Initiating a Review**

- 13.1 An employee should first discuss their concerns about an action or decision with the relevant decision-maker with a view to resolving the matter within the workplace before initiating a review under these procedures.
- 13.2 An employee, or the employee's union or other employee representative on the employee's behalf, has the right to apply for a review of any action or decision that directly affects the employee's employment, unless the action or decision is specifically excluded under this Section.
- 13.3 An employee, or the employee's union or other employee representative on the employee's behalf, may initiate a review under this Section by making an application to the head of service that:
  - 13.3.1 is in writing; and
  - 13.3.2 is made no more than 28 calendar days after the employee was advised of the decision that is the subject of the application for review, unless the head of service agrees that extenuating circumstances exist; and
  - 13.3.3 identifies the action and/or decision which the employee seeks a review of; and
  - 13.3.4 does not concern a decision or action that is excluded under subclause 12.1; and
  - 13.3.5 identifies the reasons the review is sought including, in the employee's view, the effect/s that the action or decision has or is having on the employee's employment; and
  - 13.3.6 outlines the extenuating circumstances, if any, where the application is made outside the timeframe specified in subclause 13.3.2; and
  - 13.3.7 describes the outcome sought.
- 13.4 If the review relates to a failure or refusal to make a decision in accordance with subclause 11.4, the 28 day time period outlined in subclause 13.3.2 will be taken to commence on the day it was apparent that there was a failure or refusal to make a decision.
- 13.5 The head of service will, provided that the requirements under subclause 13.3 have been met, refer the matter for review in accordance with clause 14 -.

## **I4 - Review Process**

- I4.1 Notwithstanding subclause I3.5, where appropriate, and agreed by the employee who made the application under clause I3.3 (for the purposes of this Section I “the applicant”), or the applicant’s union or other employee representative on the applicant’s behalf, the head of service must consider mediation as an option before arranging for a review under subclause I4.3. The mediator will be agreed between the applicant and the head of service.
- I4.2 In the event that mediation does take place and that it resolves the issues raised in the application, then no further action is required under these procedures. In that event a formal written statement that the issue has been resolved must be signed by the applicant and the head of service.
- I4.3 Subject to subclauses I3.5, I4.1 and I4.2, the head of service must arrange for an application made under clause I3.3 to be reviewed by an independent person (the reviewer) who may be:
- I4.3.1 a suitably skilled person who was not involved in the original action; or
  - I4.3.2 a person chosen from a panel of providers.
- I4.4 The reviewer will be provided with all relevant information and evidence that was available to the delegate in the making of the original decision or in taking the original action.
- I4.5 The reviewer may recommend to the head of service that an application should not be considered on any of the following grounds:
- I4.5.1 the application concerns a decision or action that is excluded under subclause I2.1; or
  - I4.5.2 the applicant has made an application regarding the decision or action to a court or tribunal, or where the reviewer believes it is more appropriate that such an application be made; or
  - I4.5.3 the reviewer believes on reasonable grounds that the application:
    - I4.5.3 (a) is frivolous or vexatious; or
    - I4.5.3 (b) is misconceived or lacks substance; or
    - I4.5.3 (c) should not be heard for some other compelling reason.
- I4.6 The head of service must either confirm a recommendation made by the reviewer under subclause I4.5 that an application should not be considered or arrange for another reviewer to consider the application.
- I4.7 The head of service will inform the applicant in writing, within fourteen calendar days of the date of any decision under subclause I4.6, including, the reasons for any decision not to consider the application.
- I4.8 If the reviewer does not make a recommendation under subclause I4.5, then the reviewer will conduct a procedural review on the papers to determine:
- I4.8.1 whether it was open to the head of service to take the action that he or she did;
  - I4.8.2 whether the principles of procedural fairness and natural justice were complied with in taking the original action; and
  - I4.8.3 whether the final decision of the head of service was fair and equitable in all of the circumstances.



- I4.9 If the reviewer is of the view that there is doubt over the veracity and/or validity of the information or evidence or processes used in making the initial decision or action, or that significant information or evidence was not considered in the making of the original decision or action, the reviewer will inform the head of service of that doubt and the reasons for it in the written report in accordance with I4.10.
- I4.10 After reviewing any action or decision the reviewer will, subject to subclause I4.15, make a written report to the head of service recommending that:
- I4.10.1 the original decision/action be confirmed; or
  - I4.10.2 the original decision/action be varied; or
  - I4.10.3 other action be taken.
- I4.11 A copy of the report under subclause I4.10 will be provided to the applicant and the applicant will be given the opportunity to provide a response.
- I4.12 The applicant may respond to any aspects of the report. Such a response must be in writing and be provided to the head of service within fourteen calendar days of the applicant receiving the report.
- I4.13 The head of service, after considering the report from the reviewer and any response from the applicant to the report of the reviewer, may:
- I4.13.1 confirm the original action; or
  - I4.13.2 vary the original action; or
  - I4.13.3 take any other action the head of service believes is reasonable.
- I4.14 The head of service will inform the applicant in writing, within fourteen calendar days of the date of any decision under subclause I4.13, including the reasons for the action.

#### **Review of Head of Service decisions**

- I4.15 Where the subject of the application is an action or decision of the Head of Service (in person) or the Director General (in person) as the delegate of the Head of Service, the written report of the reviewer will be made to the Public Sector Standards Commissioner. A copy of this report will be provided to the applicant.
- I4.16 The Public Sector Standards Commissioner may, after considering the report from the reviewer, recommend to the head of service that:
- I4.16.1 the original action be confirmed; or
  - I4.16.2 the original action be varied; or
  - I4.16.3 other action be taken that the Public Sector Standards Commissioner believes is reasonable.
- I4.17 The Head of Service (in person) or the Director General (in person) as the delegate of the Head of Service, after considering the report from the Public Sector Standards Commissioner, may:
- I4.17.1 accept any or all of the report's recommendation(s) and take such action as necessary to implement the recommendation(s); or
  - I4.17.2 not accept the report's recommendation(s) and confirm the original action.

- I4.18 If the Head of Service (in person) or the Director General (in person) as the delegate of the Head of Service does not accept any one of the recommendation(s) of the Public Sector Standards Commissioner under subclause I4.16, they will:
- I4.18.1 provide written reasons to the Public Sector Standards Commissioner for not accepting the recommendation(s); and
  - I4.18.2 provide the applicant, within fourteen calendar days, with written reasons for not accepting the recommendation(s).
- I4.19 If the Head of Service (in person) or the Director General (in person) as the delegate of the Head of Service does not accept any one of the recommendation(s) of the Public Sector Standards Commissioner under subclause I4.16, the Public Sector Standards Commissioner will report on this outcome.

### **I5 - Right of External Review**

- I5.1 The applicant, or the applicant's union or other employee representative on the employee's behalf, may seek a review of a decision or action under subclause I4.13 or subclause I4.17 by an external tribunal or body, including the FWC.
- I5.2 The FWC will be empowered to resolve the matter in accordance with the powers and functions set out in clause G6 - of this Agreement. The decision of the FWC will be binding, subject to any rights of appeal against the decision to a Full Bench of the FWC in accordance with clause G6.15.

## **Section J Appeal Mechanism for misconduct, underperformance and other matters**

### **J1 - Objective and Application**

- J1.1 This Section sets out an appeal mechanism for an employee where the employee (referred to in this section as the appellant) is not satisfied with the outcome of decisions described in the following clause.
- J1.2 The Head of Service (in person) will nominate a person, or position, to be the Convenor of Appeals (the Convenor).
- J1.3 This appeal mechanism will apply to:
- J1.3.1 decisions to suspend the employee without pay under clause H8 - of this Agreement;
  - J1.3.2 decisions relating to findings of misconduct under clause H10 -, provided that such and appeal can only be made after a decision about disciplinary action under clause H11 - has been made;
  - J1.3.3 decisions to take disciplinary action under clause H11 - of this Agreement, except a decision to terminate the employee's employment;
  - J1.3.4 decisions to take underperformance action under subclause H4.17 of this Agreement, except a decision to terminate the employee's employment;
  - J1.3.5 decisions taken in relation to an employee's eligibility for benefits under clauses L6 - of this Agreement and the amount of such benefits, the amount payable by way of income maintenance under clause L10 -, and the giving of a notice of involuntary redundancy under clause L9 -.
- J1.4 In relation to appeals about misconduct findings and disciplinary action in accordance with subclauses J1.3.2 and J1.3.3, only one application for appeal can be made in relation to the same misconduct matter and the application needs to state whether the application relates to:
- J1.4.1 the finding of misconduct under clause H10 -; or
  - J1.4.2 the disciplinary action under clause H11 -; or
  - J1.4.3 both the finding of misconduct under clause H10 - and the disciplinary action under clause H11 -.
- J1.5 An employee may have an entitlement to bring an action under the FW Act in respect of any termination of employment under this Agreement. This will be the sole right of review of such an action.

### **J2 - Initiating an Appeal**

- J2.1 The appellant, or the appellant's union or other employee representative on the appellant's behalf, may initiate an appeal under these procedures by making an application to the Convenor that:
- J2.1.1 is in writing; and
  - J2.1.2 describes the decision or action taken or to be taken, the reasons for the application and the outcome sought; and
  - J2.1.3 is received by the Convenor within fourteen calendar days of being notified, or the appellant becoming aware, of the decision to take the action; and
  - J2.1.4 seeks to appeal an appealable decision as set out in subclause J1.3.

- J2.2 Notwithstanding any other provisions in this section, the Convenor has the authority to dismiss an appeal if the appellant obstructs, unreasonably delays or fails to co-operate with the process.

### **J3 - Composition of the Appeal Panel**

- J3.1 The Public Sector Standards Commissioner will keep a list of approved Appeal Panel Chairs.
- J3.2 The head of service will keep a list of suitably skilled and trained employer representatives for Appeal Panels and a list of suitably skilled and trained employee representatives, nominated by the unions.
- J3.3 Where an application is received by the Convenor in accordance with the requirements set out in subclause J2.1 and J2.2 the Convenor will set up an Appeal Panel.
- J3.4 The Appeal Panel will comprise a panel member from the list of employer representatives in accordance with subclause J3.2, a panel member from the list of employee representatives in accordance with subclause J3.2 and a chair in accordance with clause J3.1.
- J3.5 The Convenor may only be a member of an Appeal Panel with the agreement of the appellant.
- J3.6 A person is not eligible to be a member of an Appeal Panel if that person was involved in the decision or the process that is the subject of the application or if there is any other perceived or actual conflict of interest.
- J3.7 Where a panel member fails to comply with a provision in this section in a manner that affects the effective operation of the appeal process, the Convenor can disqualify the member from the panel. Where that occurs the panel is dissolved and a new one will be convened in accordance with subclause J3.3.

### **J4 - Powers and Role of the Appeal Panel**

- J4.1 In considering an application, the Appeal Panel must have due regard to the principles of natural justice and procedural fairness. Proceedings of the Appeal Panel are to be conducted as quickly as practicable and consistent with a fair and proper consideration of the issues.
- J4.2 The Convenor will invite the appellant to have a support person, who may be the appellant's union or other employee representative, present at any meetings held between the Appeal Panel and the appellant and will allow reasonable opportunity for this to be arranged.
- J4.3 The Appeal Panel will be provided with all relevant information and evidence that was available to the decision-maker in the making of the original decision or in taking the original action.
- J4.4 The Appeal Panel will have the discretion to decide not to conduct a review of the appeal application, or, if it has commenced reviewing the application, to decide not to proceed further if, in the opinion of the Appeal Panel:
- J4.4.1 the application is frivolous or vexatious, or not made in good faith; or
  - J4.4.2 the appellant making the appeal may apply to another person or authority about the application who may more appropriately deal with the application; or
  - J4.4.3 further review of the application is not warranted.

## **Conducting an appeal**

- J4.5 Where the Appeal Panel determines that an application for appeal should proceed, the Appeal Panel will conduct a procedural review on the papers provided under subclause J4.3 to determine whether:
- J4.5.1 it was open to the head of service to take the action that they did;
  - J4.5.2 the principles of procedural fairness and natural justice were complied with in taking the original action or decision; and
  - J4.5.3 the final decision of the head of service and/or the Public Sector Standards Commissioner was appropriate in all of the circumstances.
- J4.6 Where the Appeal Panel is satisfied that a fundamental piece of evidence was not considered in the original process, the Appeal Panel may request that the Convenor refer the matter back to the head of service and/or Public Sector Standards Commissioner for further investigation.
- J4.7 The head of service and/or Public Sector Standards Commissioner, after considering the referral from the Convenor under subclause J4.5.3, will:
- J4.7.1 as soon as possible arrange for a further investigation to be conducted, in line with the referral of the Convenor, and will provide any further information, evidence or outcomes of the further investigation to the Appeal Panel in order that they may complete their review; or
  - J4.7.2 provide written reasons to the Appeal Panel, within fourteen calendar days, for not accepting their referral for further investigation.
- J4.8 After reviewing any application under this section, the Appeal Panel will, subject to subclause J4.5.3, make a determination of the appeal and either:
- J4.8.1 confirm the original decision; or
  - J4.8.2 vary the original decision; or
  - J4.8.3 prescribe that other action be taken.
- J4.9 The Appeal Panel will provide a report to the Public Sector Standards Commissioner and the head of service which will include the determination and the reasons for the determination. A copy of the report will also be provided to the appellant.

## **J5 - Costs**

- J5.1 The Territory will not be liable for any costs associated with representing an appellant in these procedures.

## **J6 - Right of External Review**

- J6.1 The employee, or the employee's union or other employee representative on the employee's behalf, may seek a review by the FWC of a decision under subclause J4.8.
- J6.2 The FWC will be empowered to resolve the matter in accordance with the powers and functions set out in clause G6 - of this Agreement. The decision of the FWC will be binding, subject to any rights of appeal against the decision to a Full Bench in accordance with clause G6.15.

## **Section K Appeal and Process Reviews of certain recruitment decisions**

### **K1 - Application**

- K1.1 Under this Section, procedures are established for employees to seek a review of recruitment processes or appeal certain recruitment decisions.
- K1.2 These procedures for appeals and reviews account for the principles of procedural fairness and natural justice in this context.
- K1.3 For the purposes of this Section, an action includes a decision and a refusal or failure to make a decision.
- K1.4 Decisions made by Joint Selection Committees in accordance with subclause B4 - cannot be reviewed or appealed.

### **K2 - Appeals about promotions and temporary transfer to higher office**

- K2.1 The Head of Service (in person) will nominate a person, or position, to be the Convenor of the Appeal Panels (“the Convenor”), which may or may not be the same person, or position, nominated under subclause J1.2.
- K2.2 This appeal mechanism will apply to:
  - K2.2.1 decisions about promotion or temporary transfer to a higher office or role (for periods in excess of six months) affecting the officer where the officer was an applicant for the position, except decisions made on the unanimous recommendation of a joint selection committee (see PSM Act 1994 and PSM Standards);
  - K2.2.2 decisions to promote an officer after acting for a period of twelve months or more in a position at or below HSO Level 10 (or equivalent classification).
- K2.3 For the purposes of subclause K2.2, an appeal may only be made in relation to promotions or temporary transfer to a higher office or role where the pay applicable is any classification with a maximum pay that is less than the minimum pay of a classification equivalent to a Senior Officer Grade C as set out in the *ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021*. For positions above Health Service Officer Level 10 (or equivalent classification) an application may be made for an internal review of the process (see section K3 - of this Agreement).
- K2.4 For the purposes of paragraph K2.2.2, any suitably qualified officer may appeal the decision.
- K2.5 For appeals concerning promotion or transfer to a higher office or role under subclause K2.2, the only ground on which the Appeal Panel can review the decision is that the officer making the appeal would be more efficient in performing the duties of the position than the person promoted or selected for temporary transfer.

#### **Initiating an Appeal**

- K2.6 An officer (the appellant, for the purposes of this Section) or the appellant’s union or other employee representative on the appellant’s behalf, may initiate an appeal under these procedures by making an application to the Convenor that:
  - K2.6.1 is in writing; and
  - K2.6.2 is received by the Convenor within fourteen calendar days of the decision to take the action being notified in the Gazette; and
  - K2.6.3 seeks to appeal an appealable decision as set out in subclause K2.2.

- K2.7 Notwithstanding any other provisions in this Section, the Convenor has the authority to dismiss an appeal if the appellant obstructs, unreasonably delays or fails to co-operate with the process.

#### **Composition of Appeal Panel**

- K2.8 Where an application is received by the Convenor in accordance with the requirements set out in subclause K2.6, subject to subclause K2.7 the Convenor will set up an Appeal Panel.
- K2.9 The Appeal Panel will comprise a nominee of the relevant Directorate, a nominee of the employee and a chairperson, where:
- K2.9.1 the chairperson is agreed between the employee and the head of service or chosen from a panel of providers on a rotational basis, unless there is an identified conflict of interest, in which case the next person on the panel of providers would be chosen.
- K2.10 A person is not eligible to be a member of an Appeal Panel if that person was involved in the decision or the process that is the subject of the application.
- K2.11 Where a panel member fails to comply with a provision in this Section in a manner that affects the effective operation of the appeal process, the Convenor can disqualify the member from the Appeal Panel. Where that occurs the Appeal Panel is dissolved and a new one will be convened in accordance with subclause K2.9.

#### **Appeal Panel Recommendations**

- K2.12 After reviewing an application about promotion or temporary transfer to a higher office or role affecting the appellant, the Appeal Panel will recommend to the head of service that the decision that is the subject of the application:
- K2.12.1 be confirmed; or
- K2.12.2 be varied; or
- K2.12.3 other action taken.
- K2.13 The head of service will inform the appellant and affected parties in writing of their decision and the reasons for the decision, within 28 calendar days.

### **K3 - Process review**

- K3.1 An officer may seek a review of the process leading up to a decision about:
- K3.1.1 decisions that another officer perform the duties of a higher office or role (with a pay less than that of a Senior Officer Grade C or equivalent classification, as set out in the *ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021*) for periods greater than six months if the vacancy was advertised;
- K3.1.2 decisions to promote or not promote an officer;
- K3.1.3 decisions to appoint or not appoint an employee, or to engage or not engage an employee, on a temporary contract;
- K3.1.4 decisions to transfer, or not to transfer, an employee; and
- K3.1.5 decisions under the PSM Standards to promote an officer after acting for a period of twelve months or more in a position above HSO Level 10 or equivalent classification.
- K3.2 The findings of a review under this clause will not alter the outcome of the original decision, but may be used to inform similar processes conducted in the future, or address any failings on the part of employees involved in the process under review.

### **Initiating a Review**

- K3.3 An officer (“the applicant” for the purposes of this Section), or the applicant’s union or other employee representative on the applicant’s behalf, may initiate a review under these procedures by making an application to the head of service that:
- K3.3.1 is in writing; and
  - K3.3.2 describes how the applicant believes the process was not conducted properly, and provides reasons for this; and
  - K3.3.3 is received by the head of service within fourteen calendar days of the employee being advised of the decision, or becoming aware of the decision; and
  - K3.3.4 seeks to review a reviewable process as set out in subclause K3.1.

### **Conducting a Process Review**

- K3.4 Subject to subclause K3.3 the head of service must arrange for an application to be reviewed by an independent person (the reviewer) who may be:
- K3.4.1 a suitably skilled person who was not involved in the original action; or
  - K3.4.2 a person chosen from a panel of providers.
- K3.5 The independent reviewer will be provided with all relevant information and evidence that was available to the decision-maker in the making of the original decision.
- K3.6 The reviewer will make an assessment whether relevant processes contained in this Agreement, the PSM Act and PSM Standards were followed, and to what extent.
- K3.7 After reviewing the information and evidence provided under subclause K3.5, the independent reviewer will provide a report to the head of service, which either:
- K3.7.1 confirms that the process was conducted in accordance with the provisions of this Agreement, the PSM Act, and PSM Standards; or
  - K3.7.2 finds that there were deficiencies in the process; such findings will be supported by reasons and the report may include recommendations for how similar processes may be conducted in future.



## Section L Redeployment and Redundancy

### L1 - Definitions

- L1.1 Excess officer means an officer who has been notified in writing by the head of service that he or she is excess to an ACTPS Directorate's requirements because:
- L1.1.1 the officer is included in a class of officers employed in an ACTPS Directorate, which class comprises a greater number of officers than is necessary for the efficient and economical working of the Directorate; or
  - L1.1.2 the services of the officer cannot be effectively used because of technological or other changes in the work methods of the relevant Directorate or changes in the nature, extent or organisation of the functions of the relevant Directorate.
- L1.2 Potentially excess officer means an officer who is formally notified they are likely to become an excess officer in a foreseeable space of time.

### L2 - Application

- L2.1 The ACTPS recognises the need to make the most effective use of the skills, abilities and qualifications of its officers in a changing environment. When positions become excess, the relevant Directorate will seek to redeploy permanent officers within the Directorate or the ACTPS in order to avoid or minimise an excess officer situation. Should redeployment not be possible, voluntary redundancy, reduction in classification and involuntary redundancy will be considered in that order. Throughout these procedures the relevant Directorate will, where practicable, take into consideration the personal and career aspirations and family responsibilities of affected officers.

### L3 - Consultation

- L3.1 Where it appears to the head of service that a position is likely to be either potentially excess or excess to an ACTPS Directorate's requirements, and prior to any individual officer(s) being identified, the head of service will, at the earliest practicable time, advise and discuss with the union(s), the following issues (as appropriate in each case):
- L3.1.1 the number and classification of officers in the part of the Directorate affected;
  - L3.1.2 the reasons an officer is or officers are likely to be excess to requirements;
  - L3.1.3 the method of identifying officers as excess, having regard to the efficient and economical working of the relevant Directorate and the relative efficiency of officers;
  - L3.1.4 the number, classification, location and details of the officers likely to be excess;
  - L3.1.5 the number and classification of officers expected to be required for the performance of any continuing functions in the part of the Directorate affected;
  - L3.1.6 measures that could be taken to remove or reduce the incidence of officers becoming excess;
  - L3.1.7 redeployment prospects for the officers concerned;
  - L3.1.8 the appropriateness of using voluntary retirement; and
  - L3.1.9 whether it is appropriate for involuntary retirement to be used if necessary.

- L3.2 The discussions under subclause L3.1 will take place over such time as is reasonable, taking into account the complexity of the restructuring and need for potential excess officer situations to be resolved quickly and will comply with the consultation requirements of G1 -. Any use of involuntary redundancy will be agreed between the head of service and the union(s) at this stage and will not be used without the written agreement of the head of service and the union(s).
- L3.3 The head of service will comply with the notification and consultation requirements for union(s) and Centrelink about terminations set out in the FW Act.
- L3.4 The head of service will, at the first available opportunity, inform all officers likely to be affected by an excess staffing situation of the terms and operation of this Section.
- L3.5 Where a redundancy situation affects a number of officers engaged in the same work at the same level, elections to be made voluntarily redundant may be invited.
- L3.6 Nothing in this Agreement will prevent the head of service inviting officers who are not in a redundancy situation to express interest in voluntary redundancy, where such redundancies would permit the redeployment of potentially excess and/or excess officers who do not wish to accept voluntary redundancy.

#### **L4 - Notification**

- L4.1 Except where a lesser period is agreed between the head of service and the officer, the officer will not, within one month after the union(s) has been advised under subclause L3.1, be invited to volunteer for retirement nor be advised in writing in accordance with subclause L4.4 that he or she is excess to the relevant Directorate's requirements.

##### **Potentially Excess Officers**

- L4.2 At the point where individual employees can be identified, the head of service will advise the officer(s) that a position(s) is likely to become excess and that the employee may be affected. In that advice the officer(s) will also be advised that the officer may be represented by a union or other employee representative at subsequent discussions. The head of service will discuss with the officer(s) and, where chosen, the union or other employee representative(s) the issues dealt with in paragraphs L3.1.1 through L3.1.9 (as appropriate in each case).
- L4.3 Potentially excess officers who have not been invited to be voluntarily retired, or who have declined to elect to be voluntarily retired, will be subject to the redeployment provisions in clause L5 -.

##### **Excess Officers**

- L4.4 Subject to subclause L4.1 the notification of an officer's excess status will only be given when the consultation required under clause L3 - and the consultation required under subclause L4.2 has taken place. Following such consultation, where the head of service is aware that an officer is excess, the head of service will advise the officer in writing.
- L4.5 An excess officer is subject to the redeployment provisions in clause L5 -.
- L4.6 An excess officer who is offered a voluntary redundancy, but who does not accept the offer, is entitled to a seven month retention period in accordance with clause L7 -.

#### **L5 - Redeployment**

- L5.1 Redeployment of potentially excess and excess officers will be in accordance with the officer's experience, ability and, as far as possible, the officer's career aspirations and wishes.

- L5.2 Once an officer has been notified that they are potentially excess or excess in accordance with subclause L4.2 and L4.4 respectively, the officer will be registered by their Directorate on the Redeployment Register.
- L5.3 The head of service will consider a potentially excess or excess officer from other ACT Public Service agencies in isolation for vacancies at the officer's substantive level.
- L5.4 An excess officer (or potentially excess) has absolute preference for transfer to positions at the officer's substantive level and must be considered in isolation from other applicants for any vacancy, which is to be advertised for permanent filling or for a temporary period of six months or more, within the ACTPS. For the purposes of this clause substantive level means the same classification or an alternative equivalent classification in another classification stream where the maximum pay does not exceed the top increment of the officer's current classification by more than 10%. For clarity this does not allow for the transfer of an officer within the same classification stream e.g a SOGB to transfer to a SOGA.
- L5.5 Under this clause an excess officer will be given preference over a potentially excess officer.
- L5.6 An excess officer need only be found suitable, or suitable within a reasonable time (generally three to six months) to be transferred to a position in accordance with subclause L5.4.
- L5.7 The head of service will make every effort to facilitate the placement of an excess officer, within the service.
- L5.8 The head of service will arrange reasonable training that would assist the excess officer's prospects for redeployment.
- L5.9 The head of service will provide appropriate internal assistance and career counselling and assist as necessary with the preparation of job applications.

### **L6 - Voluntary Redundancy**

- L6.1 Subject to subclause L4.1, at the completion of the discussions in accordance with clause L3 -, the head of service may invite officers to elect to be made voluntarily redundant under this clause.
- L6.2 Where the head of service invites an officer to elect to be made voluntarily redundant, the officer will have a consideration period of a maximum of one month from the date of the offer in which to advise the head of service of the officer's election, and the head of service will not give notice of redundancy before the end of the one month consideration period.
- L6.3 To allow an officer to make an informed decision on whether to submit an election to be made voluntarily redundant, the head of service must provide the officer with advice on:
  - L6.3.1 the sums of money the officer would receive by way of severance pay, pay instead of notice, and paid up leave credits; and
  - L6.3.2 the career transition/development opportunities within the ACTPS.
- L6.4 The officer should seek independent advice on:
  - L6.4.1 amount of accumulated superannuation contributions;
  - L6.4.2 the options open to the officer concerning superannuation; and
  - L6.4.3 the taxation rules applicable to the various payments.

- L6.5 The relevant directorate will supplement the costs of independent, accredited financial counselling incurred by each officer who has been offered voluntary redundancy up to a maximum of \$1000. The head of service will authorise the accredited financial counsellors to invoice the relevant Directorate directly.
- L6.6 Subject to subclause L6.7, where the head of service approves an election to be made redundant and gives the notice of retirement in accordance with the PSM Act, the period of notice will be one month, or five weeks if the officer is over forty-five years old and has completed at least two years continuous service.
- L6.7 Where the head of service so directs, or the officer so requests, the officer will be retired at any time within the period of notice under subclause L6.6, and the officer will be paid in lieu of pay for the unexpired portion of the notice period.

**Severance Benefit**

- L6.8 An officer who elects to be made redundant in accordance with this clause will be entitled to be paid either of the following, whichever is the greater:
  - L6.8.1 a sum equal to two weeks of the officer's pay for each completed year of continuous service, plus a pro rata payment for completed months of continuous service since the last year of continuous service. The maximum sum payable under this paragraph will be 48 weeks pay; or
  - L6.8.2 twenty-six weeks pay.
- L6.9 For the purpose of calculating any payment instead of notice or part payment, the pay an officer would have received had he or she been on annual leave during the notice period, or the unexpired portion of the notice period as appropriate, will be used.
- L6.10 For the purpose of calculating payment under subclause L6.8:
  - L6.10.1 where an officer has been acting in a higher position for a continuous period of at least twelve months immediately preceding the date on which he or she receives notice of retirement, the pay level will be the officer's pay in such higher position at that date;
  - L6.10.2 where an officer has, during 50% or more of pay periods in the twelve months immediately preceding the date on which he or she receives notice of retirement, been paid a loading for shift work or are paid a composite pay, the weekly average amount of shift loading received during that twelve month period will be counted as part of "weeks pay";
  - L6.10.3 the inclusion of other allowances, being allowances in the nature of pay, will be subject to the approval of the head of service.

**L7 - Retention Period for Excess Officers**

- L7.1 An excess officer who does not accept voluntary redundancy is entitled to a seven month retention period.
- L7.2 The retention period will commence:
  - L7.2.1 on the day the officer is advised in writing by the head of service that he or she is an excess officer; or
  - L7.2.2 in the case of an officer who is invited by the head of service to submit an election to be retired - one month after the day on which the election is invited.

- L7.3 At the end of the retention period, if the officer has not been redeployed the officer will be offered a choice of:
- L7.3.1 a suitable vacant position at the officer's substantive level, to be transferred to in accordance with the PSM Act; or
  - L7.3.2 retiring from the ACTPS with a severance payment which will be the equivalent to what the officer would have received had the officer accepted the voluntary redundancy, less the amount of salary that the officer received during the retention period.
- L7.4 To be transferred to a suitable position in accordance with subclause L7.3.1 an excess officer need only be found suitable, or suitable within a reasonable time (generally three to six months) to be transferred to the position.

### **L8 - Reduction in Classification**

- L8.1 Where efforts to redeploy at level have failed and where the officer has refused the offer of voluntary redundancy, the head of service with the agreement of the officer may reduce the officer in classification and place the officer in a specific position.
- L8.2 Reduction in classification is to occur in accordance with the PSM Act.

### **L9 - Involuntary Retirement**

- L9.1 An excess officer may be made involuntarily redundant, subject to the agreement of the union(s). This clause applies to excess officers who are not:
- L9.1.1 retired with consent;
  - L9.1.2 redeployed to another position; or
  - L9.1.3 reduced in classification.
- L9.2 An officer may be involuntarily retired subject to the agreement of the union(s), such agreement not to be withheld if, during or after six months from the date the officer was declared excess, the officer:
- L9.2.1 does not accept a transfer in accordance with the PSM Act; or
  - L9.2.2 has refused to apply for, or be considered for, a position for which the officer could reasonably be expected to be qualified to perform, either immediately or in a reasonable time.
- L9.3 Where the head of service believes that there is insufficient productive work available for an excess officer during the retention period, the head of service may make the officer involuntarily redundant before the end of the retention period.
- L9.4 An excess officer will not be involuntarily retired if he or she has not been invited to elect to be voluntarily retired with benefits, or has made such an election and the head of service refuses to approve it.
- L9.5 Where the head of service involuntarily retires an excess officer, the officer will be given no less than four weeks' notice of the action proposed; or five weeks if the officer is over forty-five years old and has completed at least two years of continuous service. This notice period will, as far as practicable, be concurrent with the seven month retention period.

### **L10 - Income Maintenance Payment**

- L10.1 An officer who has been receiving a higher rate of pay for a continuous period of at least twelve months and who would have continued to receive that pay rate, except for the excess officer declaration, will be considered to have the higher pay rate.

- L10.2 This pay will be known as the income maintenance pay. The income maintenance pay, where applicable, will be used for the calculation of all conditions and entitlements under this clause.
- L10.3 The income maintenance pay exists for the retention period or the balance of the retention period.
- L10.4 If an officer is involuntarily retired, the entitlements, including paying out the balance of the retention periods, where applicable, will be calculated on the income maintenance pay rate. If an officer is involuntarily retired during the retention periods the officer's date of retirement is the date that the officer would have retired after the retention period ceased, not the date of the involuntary retirement. All final entitlements will be calculated from the latter date.
- L10.5 If an officer is involuntarily reduced in classification during the retention period, the officer will be entitled to be paid at the income maintenance pay rate for the balance of the retention period.
- L10.6 All allowances in the nature of pay will be included in determining the income maintenance pay rate.

### **L11 - Leave and Expenses to Seek Employment**

- L11.1 At any time after the officer has been advised under subclause L4.2 of being potentially excess, the officer is entitled to paid leave to seek alternative employment. Leave granted under this clause will be for periods of time to examine the job and to attend interviews. Reasonable travelling time will also be granted.
- L11.2 The officer will be entitled to any reasonable fares and other incidental expenses if these are not met by the prospective employer.

### **L12 - Use of Personal Leave**

- L12.1 The use of personal leave will not extend the retention periods of an officer unless these periods are supported by a medical certificate and/or are of such a nature as to make the seeking of employment during certificated personal leave inappropriate.
- L12.2 An officer who is receiving income maintenance will have those payments continued during certified personal leave periods of up to a total of six months.

### **L13 - Appeals**

- L13.1 Without affecting the officer's rights under the FW Act, an excess officer has the right under Section J to appeal any decision taken in relation to the officer's eligibility for benefits under clauses L5 - and L9**Error! Reference source not found.**, the amount of such benefits, or the amount payable by way of income maintenance under clause L10 -.
- L13.2 An excess officer has the right under Section J to appeal against the giving, in accordance with clause L9**Error! Reference source not found.** of a notice of involuntary redundancy .

### **L14 - Agreement not to Prevent Other Action**

- L14.1 Nothing in this Agreement will prevent the reduction in classification of an officer or the retirement of an officer as a result of action relating to discipline, invalidity, inefficiency or loss of essential qualifications.

## **L15 - Re-engagement of Previously Retrenched Officers**

- L15.1 Despite the PSM Act, officers who are involuntarily retired from the ACTPS can be engaged at any time by the Head of Service.
- L15.2 Officers who elect to be made voluntarily redundant under clause L5 - cannot be re-engaged in the ACTPS until a period has expired, which is equivalent in weeks and days to the termination payment received under L6.8 or L7.3.2, except with the written consent of the Head of Service (In person).

## Section M Fire Related Activities

### M1 - Application

- M1.1 Section M applies to 'fire trained employees' from the ACT Parks and Conservation Service (PCS) that have the potential to be called on as part of the operational fire related activities of the PCS or employees outside of the PCS who have been nominated, and approved by the Director of PCS, to undertake fire management duties as directed.

### M2 - Fire Designated Positions

- M2.1 The head of service will, upon recommendation from the Director PCS, approve a list of employees as 'fire trained employees'. Employees who have been trained as 'fire trained employees' will be required to undertake fire management duties as directed. An employee's career opportunities will not be disadvantaged as a result of undertaking these fire-related activities.
- M2.2 A 'fire trained employee' will provide assurance to the head of service to undertake fire management duties as directed.
- M2.3 PCS will maintain a fire readiness roster based on a minimum of 140 'fire trained employees' to undertake fire related activities. All nominated employees must be available to meet the fitness and training requirements and meet the roster requirements.
- M2.4 The head of service will authorise employees (as agreed by the Director PCS), to undertake fire management duties and to undertake all requisite training and fitness assessments.
- M2.5 The roster will take account of family responsibilities and other relevant factors brought to the attention of PCS by the employee or the employee's representative. Those factors will be taken into account to the extent possible, provided the agreed standard of coverage, as contained in the Memorandum of Understanding (MOU) between the Director-General (EPSDD) and the Director-General (JaCS), is maintained at all times.

### M3 - Training

- M3.1 All nominated employees will be required to complete minimum competency based fire training. This will include an annual fire preparedness session to update employees' knowledge of fire behaviour and safety, as well as an annual fitness assessment and a current Working With Vulnerable People (WWVP) registration.

### M4 - Fitness Standards

- M4.1 All 'fire trained employees' must demonstrate the specified fitness standard on an annual basis, as follows:
- M4.1.1 Arduous: ability to complete a 4.8km hike with a 20kg pack in 45 minutes; or
  - M4.1.2 Moderate: ability to complete a 3.2km hike with an 11kg pack in 30 minutes.
- M4.2 'Fire trained employees' who are required to undertake fire suppression tasks on an active fire ground and who are unable to meet the specified fitness standard may be required to participate in a fitness improvement program funded and approved by PCS.



- M4.3 'Fire trained employees' who do not meet the fitness standard will be given adequate support and encouragement to meet the fitness standard but will not be eligible to participate in fire suppression tasks until they are able to meet the fitness standard. If possible, these employees will be assigned non fire suppression tasks until they are able to demonstrate the specified fitness standard. If non fire suppression tasks are not available they will be excluded from the readiness roster.

### **M5 - Rostering and Duty Allocation**

- M5.1 All 'fire trained employees' who are approved to undertake fire management tasks will be included on a readiness roster during each bush fire season. The roster will be prepared to take account of employees' leave requirements to the extent possible, provided that all positions on the roster are filled at all times during the bushfire season.
- M5.2 'Fire trained employees' on the readiness roster will undertake nominated duties during regular work hours as directed by the rostered fire duty officer. In the event of a fire, suppression tasks will take priority over the nominated duties.
- M5.3 'Fire trained employees' on the readiness roster will remain on duty (possibly beyond the end of their regular shift) until the end of the standby period for each day.

### **M6 - Definition of Incident Levels, Commencement and Cessation**

- M6.1 An incident is defined as an unplanned fire (wildfire) requiring the attendance of an authorised employee or appliance, where that employee or appliance has been directed to attend by a suitably authorised ACT PCS member or the ACT Rural Fire Service (RFS).
- M6.2 Three levels of incident, for the purposes of Incident Rate of Pay (IROP), are defined as follows:
- M6.2.1 Level 1 Incident: A small and comparatively simple wildfire that is contained by first response crews without the requirement for a second shift and the incident controller is based in the field. There is no formal declaration of Level 1 Incidents.
  - M6.2.2 Level 2 Incident: A larger and/or more complex incident where sectors and an incident management team have been established to effectively manage resources, is attended by more than one agency, may involve more than one shift and has been declared a Level 2 Incident by the Senior Manager, Fire PCS.
  - M6.2.3 Level 3 Incident: A large and/or complex incident where divisions, sectors and an incident management team have been established to effectively manage resources, is attended by more than one agency, involves more than one shift and has been declared a Level 3 Incident by the Senior Manager, Fire PCS.

### **M7 - Definitions for Fire related activities**

- M7.1 The following definitions apply to fire related activities:
- M7.1.1 Standby – means to be ready or available to act and be prepared for advice to proceed.
  - M7.1.2 Stand down – means to end a period of standby, return to normal duty.
  - M7.1.3 Readiness roster – means a roster detailing employees available for standby.

## **M8 - Incident Rate of Pay (IROP)**

- M8.1 IROP will be payable from when a 'fire trained employee' is deployed to an incident from their depot or overnight accommodation by a suitably authorised ACT PCS member or the ACT RFS, until they return to their depot or overnight accommodation. IROP will not be payable in the event that an employee is deployed to an incident but the deployment is cancelled before they arrive at the incident.
- M8.2 An incident can be physically located either within or outside the Australian Capital Territory (ACT). IROP is not payable during the travel stage both from and back to the ACT.
- M8.3 IROP is not payable during periods of standby, or for prescribed burning activities.
- M8.4 IROP payments will not count as salary for any other purpose. Payment will be made as higher duties allowance (HDA) at the top increment of the pay scale as provided for in this clause. Despite subclauses C9.5 and C9.6, overtime payments for the purpose of this clause will be paid at the top increment of the Incident Position as provided for in this clause or at the employee's ordinary hourly rate of pay, whichever is the greater. In all other regards, overtime payments will be in accordance with subclauses C9.11 to C9.15 inclusive.
- M8.5 The IROP Payments are (Incident Position, Rate of Pay (Paid at Top Increment)):
- M8.5.1 Level 1 Incident
    - M8.5.1 (a) Crew Member, GSO5
    - M8.5.1 (b) Crew Leader (light unit, tanker, RAFT), GSO6
    - M8.5.1 (c) Sector Leader (Incident Controller for Level 1), GSO8
  - M8.5.2 Level 2 Incident
    - M8.5.2 (a) Crew Member, GSO6
    - M8.5.2 (b) Crew Leader (light unit, tanker, RAFT), GSO7
    - M8.5.2 (c) Sector Leader, GSO9
    - M8.5.2 (d) Divisional Commander, GSO10
    - M8.5.2 (e) Incident Management Team (IMT) member, ASO6
    - M8.5.2 (f) Operations Officer, Logistics Officer, Planning Officer (IMT), SOGC
    - M8.5.2 (g) Incident Controller, SOGB
  - M8.5.3 Level 3 Incident
    - M8.5.3 (a) Crew Member, GSO7
    - M8.5.3 (b) Crew Leader (light unit, tanker, RAFT), GSO9
    - M8.5.3 (c) Sector Leader, GSO10
    - M8.5.3 (d) Divisional Commander, SOGC
    - M8.5.3 (e) Incident Management Team (IMT) member, SOGC
    - M8.5.3 (f) Task Force Leader, SOGC
    - M8.5.3 (g) Liaison Officer, SOGC
    - M8.5.3 (h) Operations Officer, Logistics Officer, Planning Officer (IMT), SOGB
    - M8.5.3 (i) Incident Controller, SOGA

- M8.6 Where an employee's ordinary hourly rate of pay exceeds the IROP payable, the employee will be paid at their ordinary hourly rate of pay.

### **M9 - Other Payments and Benefits**

- M9.1 The Travel allowance provided at Annex C of this Agreement will be paid for travel between work locations where an employee is directed to undertake fire standby duties at a location other than their normal work location and is required to travel to the standby location in their own motor vehicle.
- M9.2 'Fire Fighters leave' will accrue (pro-rata) at the rate of half a day for each Saturday or Sunday worked in a fire season, to a total of five days leave. That is, for each Saturday or Sunday that an employee works, an employee will accrue a half day of leave, so if they work a whole weekend they will have accrued one full day of leave. If there are any changes to the Fire Danger and Readiness levels, as set by the ACT PCS, this will trigger a review of the above agreed terms.
- M9.3 The maximum total additional leave under subclause M9.2 and subclauses F7.7 and F7.8 will be five days of paid annual leave per year.
- M9.4 'Fire trained employees' who undertake fire management duties, attend the fire preparedness day, satisfy the fire competency at the arduous fitness standard and are registered under WWVP, will be paid a Training and Fitness payment of \$200. Where a 'fire trained employee' otherwise meets the above criteria but only satisfies the fire competency at the moderate fitness standard, a payment of \$100 will be made.

## Section N Allied Health Assistants

### N1 - Application

- N1.1 Section N sets out arrangements for translation of existing employees to Allied Health Assistant (AHA) classifications, as well as setting out the qualification requirements for the AHA classifications.

### N2 - Qualifications

#### AHA 1

- N2.1 An employee in an AHA 1 position will be required to undertake a prescribed course of study leading to a relevant Certificate IV qualification at a minimum.
- N2.2 On the successful completion of the course, the employee will be appointed as an AHA 2 on the second pay point of the range, subject to the provisions of clause B3.

#### AHA2

- N2.3 The minimum qualification for appointment or promotion to a position classified as AHA 2 will be a relevant Certificate III or equivalent qualification. An employee with a relevant Certificate IV or higher qualification will be eligible to commence on the second pay point.
- N2.4 Appointment or advancement to the fourth pay point will only be available to an employee with a relevant Certificate IV or higher qualification.

#### AHA3

- N2.5 The minimum qualification for appointment or promotion to a position classified as AHA 3 will be a relevant Certificate IV or equivalent qualification. An employee with a relevant Diploma or higher qualification or who has demonstrated equivalent competencies, will be eligible to commence on the second pay point.
- N2.6 Appointment or advancement to the third pay point will only be available to an employee with a relevant Diploma or higher qualification, or who has demonstrated that they have the equivalent competencies.

### N3 - Translation of existing Health Service Officers

- N3.1 In the event that an existing employee:
- N3.1.1 whose substantive position is classified as either HSO 2 or HSO 3, and
  - N3.1.2 applies for and is selected for transfer to an AHA 1 position,
- they will continue to be paid at their previous pay point while in a AHA 1 position.
- N3.2 Normal salary and advancement provisions will apply in the event that they move, either on a temporary or permanent basis, to any position other than an AHA 1.

### N4 - Translation of existing Technical Officers

- N4.1 An employee in a position currently classified as a Technical Officer under the provisions of either the *ACT Public Sector Health Directorate Enterprise Agreement 2011-2013 (AG2011/3909)* or the *ACT Public Sector Technical and Other Professionals Enterprise Agreement 2018-2021* who elects to translate to the AHA structure at the equivalent of their current substantive classification level (Technical Officer 1 is equivalent to AHA 2, Technical Officer 2 is equivalent to AHA 3) will translate at their existing salary level or, where that level does not exist in the new structure, to the next highest paypoint within the respective classification.

N4.2 Where an employee translates in accordance with the provisions of N1.1, they will be eligible to translate or advance to the top of the range for the respective classification, notwithstanding the provisions of subclauses N2.1 to N2.6.

## **Section O Community Services Directorate Specific Matters**

### **O1 - Application**

- O1.1 Section O applies to employees employed in the Community Services Directorate (CSD) as Youth Workers and Disability Support Officers (DSO), and in respect to Clause O7 only, as Allied Health Assistants (AHA).

### **O2 - Make-up Time**

- O2.1 An employee may elect, with the consent of his/her manager, to make up for short-term absences by working an equivalent period at a later time.
- O2.2 An employee may elect, with the consent of his/her manager, to work additional time and take an equivalent period as a short-term absence at a later time.
- O2.3 A record of absences and additional time worked under this clause must be kept with the employee's time sheets.
- O2.4 Employees who work Flextime cannot access the 'Make-Up Time' provisions under this clause.

### **O3 - Paid Meal Break**

- O3.1 Consistent with subclause B6.14 (Meal Break) of the agreement, employees will have a 30 minute meal break within five hours of commencing their shift. If the employee is working a broken shift, the five hours will be calculated from the time the employee commences the shift. Where the meal break is paid, the employee will be required to remain at the workplace and available and ready for recall to duty as required.
- O3.2 Youth Workers at Narrabundah House may be required to take their paid meal break with the individuals in their care.
- O3.3 Where the employee receives a paid meal break, the provisions of subclause B6.18 will not apply.

### **O4 - Casuals**

- O4.1 Despite subclause B9.5-B9.6 (Casual Employment Arrangements - Overtime) a casual employee engaged at CSD is eligible for payment of overtime in respect of all hours worked in excess of eight hours or the length of the shift they are engaged to work, whichever is the greater, on any day or shift.
- O4.2 Where excess hours are not payable as overtime under subclause O4.1, overtime is payable to a casual employee in respect of all hours worked in excess of seventy six hours per pay period.

### **O5 - Bimberi Broadbanding**

- O5.1 Despite anything contained elsewhere in this agreement, employees appointed as Youth Worker 1 in the Bimberi Youth Justice Centre may be directly promoted to Youth Worker 2 level in accordance with the agreed eligibility and assessment criteria.

### **O6 - Transfer of Excess or Medically Unfit Staff**

- O6.1 In addition to clause E13 (Transfer of Medically Unfit Staff) and Section L (Redeployment and Redundancy) an excess or medically unfit officer who is classified as a Disability Support Officer Level 1 may be redeployed as a Administrative Services Officer Class 2.

## **O7 - Allied Health Assistants**

- O7.1 Clause Q13 provides for a review of the Allied Health Assistant (AHA) classification structure in the Health Directorate and Canberra Health Services. Clause Q13 does not apply to employees of the Community Services Directorate. However the Director-General of the Community Services Directorate (CSD) may consider the relevance and applicability to AHAs employed by CSD, of any decision(s) made under clause Q13.9 of this Agreement and take action in respect of CSD AHAs consistent with clause Q13.

## Section P Education Specific Matters

### P1 - Application

- P1.1 Section P only applies to employees employed in the Education Directorate.

### P2 - Recording of Attendance

- P2.1 All employees are required to record their attendance.
- P2.2 The employee is responsible for ensuring their attendance record is accurate.
- P2.3 Attendance details must be recorded using the appropriate approved format and a hard copy retained for a period of two years. Absences during normal hours of duty should be recorded in the same manner.
- P2.4 Employees must record the time of their arrival and departure to and from the workplace each day at the actual time they arrive or depart unless they temporarily leave the workplace during normal working hours on official business.
- P2.5 Arrival and departure times should not be adjusted in any way.
- P2.6 A breach of this clause would constitute misconduct and may be dealt with under Section H – Workplace Values and Behaviours.

### P3 - Workplace Health and Safety

- P3.1 The Directorate will ensure that the risk of Occupational Violence to staff in Directorate workplaces is eliminated so far as is reasonably practicable.
- P3.2 Occupational Violence of any kind will not be tolerated in Directorate workplaces. Where the Head of Service is made aware of instances of Occupational Violence they will:
- P3.1.1 investigate concerns in a timely manner; and
  - P3.1.2 ensure that resources, support and training are available, in accordance with the Directorate's Occupational Violence Policy and Plan to minimise the risk to employees.

### P4 - Health and Safety Representatives

- P4.1 In accordance with Division 2.1.2 of the *Work Health and Safety Regulation 2011* the employer of a work safety representative has a duty to allow the representative to take the time off work, without loss of pay or other entitlements, that is reasonably necessary for the representative;
- P4.1.1 to exercise the functions of a Health and safety representative; and
  - P4.1.2 to undertake an approved training course, or an approved refresher training course, within 3 months after the day the representative is elected.
- P4.2 Principals and Managers should ensure appropriate resources are allocated to support the functions and training of their Health and safety representative.

### P5 - Managing Employee Absences

- P5.1 The Directorate and the Union(s) acknowledge the importance of effectively managing employee absences and timely submission of leave forms.



- P5.2 All employees are required to submit an application for leave prior to any planned absence or, for unplanned absences, within ten days of the initial absence unless there are exceptional circumstances (e.g. hospitalisation).
- P5.3 Absences not covered by approved leave are unauthorised absences and will result in salary action, and may be dealt with under Section H (Workplace Values and Behaviours) in accordance with the Directorate's Mandatory Procedures for Managing Employee Absences.

### **P6 - Travelling Entitlement – Certain Workplaces**

- P6.1 An employee appointed to, or contracted to Jervis Bay Primary School is entitled to receive a Travelling Entitlement (listed in Annex C).
- P6.2 The Travelling Entitlement is payable for each complete trip when an employee attends duty to a maximum of one per day.
- P6.3 An employee is entitled to be paid the full rate of the entitlement for each continuous period of duty if they do not travel at the Directorate's expense and:
- P6.3.1 travel to an isolated establishment to attend for a period of normal duty; or
  - P6.3.2 have been directed to return to duty, with or without prior notice, to perform extra duty.
- P6.4 An employee who meets the requirements above but travels at the Directorate's expense on the journey either to or from the isolated establishment, is entitled to be paid only at the partial rate.
- P6.5 An employee who lives in a dwelling provided by the Directorate at the isolated establishment, or lives within 10 kilometres from it, is not entitled to Travelling Entitlement unless they receive a payment for the use of a private motor vehicle for official purposes.
- P6.6 Where an employee receives payments of an allowance provided under this clause and the payment is less than the Travelling Entitlement, they are entitled to be paid the difference between the payment received and the Travel Entitlement.
- P6.7 The designated isolated establishments and the relevant rates of pay will be reviewed during the life of this Agreement and cease if the establishment no longer fulfils the criteria for the payment of isolated establishment allowance.

### **P7 - Performance and Development**

- P7.1 This section should be read in conjunction with sub-clause A2.7 – A2.10 (Developing our People) and the ACTPS Performance Framework.
- P7.2 One of the purposes of performance and development process is to empower the employee to achieve personal goals aligned with section/school and Directorate priorities.

### **P8 - Performance and Development Plans (PDP)**

- P8.1 All officers (permanent staff) are required to have a PDP.
- P8.2 Temporary employees engaged on contracts for more than 12 weeks should have a PDP. Where the contract extends beyond 12 months the employee is required to have a PDP.
- P8.3 The Directorate agrees to provide ongoing training for supervisors/managers to assist with the implementation of PDP within their sections/schools.

- P8.4 The PDP must be linked to the business/action plans of the work area. A PDP should include career development arrangements which encourage quality learning and development. PDPs are to be developed with employees during hours of work.
- P8.5 PDP should also be linked to any applicable competencies, capabilities, and/or completion of qualifications. Competencies and/or capabilities where further development is required should be identified and appropriate professional learning put in place.
- P8.6 Where an employee is required by the employer to attain or upgrade any qualification, the school/section will pay costs associated with gaining the qualification.
- P8.7 Prior to initiating an underperformance process in relation to an employee under Section H (Workplace Values and Behaviours) there must be a PDP for the relevant employee.

## **Section Q ACT Health Directorate, Canberra Health Services and Calvary Specific Matters**

### **Q1 - Application**

- Q1.1 Section Q applies to employees employed in the ACT Health Directorate and Canberra Health Services and Calvary Health Care ACT Ltd.

### **Q2 - Infection Control**

- Q2.1 Where an employee has presented for work and is identified by a duly authorised Public Health Officer or Infection Control Officer to be a potential infection control risk to patients, or the staff member may be at risk in their normal work area, the head of service may temporarily transfer the employee to another work area, or direct the employee to be absent from duty until they are approved to return by the duly authorised Public Health Officer or Infection Control Officer.
- Q2.2 Where an employee is transferred or absent consistent with these arrangements the following will apply:
- Q2.2.1 the employee will be advised in writing; and
  - Q2.2.2 will receive all entitlements that they would otherwise have received were they at work; and
  - Q2.2.3 there will be no deduction from accrued leave entitlements for an absence under this clause.

### **Q3 - Health Assessment**

- Q3.1 The relevant head of service must direct an officer to attend a health assessment if the officer has been absent on account of illness, as a continuous period or in separate periods, for a total of thirteen weeks in any 26-week period. The other provisions of subclause F4.30 will continue to apply.

### **Q4 - Broadbanding**

- Q4.1 Where the Directorates and relevant employee representatives have agreed on broadbanding arrangements, these may be implemented during the life of the Agreement.
- Q4.2 Any such arrangements will be agreed by an exchange of letters and will include a robust competency framework.
- Q4.3 Where broadbanding arrangements are agreed under subclause Q5.1, work level standards and competency requirements for progression though soft barriers will be developed.

### **Q5 - Transfer of Medically Unfit Staff**

- Q5.1 Despite clause E14 of this Agreement, if an officer or employee meets the criteria set out in clause E14 and is at the Health Service Officer Level 2, 3, 4 or 5 levels they may be transferred to an Administrative Service Officer Class 2 position, if the position falls within their current skill and experience level.

### **Q6 - Transfer of Potentially Excess Staff**

- Q6.1 This clause should be read in conjunction with Section L of this Agreement. Where it is deemed the two are inconsistent, Section L will apply.

- Q6.2 Despite the operation of subclause L5.4 if an employee meets the criteria set out in subclause L5.4 and is at the Health Service Officer Level 2, 3, 4 or 5 levels they may be transferred to an Administrative Service Officer Class 2 position, if the position falls within their current skill and experience level.
- Q6.3 A potentially excess employee will not be transferred to a position with a lower rate of pay unless the requirements of subclause L8.1 of this Agreement have been met. Consultation between management and the employee will occur prior to a decision to transfer an employee is made.

### **Q7 - Safe Travel**

- Q7.1 The Directorates are committed to providing all employees with a safe workplace. Therefore, in extraordinary circumstances, including planned and unplanned overtime, which render the employee's normal transport unavailable or unsafe, the supervisor may arrange alternate transport. This may include, but is not limited to, payment for, or reimbursement of, taxi fares.
- Q7.2 Where an employee is re-called for duty for the second and subsequent times in a 24 hour period, they may elect to use a taxi to travel to and from work. Payment for, or reimbursement of, this taxi fare will be provided by the Directorate.

### **Q8 - Paid Meal Breaks**

- Q8.1 The Directorates may roster an employee for a shift that incorporates a paid meal break in the following circumstances:
- Q8.1.1 where work is permitted in isolated locations;
  - Q8.1.2 a shift is worked by only one or two employees;
  - Q8.1.3 for reasons of client and employee safety, it is not appropriate for employees to leave the workplace to take a meal break.
- Q8.2 Despite subclause B6.18 a paid meal break will be paid at ordinary time rates (including any applicable penalties) and will count as ordinary duty.
- Q8.3 The incorporation of a paid meal break into an existing shift pattern will not usually result in a change to the starting and finishing times of a shift.
- Q8.4 The Directorates will consult with affected employees before paid meal break provisions are implemented, and will consult with employees and their representatives about any subsequent withdrawal or extension of the arrangement.
- Q8.5 A paid meal break will not count towards the accumulation of an ADO or any entitlement to leave.
- Q8.6 When an employee is rostered on a shift of more than eight hours duration that includes a paid meal break, the employee will be permitted to take a 30-minute break during the shift.
- Q8.7 Whenever an employee is on a break from work, the employee will be required to be ready to return to duty as and when the need arises, and to resume his or her break at a later time.
- Q8.8 The employee and the employee's supervisor will agree on the usual pattern of breaks within a shift, to best meet the employee's requirement for relief from work, and to best meet service requirements.

- Q8.9 The employee must contact the supervisor (or equivalent) and either:
- Q8.9.1 make an arrangement for relief to be provided to permit the employee to take a break; or
  - Q8.9.2 obtain approval to work without the break.

### **Q9 - Overtime Arrangements for Casual Employees**

- Q9.1 Despite subclause B9.6 the minimum attendance before overtime is payable for a casual employee is 8 hours, or the length of the shift, whichever is the greater.
- Q9.2 All overtime worked by casual employees in excess of the ordinary fortnightly hours of work for full-time employees (i.e. 73.5 hours or 76 hours per fortnight dependent upon the ordinary fortnightly hours identified by the Directorate for the position) will be paid at the rate described in clause C9.
- Q9.3 For the purposes of this clause the ordinary shift length will be considered to be 8 hours, except where the employee has agreed to work a shift of another length.

### **Q10 - Overtime Arrangements for Part-Time Employees**

- Q10.1 Despite clause C9 the minimum attendance before overtime is payable for a part-time employee is 7.21 or 7.36, or the length of the shift, whichever is the greater.
- Q10.2 Despite clause C9 a part-time employee will be paid the rate of 125% of the employee's ordinary rate of pay in respect of all hours worked.
- Q10.2.1 in excess of their rostered hours; and
  - Q10.2.2 less than 7.21 or 7.36, as applicable, or the length of the shift, whichever is the greater; and
  - Q10.2.3 on any day/shift, as applicable.
- Q10.3 All overtime worked by a part time employee in excess of the ordinary fortnightly hours of work for a full-time employee (i.e. 73.5 hours or 76 hours per fortnight dependent upon the ordinary fortnightly hours identified by the Directorate for the position) will be paid at the rate described in clause C9.

### **Q11 - Alteration of Service Hours**

- Q11.1 Where there is a ministerial decision that there is a public health need that requires a significant alteration of service hours necessitating the introduction of a new rostering arrangement, shift work or a new shift the head of service must first consult with employees and their representatives, including relevant unions, and seek the agreement of a majority of employees affected by the proposed change.
- Q11.2 Consultation in accordance with subclause Q11.1 will meet the requirements of section G and include consideration of the following:
- Q11.2.1 the resourcing required to effectively extend the service delivery hours including identified back filling requirements;
  - Q11.2.2 adequate staffing levels and the impact on workloads, including consideration of work life balance, leave relief and workplace health and safety issues associated with extended hours;
  - Q11.2.3 current service requirements and staffing levels;
  - Q11.2.4 the business need for the change;
  - Q11.2.5 whether other options can as effectively, or more effectively, meet business needs;

- Q11.2.6 whether the change can be managed through the voluntary participation of staff;
- Q11.2.7 any individual request by an employee to have their personal circumstances considered including the right to refuse permanent night shifts.
- Q11.3 Where, following consultation and ballot(s), majority agreement of affected employees has not been obtained, further consultation will be undertaken to determine whether changes can be made to the proposal that would secure majority agreement.
- Q11.4 If, after following the requirements of subclauses Q11.1 to Q11.3, majority agreement cannot be reached, the head of service may only introduce the change if:
  - Q11.4.1 The change can be adequately resourced, taking into consideration:
    - Q11.4.1 (a) workloads;
    - Q11.4.1 (b) the health, safety and wellbeing of affected employees;
    - Q11.4.1 (c) any individual requests from employees to have their personal circumstances considered;
  - Q11.4.2 the head of service has:
    - Q11.4.2 (a) outlined the business need for the change;
    - Q11.4.2 (b) demonstrated that alternative options have been canvassed, but cannot as effectively meet business needs;
  - Q11.4.3 affected employees have been provided a minimum 6 months' notice. Such notice will be provided to employees in writing, stating the date the change will come into effect.
    - Q11.4.3 (a) If there is a sufficient number of employees that agree to participate on a voluntary basis to allow for a full or partial introduction of the new arrangement taking into account backfilling requirements, or the head of service recruits additional resources that would meet the requirement for partial or full introduction of the new arrangement, the partial or full new arrangement can be introduced with less than 6 months' notice as agreed with those employees, provided that the requirements under subclause Q11.4.1 can be met.
- Q11.5 The purpose of the process in this clause is to as far as possible seek majority agreement and to avoid the need for the introduction of the change through subclause Q11.4. There is no limit on the number of ballots that can be conducted to seek majority agreement.
- Q11.6 The notice period in accordance with subclause Q11.4.3 will not commence before the requirements of subclauses Q11.4.1 and Q11.4.2 have been met.

## **Q12 - Acute Support, Inpatient Services, Nutrition Department**

- Q12.1 This Clause only applies to Allied Health Assistants employed by Acute Support, Inpatient Services, Nutrition Department and does not apply to any other employees of the Health Directorates.

- Q12.2 Despite subclause C8.1 Allied Health Assistants commencing a rostered shift prior to 7:00am Monday to Friday will be entitled to be paid a penalty rate of 15%.

### **Q13 - Classification Review**

- Q13.1 A classification review of the Health Service Officer and Allied Health Assistant classification structures will be undertaken by a Joint Working Party (JWP) during the life of this Agreement. The purpose of the review is to determine the suitability and currency of work value assessments underpinning the current classification structures and the pay relativities for classifications for certain groups of workers, especially low paid workers.
- Q13.2 The JWP will also review the proposed Clinical Support Officer classification, tabled by the HSU on behalf of wardspersons, by establishing a sub-committee comprising representatives of CHS, relevant unions and employee representatives that will:
- Q13.2.1 review the proposed duties and grading levels, as well as the proposed supervisory structure outlined in the proposed classification; and
  - Q13.2.2 make recommendations to the head of service within 6 months of the approval of this Agreement.
- Q13.3 The JWP will meet within six weeks of the approval of this agreement by the Fair Work Commission. At the first meeting, Terms of Reference and a schedule of meetings will be determined.
- Q13.4 The JWP will comprise:
- Q13.4.1 one representative nominated by the CPSU;
  - Q13.4.2 one representative nominated by the HSU;
  - Q13.4.3 one representative nominated by the CFMEU;
  - Q13.4.4 two representatives nominated by the Directorate, one of whom will chair the JWP; and
  - Q13.4.5 one representative nominated by Calvary Health Care ACT Ltd.
- Q13.5 The JWP will:
- Q13.5.1 Review the suitability and currency of work value assessments underpinning the classifications in this Agreement.
  - Q13.5.2 Evaluate the internal and external relativities of each classification structure to determine whether applicable rates (including allowances for Hospital Assistants) are appropriate for the work performed in comparison to work performed by other classifications in the ACT public sector.
  - Q13.5.3 Consider all relevant information including data in other jurisdictions relevant to the occupations under review; and
  - Q13.5.4 Make recommendations to the head of service, which may include interim arrangements where appropriate.

Note: While the adopted recommendations may be implemented using interim arrangements, it is intended that recommended new classifications that are adopted will be incorporated into the Agreement in accordance with Part 2-4 of the FW Act.

- Q13.6 The Directorate will provide a secretariat for a review of the Health Service Officer and Allied Health Assistant classification structures (the review) and the review of the Clinical Support Officer classification structure (CSO review).
- Q13.7 The JWP will instruct the secretariat on research, the preparation of draft report(s), and other work as directed. The secretariat will report back to the JWP at each meeting, or as requested. The draft final report of the review will be provided to the JWP for consultation with their constituents within 12 months of the commencement of the review, or such longer period as agreed by the JWP.
- Q13.8 The JWP will finalise the report and recommendations for consideration by the head of service within a further two months.
- Q13.9 The head of service will provide a decision within three months of receiving the report and recommendations.
- Q13.10 Occupational groups dealt with by this review will not be subject to further review while this Agreement is in operation.



## Section R Clinical Coders

### R1 - Application

- R1.1 Section R applies to employees employed as Clinical Coders in the Canberra Health Services (CHS) and Calvary Health Care ACT Ltd.
- R1.2 Advancement through the Clinical Coder classification structure is dependent on the achievement of the relevant competencies specified in the approved *Clinical Coding Competency Standards for Canberra Health Services and Calvary Public Hospital Bruce* (the Competency Manual). In addition, qualification and promotional requirements apply for advancement to Clinical Coder Levels 2 and 3.
- R1.3 Competency standards will be reviewed within the first six months of the commencement of this agreement. Changes to the competency standards will only be implemented following:
- R1.3.1 the agreement of the head of service, Calvary Healthcare ACT Ltd and the relevant union(s), and
  - R1.3.2 an exchange of letters between the head of service, Calvary Health care ACT Ltd and the relevant union(s).

### R2 - Trainees

- R2.1 Trainee Clinical Coders will be engaged as temporary employees until they have successfully completed their traineeship. Trainees may be employed at the Trainee Clinical Coder 1 or Trainee Clinical Coder 2 pay point, depending on their prior experience and qualifications held.
- R2.2 Trainee Clinical Coders will be competency assessed no later than six months after their individual commencement dates.
- R2.3 On successful completion of their traineeship, Trainee Clinical Coders may be subsequently appointed as Clinical Coder Level 1.1.

### R3 - Clinical Coders Level 1

- R3.1 Assessment of throughput (hourly coding rate) and coding accuracy competencies is a mandatory requirement at each level, as specified in the Competency Manual. In determining throughput, the head of service may have regard to the complexity of the caseload as set out in the Competency Manual.
- R3.2 Clinical Coders will be competency assessed no later than six months after their individual commencement dates.
- R3.3 Clinical Coder competency assessments are voluntary. Without successfully undertaking the Clinical Coder competency assessment, the highest increment a Clinical Coder can achieve is a Clinical Coder Level 1.1.
- R3.4 A Clinical Coder Level 1.1 or above can request assessment of their clinical coding competency at any time. Notwithstanding the restrictions in clause C5.6, Clinical Coders assessed as meeting the required competency standard specified for Levels 1.2, 1.3, 1.5, 1.7, 1.8 or 1.9 will be directly advanced to that pay point. Competency standards must be demonstrated as a sustained effort for at least 6 months prior to advancement.
- R3.5 Applications for assessment must be provided in writing to the Clinical Coding Manager.

- R3.6 If records used for the assessment are in dispute they will be reviewed by a second Auditor for decision. The selection of the second auditor will be agreed by the Clinical Coding Manager and the employee.
- R3.7 Unsuccessful applicants can reapply in writing for re-assessment after 6 months have elapsed from their previous assessment.

#### **R4 - Clinical Coders Levels 2 and 3**

- R4.1 Appointment or promotion to Clinical Coder Level 2 and Level 3 is by appointment or promotion to a vacant office in accordance with Part 5 of the PSM Act. Applicants for a vacancy must possess the qualification, skill and ability requirements, and meet the competency standards for the position, as prescribed in the Competency Manual.

#### **R5 - Classifications and rates of pay**

- R5.1 A new classification structure and rates of pay for Clinical Coders applies from the date of commencement of this Agreement.
- R5.2 The classifications and rates of pay for Clinical Coders up to the date of commencement of this Agreement are set out in Annex A, Clinical Coders (Table A).
- R5.3 The classifications and rates of pay for Clinical Coders from the date of commencement of this Agreement are set out in Annex A, Clinical Coders (Table B).
- R5.4 The rates of pay in Table B include the Attraction and Retention Incentive (ARIn) payment contained in the group ARIn for Clinical Coders signed and dated 16 April 2018 (the Coders' ARIn).
- R5.5 On the commencement of this Agreement, Clinical Coders, including those in clinical coding positions established under an ARIn, will be translated to the new classification structure at their current rate of pay including any payment under an ARIn.
- R5.6 The Coders' ARIn shall be deemed to cease operation on the date of commencement of this Agreement, as the rates of pay provided in Table B fully replace the provisions of the ARIn.

## Section S The Canberra Hospital Food and Ward Services

### S1 - Health Service Officers other than Wardspersons

- S1.1 This clause applies to Health Service Officers employed to perform the duties of a Hospital Assistant in Ward Support Services.

#### Recruitment of Staff

- S1.2 In general, new employees will be recruited to the Health Service Officer Level 2, as Ward Support Services Trainees.

#### Training of New Employees

- S1.3 All new employees will receive training towards an appropriate qualification in Health Support Services (Client/Patient Support Services).
- S1.4 All new employees will receive training to equip them to perform all the duties of a Hospital Assistant at Health Service Officer Level 3 in Ward Support Services.

#### Competency Assessment

- S1.5 After no more than three months of training and employment, the employee will be assessed to determine if the employee meets the required level of competency. If the employee meets the required level of competency, the employee will be advanced in classification in accordance with subclause S1.9.
- S1.6 If the employee does not meet the required standard of competency on the occasion of the first assessment, the employee will undertake further training. The employee must be assessed again within a further period of three months. If the employee meets the required level of competency, the employee will be advanced in classification in accordance with subclause S1.9.
- S1.7 If the employee does not meet the required level of competency, the employee's employment as a Ward Services Trainee will be terminated. A temporary employee may be terminated under s.112 of the PSM Act. A probationary officer may be terminated under s.70 of the PSM Act.

#### Qualifications

- S1.8 Following satisfactory competency assessment, the employee will be awarded a certificate of competency that may count towards an appropriate qualification in Health Support Services (Client/Patient Support Services).

#### Advancement in Classification

- S1.9 Following satisfactory competency assessment, an employee shall be advanced to Health Service Officer Level 3.
- S1.10 The date of effect of the employee's advancement in classification will be the date at which the employee was assessed as fully competent. This date will also become the employee's anniversary date for incremental advancement purposes.

#### Performance of Duties

- S1.11 Following training in Ward Support Services, an employee may be called upon to perform all of the duties of a Hospital Assistant. New employees will be assigned to positions, taking into account operational need, suitability, and employee preference.

#### Casual Employees

- S1.12 A casual employee, who has not been certified as meeting the full range of competencies required for employment at the Health Service Officer Level 3, may be employed at Health Service Officer Level 2 on duties appropriate to that classification.

## **S2 - Wardspersons**

- S2.1 This clause applies to Health Service Officers employed to perform the duties of a wardsperson in Ward Support Services.

### **Recruitment of Staff**

- S2.2 In general, new employees will be recruited to the Health Service Officer Level 3, as Ward Services Trainees.

### **Training of New Employees**

- S2.3 All new employees will receive training towards an appropriate qualification in Health Support Services (Client/Patient Support Services).
- S2.4 All new employees will receive training to equip them to perform all the duties of Health Service Officer Level 4 in Ward Support Services.

### **Competency Assessment**

- S2.5 After no more than three months of training and employment, the employee will be assessed to determine if the employee meets the required level of competency. If the employee meets the required level of competency, the employee will be advanced in classification in accordance with subclause S2.9.
- S2.6 If the employee does not meet the required standard of competency on the occasion of the first assessment, the employee will undertake further training. The employee must be assessed again within a further period of three months. If the employee meets the required level of competency, the employee will be advanced in classification in accordance with subclause S2.9.
- S2.7 If the employee does not meet the required level of competency, the employee's employment as a Ward Services Trainee will be terminated. A temporary employee may be terminated under s.112 of the PSM Act. A probationary officer may be terminated under s.70 of the PSM Act.

### **Qualifications**

- S2.8 Following satisfactory competency assessment, the employee will be awarded a certificate of competency that may count towards an appropriate qualification in Health Support Services (Client/Patient Support Services).

### **Advancement in Classification**

- S2.9 Following satisfactory competency assessment, an employee shall be advanced to Health Service Officer Level 4.
- S2.10 The date of effect of the employee's advancement in classification will be the date at which the employee was assessed as fully competent. This date will also become the employee's anniversary date for incremental advancement purposes.

### **Performance of Duties**

- S2.11 Following training in Ward Support Services, a new employee may be called upon to perform all of the duties of a Wardsperson. New employees will be assigned to positions, taking into account operational need, suitability, and employee preference.

### **Casual Employees**

- S2.12 A casual employee, who has not been certified as meeting the full range of competencies required for employment at the Health Service Officer Level 4, may be employed at Health Service Officer Level 3 on duties appropriate to that classification.

### **Classification Review**

- S2.13 Canberra Health Service commits to a review of the classification of Wardspersons, conducted in accordance with subclause Q13.2

### **S3 - Food Services Competency Progression**

S3.1 This clause applies to Health Service Officers employed in Food Services at The Canberra Hospital.

#### **Recruitment of Staff**

S3.2 In general, new employees will be recruited to the Health Service Officer Level 2, as Food Services Trainees.

#### **Training of New Employees**

S3.3 All new employees will receive training towards an appropriate qualification in Health Support Services (Food Support Services).

S3.4 All new employees will receive training to equip them to perform all the duties of Health Service Officer Level 3 in the Food Services Department.

#### **Competency Assessment**

S3.5 After no more than three months of training and employment, the employee will be assessed to determine if he or she meets the required level of competency. If the employee meets the required level of competency, he or she will be advanced in classification in accordance with subclause S3.9.

S3.6 If the employee does not meet the required standard of competency on the occasion of the first assessment, he or she will undertake further training. The employee must be assessed again within a further period of three months. If the employee meets the required level of competency, they will be advanced in classification in accordance with subclause S3.9.

S3.7 If the employee does not meet the required level of competency, the employee's employment as a Food Services Trainee will be terminated. A temporary employee may be terminated under s.112 of the PSM Act. A probationary officer may be terminated under s.70 of the PSM Act.

#### **Qualifications**

S3.8 Following satisfactory competency assessment, the employee will be awarded a certificate of competency, which may count towards an appropriate qualification in Health Support Services (Food Support Services).

#### **Advancement in Classification**

S3.9 Following satisfactory competency assessment, an employee shall be advanced to Health Service Officer Level 3.

S3.10 The date of effect of the employee's advancement in classification will be the date at which the employee was assessed as fully competent. This date will also become the employee's anniversary date for incremental advancement purposes.

#### **Performance of Duties**

S3.11 Following training in the Food Services Department, an employee may be called upon to perform all of the duties of a Health Service Officer Level 3 in that department.

#### **Casual Employees**

S3.12 A casual employee, who has not been certified as meeting the full range of competencies required for employment at the Health Service Officer Level 3, may be employed at Health Service Officer Level 2 on duties appropriate to that classification

#### **S4 - Overtime Arrangements for HSOs Employed in Ward Services and Food Services**

- S4.1 Despite subclause C9.13 the overtime payment rate for Health Service Officers employed in Ward Services or Food Services for overtime worked on Saturday is:  
Double Time  
Annual Salary x  $\frac{12}{313}$  x 2 x  $\frac{1}{76}$   
For all overtime worked on a Saturday.

#### **S5 - Payment for Shiftworkers Employed as HSOs in Ward Services or Food Services**

- S5.1 Despite subclause C8.1 an employee who is a shift worker employed as a Health Service Officer in Ward Services or Food Services who is rostered to perform and performs ordinary duty on a shift, any part of which falls between the hours of 7:00 pm and 7:00 am, will be paid an additional 25% of the employee's ordinary hourly rate of pay, for that shift.

#### **S6 - Tea Breaks for Ward Services and Food Services Employees**

- S6.1 Employees are entitled to a paid 10 minute tea break after the commencement of ordinary hours of duty and after each unpaid meal break.
- S6.2 Where necessary to meet service requirements, tea breaks may be staggered, provided that the tea breaks must not be appended to a meal break.
- S6.3 Tea breaks count as time worked.

#### **S7 - Food Services – Cooks Restructuring Allowance**

- S7.1 An employee who was permanently employed, at 1 February 2001, at the Health Service Officer Level 7 or 8 (or equivalent) and performing the duties of cook will be paid a loading of 30% of the employee's base rate of pay and is paid in lieu of any other entitlement in respect of shift work under clause C8 while The Canberra Hospital operates a cook chill service.
- S7.2 The loading will not apply to an employee who is promoted or transferred out of their position, or who leaves the ACT Public Service.
- S7.3 An employee may be required to work on public holidays and other shifts attracting shift penalties, without further payment. The loading is payable during periods of annual leave, in lieu of shift penalties under clause C8 or other leave loading under clause F8.

#### **S8 - Food Services – Provision of a Meal**

- S8.1 Any employee entitled to an unpaid meal break may partake of the designated award meal through the staff cafeteria by production of a meal ticket. Other than this facility, no food is to be taken or consumed from the main kitchen and its production areas.
- S8.2 An award meal consists of:
- S8.2.1 a meal with vegetables offered on the day in the cafeteria; or
  - S8.2.2 hot roast meat roll or roast served with the vegetables of the day; or
  - S8.2.3 soup with dinner roll.
- S8.3 Service from the hot food area is not available until the hot food is properly presented and the serving utensils are set up.

## **S9 - Supply Services – Overtime Rates**

S9.1 Despite subclause C9.13 uniform overtime rates will apply for all Health Service Officers employed in driving or stores related positions in Supply Services. All these staff will be paid at the rate set out below for all overtime, which is worked on a Saturday provided that cross staffing practices continue to apply.

Double Time

Annual Salary x 12 / 313 x 2 x 1 / 76

## **Section T Dental Health Program - Dental Assistant**

### **T1 - Application**

- T1.1 Section T only applies to those employees employed as Dental Assistants.

### **T2 - Salary Advancement Provisions**

- T2.1 A Dental Assistant who does not hold a Certificate III in Dental Assisting or equivalent will not advance beyond the first pay point of Dental Assistant Level 1.
- T2.2 A Dental Assistant who has successfully completed a Certificate III in Dental Assisting or equivalent will be advanced to the first pay point in the pay scale of Dental Assistant Level 2.
- T2.3 A Dental Assistant who has successfully completed a Certificate IV in Dental Assisting or equivalent will be eligible for employment as a Dental Assistant Level 3.
- T2.4 Equivalent in this clause means a nationally recognised dental assistant certificate from a recognised educational institution and other qualifications relevant to the duties of the office, or a comparable qualification which in the opinion of their head of service is appropriate to the duties of the office.



## Section U Calvary Health Care ACT

### U1 - Application

U1.1 Section U applies only to those employees employed by the Calvary Health Care ACT Ltd.

### U2 - 12-Hour Shift Roster Pattern – Ward Services, Calvary Hospital

#### Application

U2.1 This clause will apply only to persons who are employed as Wards Support Officers at Calvary Health Care ACT and who are working on the Ward Roster. Except as varied by this clause, the provisions of this Agreement will apply to all persons employed as Wards Support Officers at Calvary Health Care ACT Ltd.

U2.2 For the purposes of this clause only the following definitions apply:

U2.2.1 'Twelve Hour Shift Work' – means a shift roster system consisting of two twelve-hour shifts in twenty-four hours in a roster that is worked over any seven days of the week.

U2.2.2 'Night shift' – means any shift finishing after midnight and at/or before 7:00 am.

U2.2.3 'Day shift' - means any shift worked exclusively between 7:00 am and 7:00 pm.

U2.2.4 'Day' – means a 12-hour period, for the purpose of calculation of leave entitlements and granting of leave.

#### Hours – Continuous Work Shifts

U2.3 Ordinary hours will not exceed:

U2.3.1 13 hours in any one shift;

U2.3.2 80 hours in 14 consecutive days; or

U2.3.3 152 hours in 28 consecutive days.

#### Rosters and Variations

U2.4 Roster variation provisions are contained in subclause B6.9 of this Agreement.

U2.5 Rostered shifts should not normally occur where there is less than a twelve-hour break between the conclusion of one shift and the commencement of the next.

#### Meal Breaks

U2.6 Despite provisions that may be contained elsewhere in this Agreement, for persons working in accordance with this clause there will be two separate meal breaks of thirty minutes on each shift without deduction from pay. Timing of meal breaks will be fixed following consultation between the employee and employer. An employee will not be required to work more than five hours without a meal break, unless a common starting time requires the staggering of meal breaks.

#### Leave Conditions

U2.7 In addition to clause F7 (Annual Leave) and Clause F4 (Personal Leave), deduction of annual and personal leave will be by the hour.

U2.8 In addition to clause F12 (Compassionate Leave), compassionate leave will generally be taken by the day. A 'day' for this purpose is 12 hours. Part day absences will be deducted in hours of leave actually taken.

U2.9 In addition to clause F10 (Public Holidays), an employee rostered off duty on a Public Holiday will be granted a day off in lieu. For the purpose of this clause a 'day' is 12 hours.

## Penalty Rates

U2.10 There will be no penalty rates on the weekday day shifts. In all other cases the rates specified in the table below will apply.

	Penalties:	
Night [WHOLLY OR PART WITHIN 7PM – 7AM]		25%
	Saturday	50%
	Sunday	100%
	Public Holiday	150%
	Rostered off on Public Holiday	100%

## Overtime

U2.11 Overtime duty should normally not be performed where it will fall within a period of twelve hours on either side of a rostered shift.

U2.12 In all but highly exceptional circumstances, the maximum length of time an employee should have to remain on overtime duty continuous with a rostered shift is two hours.

## U3 - Wards Support Officers – Training, Competency Assessment and Advancement

U3.1 This clause applies to Health Service Officers employed as wardspersons.

### Recruitment of Staff

U3.2 In general, new employees will be recruited to the Health Service Officer Level 3, as Wards Support Trainees.

### Training of New Employees

U3.3 All new employees will receive training towards an appropriate qualification in Health Support Services (Client/Patient Support Services).

U3.4 All new employees will receive training to equip them to perform all the duties of Health Service Officer Level 4 in the Ward Services Department.

### Competency Assessment

U3.5 After no more than three months of training and employment, the employee will be assessed to determine if the employee meets the required level of competency. If the employee meets the required level of competency, the employee will be advanced in classification in accordance with subclause U3.9.

U3.6 If the employee does not meet the required standard of competency on the occasion of the first assessment, the employee will undertake further training. The employee must be assessed again within a further period of three months. If the employee meets the required level of competency, the employee will be advanced in classification in accordance with subclause U3.9.

U3.7 If the employee does not meet the required level of competency, the employee's employment as a Ward Services Trainee will be terminated. A temporary employee may be terminated under s.112 of the PSM Act. A probationary officer may be terminated under s.70 of the PSM Act.

### Qualifications

U3.8 Following satisfactory competency assessment, the employee will be awarded a certificate of competency that may count towards an appropriate qualification in Health Support Services (Client/Patient Support Services).

### **Advancement in Classification**

- U3.9 Following satisfactory competency assessment, an employee shall be advanced to Health Service Officer Level 4.
- U3.10 The date of effect of the employee's advancement in classification will be the date at which the employee was assessed as fully competent. This date will also become the employee's anniversary date for incremental advancement purposes.

### **Performance of Duties**

- U3.11 Following training, a new employee may be called upon to perform all of the duties of a Wardsperson. New employees will be assigned to positions, taking into account operational need, suitability, and employee preference.

### **Casual Employees**

- U3.12 A casual employee, who has not been certified as meeting the full range of competencies required for employment at the Health Service Officer Level 4 may be employed at Health Service Officer Level 3 on duties appropriate to that classification.

## **U4 - Legal Support**

- U4.1 Where an employee is directed or legally obliged to take part in legal proceedings arising directly from the lawful discharge of their duties, Calvary Hospital will provide support, assistance and representation, as necessary, at no cost to the employee.
- U4.2 Under this section, legal proceedings are those occurring in relation to:
  - U4.2.1 Coronial inquests.
  - U4.2.2 Medical/professional malpractice or medical/professional negligence allegations.
  - U4.2.3 Formal industrial and employment matter proceedings other than those instituted by the employee or against the employee by the Government.
- U4.3 However, the unions and other employee representatives agree that where an employee is involved in legal proceedings as a result of their initiating action against the employer or the government for any reason, the employer taking action arising from misconduct by the employee or as a result of criminal charges being laid against them, the Hospital does not have a responsibility to provide support or assistance to the employee.

## **U5 - Amenities**

- U5.1 The employer will provide for the use of employees:
  - U5.1.1 separate facilities for male and female employees;
  - U5.1.2 a suitable change room and adequate washing and toilet facilities; and
  - U5.1.3 a full length locker fitted with lock and key or other suitable place for the safe keeping of clothing and personal effects of each employee.

## **U6 - WORKPLACE BEHAVIOURS**

- U6.1 This clause applies to the exclusion of subclause H1.6.
- U6.2 If a Calvary employee resigns while a misconduct process is on foot, Calvary may:
- U6.2.1 determine to complete the misconduct process under Section H of this Agreement, including inviting the employee to participate in the process, such that the outcome of the process can be taken into account with any application by the former employee to subsequently re-enter the ACTPS; or
  - U6.2.2 determine to stay the process upon the employee's resignation and communicate to the employee that the misconduct process may recommence if the former employee subsequently re-enters, or seeks to re-enter, the ACTPS. Any disciplinary action and sanction which is determined as a consequence of a resumed misconduct process may be imposed on the employee in their new position in accordance with H1.5.1 or taken into account with any application by the former employee to subsequently re-enter the ACTPS.

## **U7 - MISCONDUCT AND DISCIPLINE**

- U7.1 This clause applies to the exclusion of subclause H7.1 and associated subclauses.
- U7.2 Upon becoming aware of a matter of alleged misconduct Calvary will determine whether or not the matter needs to be investigated. Where Calvary determines that investigation is required the employer will either appoint an appropriate investigator or refer the matter to the Public Sector Standards Commissioner for investigation.
- U7.3 Where Calvary appoints an investigator rather than referring the matter to the Public Sector Standards Commissioner, any reference to the Public Sector Standards Commissioner may be read as referring to Calvary in relation to that particular matter.

## **U8 - APPEAL MECHANISM FOR MISCONDUCT AND OTHER MATTERS**

- U8.1 The appeal mechanism set out in Section J of this Agreement does not apply to matters that arise in Calvary.
- U8.2 Matters that would otherwise be subject to the appeal provisions in Section J of this Agreement should in the first instance be referred to Calvary as an employer and if left unresolved should be referred to the Fair Work Commission in accordance with the Dispute Avoidance/Settlement Procedures in clause G6 - of this Agreement.

## **U9 - CONVENOR OF APPEALS**

- U9.1 The reference to the Head of Service in subclause K2.1 is to be read as a reference to Calvary.

## DICTIONARY

**Accrued Day Off (ADO)** means a day/shift off duty for an employee using bankable leave accrued as a result of increasing the employees daily hours of work – e.g. from 7 hours 36 minutes to 8 hours.

**ACTPS** means the Sector established by the PSM Act.

**Agreement** means the ACT Public Sector Support Services 2018-2021 and includes all Annexes and Schedules.

**Appeal Panel** means the panel established under the provisions at Section J or Section K.

**Appointed** means an appointment in accordance with Part 5 Division 5.3 of the PSM Act.

**Business Day** means any day of the week that is a Monday to Friday, which is not a Public Holiday.

**Business/Work Unit** means any particular work unit in the ACTPS; e.g. a section, branch, division, project team or administrative unit.

**Carer** means an employee who provides in addition to the employee's normal family responsibilities, care and support on a regular basis to other family members or other persons who are sick or ageing, have an injury, have a physical or mental illness or a disability.

**Casual Employee** means a person engaged under the PSM Act to perform work for a short period on an irregular or non-systematic basis.

**Child** includes children in the case of multiple births.

**Consultation** means providing relevant information to employees and their union or other employee representatives. It means more than a mere exchange of information. For consultation to be effective the participants must be contributing to the decision-making process not only in appearance but in fact.

**Counts as service for all purposes** means also the provision of employer superannuation contributions to the extent of an employee's superannuation fund rules.

**Directorate** means an administrative unit so named or other government agency within the meaning of the PSM Act.

**DCC** means the Directorate Consultative Committee established under clause G1 of this Agreement.

**Director-General** means a person engaged under sections 31(2) of the PSM Act as the Director-General of the Directorate and includes a person who exercises Head of Service powers in relation to the appointment, engagement and employment of staff in a government agency in accordance with the PSM Act or other Territory law, but only in relation to staff of that government agency.

**Domestic Partnership** means a relationship between two people, whether of a different or the same sex, living together as a couple on a genuine domestic basis.

**Eligible Casual Employee** means:

- (a) an employee who has been employed as a casual employee; and
- (b) the employee has been employed by the ACTPS on a regular and systematic basis for a sequence of periods of employment during a period of at least twelve months; and
- (c) who has a reasonable expectation of continuing employment by the ACTPS on a regular and systematic basis.

**Employee** means (unless there is a clear intention in this Agreement to restrict the meaning) an officer or a casual employee or a temporary employee who is employed or engaged under the PSM Act in a classification set out in Annex A, excluding a person engaged as head of service under section 31(1) of the PSM Act, persons engaged as directors-general under section 31(2) of the PSM Act, or persons engaged as Executives under section 31(2) of the PSM Act.

**Employee Representative** means any person chosen by an employee, or a group of employees, to represent the employee(s).

**Family Violence** is as defined under the *Family Violence Act (ACT) 2016*.

**FW Act** means the *Fair Work Act 2009*.

**FWC** means Fair Work Commission.

**FW Regulations** mean the Fair Work Regulations 2009.

**Head of service** means a person engaged under section 31(1) of the PSM Act as the head of service and the head of service for the Long Service Leave Authority or a person who exercises Head of Service powers in relation to the appointment, engagement and employment of staff in a government agency in accordance with the PSM Act or other Territory law, but only in relation to staff of that government agency.

**Household Member** means a person (other than the employee's immediate family) residing in the employee's normal place of residence at the time of their illness, injury, emergency or death.

**Immediate Family** means a person who is:

- (a) a domestic partner (including a former domestic partner); or
- (b) a child or an adult child, parent, grandparent, grandchild or sibling of the employee or domestic partner of the employee; or
- (c) a person related to the employee by Aboriginal and/or Torres Strait Islander kinship structures; or
- (d) a child who is the subject of a permanent caring arrangement; or
- (e) an adopted child.

**'Immediate family'** includes adopted, step-, fostered or ex-nuptial immediate family where these circumstances exist. Additionally, the head of service may consider that the definition of 'immediate family' be extended for a particular decision involving an employee where exceptional circumstances exist. This might include other close family members or an employee who lives alone and has no-one to nominate as 'immediate family', may nominate one person, in similar circumstances, for the purpose of caring responsibilities.

**Long-term Temporary** means a person who is engaged under the PSM Act for a period of twelve months or more.

**Manager** means a person who has responsibility for planning, organising and leading a work unit or group activity.

**National Employment Standards** means Part 2-2 of the *Fair Work Act 2009*, as amended from time to time.

**Officer** means a person who is appointed as an officer under Division 5.3 or Division 5.8 of the PSM Act. Note: Permanent staff are officers.

**Permanent Caring Responsibility** means an out of home care placement for a child until the child turns eighteen as defined by the *Children and Young People Act 2008*.

**Primary Care Giver** is a person who is the primary carer of a child in the person's reference period if the child is in the person's care in that period and the person meets the child's physical needs more than anyone else in that period.

**PSM Act** means the *Public Sector Management Act 1994* as varied or replaced.

**PSM Standards** means the Public Sector Management Standards made under the PSM Act.

**Public Sector Standards Commissioner** means a person appointed under section 142 of the PSM Act.

**Registered Health Professional** means a health professional registered, or licensed, as a health professional (or as a health professional of a particular type) under a law of a State or Territory that provides for the registration or licensing of health professionals (or health professionals of that type).

**Registered Medical Practitioner** means a person registered, or licensed as a medical practitioner under a law of a state or territory that provides for the registration or licensing of medical practitioners.

**Rostered Day Off (RDO)** means any one or more days rostered off duty without pay.

**Service** means the ACT Public Service established by the PSM Act.

**Short Term Care** means an out of home care placement for a child of up to two years duration as defined by the *Children and Young People Act 2008*.

**Short-term Temporary Employee** means an employee engaged under the PSM Act for a period of less than twelve months.

**Strategic Board** means the senior management team, comprising the head of service and the eight directors-general, responsible for providing whole-of-government leadership and strategic direction to the ACT Public Service.

**Supervisor** means a person who has direct supervisory responsibility for one or more employees in a business unit or group activity.

**Temporary Employee** means a person engaged under the PSM Act for a specific period of time or for a specified task under Division 5.8 of the PSM Act, excluding a person engaged under section 31(1) of the PSM Act as head of service, persons engaged as directors-general under section 31(2) of the PSM Act or persons engaged as executives under section 31(2) of the PSM Act.

**Union(s)** means a union or unions which are covered by this Agreement.

## ANNEX A – CLASSIFICATIONS AND RATES OF PAY

<b>CLASSIFICATION</b>	<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
<b><u>ALLIED HEALTH ASSISTANT</u></b>									
<b>Level 1 (Unqualified)</b>	\$38,639	\$39,508	\$39,706	\$40,242	\$40,785	\$41,336	\$41,894	\$42,460	\$43,033
<b>Level 2 (Qualified)</b>	\$50,040	\$51,166	\$51,422	\$52,116	\$52,820	\$53,533	\$54,256	\$54,988	\$55,730
	\$52,876	\$54,066	\$54,336	\$55,070	\$55,813	\$56,566	\$57,330	\$58,104	\$58,888
	\$55,712	\$56,966	\$57,251	\$58,024	\$58,807	\$59,601	\$60,406	\$61,221	\$62,047
Qualification barrier	\$57,369	\$58,660	\$58,953	\$59,749	\$60,556	\$61,374	\$62,203	\$63,043	\$63,894
<b>Level 3</b>	\$61,115	\$62,490	\$62,802	\$63,650	\$64,509	\$65,380	\$66,263	\$67,158	\$68,065
	\$64,115	\$65,558	\$65,886	\$66,775	\$67,676	\$68,590	\$69,516	\$70,454	\$71,405
Qualification barrier	\$67,825	\$69,351	\$69,698	\$70,639	\$71,593	\$72,560	\$73,540	\$74,533	\$75,539



<b>CLASSIFICATION APPRENTICE (HSO)</b>	<b>Pay Rate at 6/4/2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
<b>Apprentice without Year 12</b>									
Year 1	\$26,099	\$26,686	\$26,819	\$27,181	\$27,548	\$27,920	\$28,297	\$28,679	\$29,066
Year 2	\$31,997	\$32,717	\$32,881	\$33,325	\$33,775	\$34,231	\$34,693	\$35,161	\$35,636
Year 3	\$39,425	\$40,312	\$40,514	\$41,061	\$41,615	\$42,177	\$42,746	\$43,323	\$43,908
Year 4	\$46,850	\$47,904	\$48,144	\$48,794	\$49,453	\$50,121	\$50,798	\$51,484	\$52,179
<b>Apprentice with Year 12</b>									
Year 1	\$28,709	\$29,355	\$29,502	\$29,900	\$30,304	\$30,713	\$31,128	\$31,548	\$31,974
Year 2	\$33,929	\$34,692	\$34,865	\$35,336	\$35,813	\$36,296	\$36,786	\$37,283	\$37,786
Year 3	\$40,661	\$41,576	\$41,784	\$42,348	\$42,920	\$43,499	\$44,086	\$44,681	\$45,284
Year 4	\$48,088	\$49,170	\$49,416	\$50,083	\$50,759	\$51,444	\$52,138	\$52,842	\$53,555
<b>Adult Apprentice</b>									
Year 1	\$41,758	\$42,698	\$42,911	\$43,490	\$44,077	\$44,672	\$45,275	\$45,886	\$46,505
Year 2	\$44,890	\$45,900	\$46,130	\$46,753	\$47,384	\$48,024	\$48,672	\$49,329	\$49,995
Year 3	\$45,934	\$46,968	\$47,203	\$47,840	\$48,486	\$49,141	\$49,804	\$50,476	\$51,157

<b>CLASSIFICATION CLINICAL CODER (TABLE A)</b>	<b>CC</b>	<b>Pay Rates at 6/4/2017</b>	<b>2.25% from 5/10/2017</b>	<b>0.5% from 14/6/2018</b>	<b>1.35% from 13/12/2018</b>
<b>Trainee</b>		\$60,045	\$61,396	\$61,703	\$62,536
<b>Clinical Coders</b>	1	\$63,045	\$64,464	\$64,786	\$65,661
	2	\$65,563	\$67,038	\$67,373	\$68,283
	3	\$68,081	\$69,613	\$69,961	\$70,905
	4	\$70,598	\$72,186	\$72,547	\$73,526
<b>Competency point</b>	5	\$73,117	\$74,762	\$75,136	\$76,150
<b>Competency point</b>	6	\$75,633	\$77,335	\$77,722	\$78,771
<b>Competency point</b>	7	\$78,150	\$79,908	\$80,308	\$81,392

Note: The classifications and rates of pay in Clinical Coder (Table A) will be discontinued from the date of commencement of this Agreement (refer clause R5).

<b>CLASSIFICATION CLINICAL CODER (TABLE B)</b>		<b>Date of Commence ment</b>	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
<b>Trainee</b>	T1	\$68,491	\$69,416	\$70,353	\$71,303	\$72,266	\$73,242
	T2	\$76,491	\$77,524	\$78,571	\$79,632	\$80,707	\$81,797
	T3	\$78,491	\$79,551	\$80,625	\$81,713	\$82,816	\$83,934
<b>Level 1</b>	Qual. point 1.1	\$81,616	\$82,718	\$83,835	\$84,967	\$86,114	\$87,277
	Competency point 1.2	\$85,220	\$86,370	\$87,536	\$88,718	\$89,916	\$91,130
	Competency point 1.3	\$88,824	\$90,023	\$91,238	\$92,470	\$93,718	\$94,983
	1.4	\$92,428	\$93,676	\$94,941	\$96,223	\$97,522	\$98,839
	Competency point 1.5	\$96,033	\$97,329	\$98,643	\$99,975	\$101,325	\$102,693
	1.6	\$99,638	\$100,983	\$102,346	\$103,728	\$105,128	\$106,547
	Competency point 1.7	\$103,242	\$104,636	\$106,049	\$107,481	\$108,932	\$110,403
	Competency point 1.8	\$108,242	\$109,703	\$111,184	\$112,685	\$114,206	\$115,748
	Competency point 1.9	\$113,242	\$114,771	\$116,320	\$117,890	\$119,482	\$121,095
<b>Level 2</b>	2.1	\$118,814	\$120,418	\$122,044	\$123,692	\$125,362	\$127,054
<b>Level 3</b>	3.1	\$124,486	\$126,167	\$127,870	\$129,596	\$131,346	\$133,119

Note: The classifications and rates of pay in Clinical Coder (Table B) apply from the date of commencement of this Agreement (refer clause R5).

<b>CLASSIFICATION</b> <b><u>DENTAL ASSISTANT</u></b>	<b>Pay Rates at</b> <b>6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
<b>Level 1</b>	\$44,468	\$45,469	\$45,696	\$46,313	\$46,938	\$47,572	\$48,214	\$48,865	\$49,525
<b>Level 2</b>	\$52,996	\$54,188	\$54,459	\$55,194	\$55,939	\$56,694	\$57,459	\$58,235	\$59,021
	\$54,387	\$55,611	\$55,889	\$56,644	\$57,409	\$58,184	\$58,969	\$59,765	\$60,572
	\$57,146	\$58,432	\$58,724	\$59,517	\$60,320	\$61,134	\$61,959	\$62,795	\$63,643
	\$61,965	\$63,359	\$63,676	\$64,536	\$65,407	\$66,290	\$67,185	\$68,092	\$69,011
<b>Level 3</b>	\$72,175	\$73,799	\$74,168	\$75,169	\$76,184	\$77,212	\$78,254	\$79,310	\$80,381

<b>CLASSIFICATION</b> <b><u>DISABILITY SUPPORT OFFICER</u></b>	<b>Pay Rates</b> <b>at</b> <b>6/4/2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/201 8	1.35% from 13/6/2019	1.35% from 12/12/201 9	1.35% from 11/6/2020	1.35% from 10/12/202 0	1.35% from 10/6/2021
<b>Level 1</b>	\$50,142	\$51,270	\$51,526	\$52,222	\$52,927	\$53,642	\$54,366	\$55,100	\$55,844
	\$50,769	\$51,911	\$52,171	\$52,875	\$53,589	\$54,312	\$55,045	\$55,788	\$56,541
	\$51,392	\$52,548	\$52,811	\$53,524	\$54,247	\$54,979	\$55,721	\$56,473	\$57,235
	\$52,060	\$53,231	\$53,497	\$54,219	\$54,951	\$55,693	\$56,445	\$57,207	\$57,979

<b>CLASSIFICATION</b> <b>HEALTH SERVICE OFFICER</b>	<b>Pay Rates at</b> <b>6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
<b>Level 2</b>	\$45,301	\$46,320	\$46,552	\$47,180	\$47,817	\$48,463	\$49,117	\$49,780	\$50,452
	\$45,796	\$46,826	\$47,060	\$47,695	\$48,339	\$48,992	\$49,653	\$50,323	\$51,002
	\$46,317	\$47,359	\$47,596	\$48,239	\$48,890	\$49,550	\$50,219	\$50,897	\$51,584
	\$46,843	\$47,897	\$48,136	\$48,786	\$49,445	\$50,113	\$50,790	\$51,476	\$52,171
	Retention Point TCH only \$47,687	\$48,760	\$49,004	\$49,666	\$50,336	\$51,016	\$51,705	\$52,403	\$53,110
<b>Level 3</b>	\$48,385	\$49,474	\$49,721	\$50,392	\$51,072	\$51,761	\$52,460	\$53,168	\$53,886
	\$48,913	\$50,014	\$50,264	\$50,943	\$51,631	\$52,328	\$53,034	\$53,750	\$54,476
	\$49,433	\$50,545	\$50,798	\$51,484	\$52,179	\$52,883	\$53,597	\$54,321	\$55,054
	\$49,958	\$51,082	\$51,337	\$52,030	\$52,732	\$53,444	\$54,165	\$54,896	\$55,637
	Retention Point TCH only \$50,041	\$51,167	\$51,423	\$52,117	\$52,821	\$53,534	\$54,257	\$54,989	\$55,731
<b>Level 4</b>	\$49,958	\$51,082	\$51,337	\$52,030	\$52,732	\$53,444	\$54,165	\$54,896	\$55,637
	\$50,582	\$51,720	\$51,979	\$52,681	\$53,392	\$54,113	\$54,844	\$55,584	\$56,334
	\$51,205	\$52,357	\$52,619	\$53,329	\$54,049	\$54,779	\$55,519	\$56,269	\$57,029
	\$51,869	\$53,036	\$53,301	\$54,021	\$54,750	\$55,489	\$56,238	\$56,997	\$57,766
<b>Level 5</b>	\$52,606	\$53,790	\$54,059	\$54,789	\$55,529	\$56,279	\$57,039	\$57,809	\$58,589
	\$53,494	\$54,698	\$54,971	\$55,713	\$56,465	\$57,227	\$58,000	\$58,783	\$59,577
	\$54,380	\$55,604	\$55,882	\$56,636	\$57,401	\$58,176	\$58,961	\$59,757	\$60,564
	\$55,221	\$56,463	\$56,745	\$57,511	\$58,287	\$59,074	\$59,871	\$60,679	\$61,498
<b>Level 6</b>	\$55,221	\$56,463	\$56,745	\$57,511	\$58,287	\$59,074	\$59,871	\$60,679	\$61,498
	\$56,066	\$57,327	\$57,614	\$58,392	\$59,180	\$59,979	\$60,789	\$61,610	\$62,442
	\$56,828	\$58,107	\$58,398	\$59,186	\$59,985	\$60,795	\$61,616	\$62,448	\$63,291
	\$57,595	\$58,891	\$59,185	\$59,984	\$60,794	\$61,615	\$62,447	\$63,290	\$64,144

<b>CLASSIFICATION</b> <b>HEALTH SERVICES OFFICER</b>	<b>Pay Rates at</b> <b>6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
<b>Level 7</b>	\$59,230	\$60,563	\$60,866	\$61,688	\$62,521	\$63,365	\$64,220	\$65,087	\$65,966
	\$60,283	\$61,639	\$61,947	\$62,783	\$63,631	\$64,490	\$65,361	\$66,243	\$67,137
	\$61,384	\$62,765	\$63,079	\$63,931	\$64,794	\$65,669	\$66,556	\$67,455	\$68,366
	\$62,549	\$63,956	\$64,276	\$65,144	\$66,023	\$66,914	\$67,817	\$68,733	\$69,661
<b>Level 8</b>	\$64,188	\$65,632	\$65,960	\$66,850	\$67,752	\$68,667	\$69,594	\$70,534	\$71,486
	\$65,354	\$66,824	\$67,158	\$68,065	\$68,984	\$69,915	\$70,859	\$71,816	\$72,786
	\$66,564	\$68,062	\$68,402	\$69,325	\$70,261	\$71,210	\$72,171	\$73,145	\$74,132
	\$67,825	\$69,351	\$69,698	\$70,639	\$71,593	\$72,560	\$73,540	\$74,533	\$75,539
<b>Level 9</b>	\$69,148	\$70,704	\$71,058	\$72,017	\$72,989	\$73,974	\$74,973	\$75,985	\$77,011
	\$70,400	\$71,984	\$72,344	\$73,321	\$74,311	\$75,314	\$76,331	\$77,361	\$78,405
	\$71,705	\$73,318	\$73,685	\$74,680	\$75,688	\$76,710	\$77,746	\$78,796	\$79,860
	\$73,075	\$74,719	\$75,093	\$76,107	\$77,134	\$78,175	\$79,230	\$80,300	\$81,384
	\$74,552	\$76,229	\$76,610	\$77,644	\$78,692	\$79,754	\$80,831	\$81,922	\$83,028
	\$76,482	\$78,203	\$78,594	\$79,655	\$80,730	\$81,820	\$82,925	\$84,044	\$85,179
	\$78,145	\$79,903	\$80,303	\$81,387	\$82,486	\$83,600	\$84,729	\$85,873	\$87,032
<b>Level 10</b>	\$79,824	\$81,620	\$82,028	\$83,135	\$84,257	\$85,394	\$86,547	\$87,715	\$88,899
	\$82,175	\$84,024	\$84,444	\$85,584	\$86,739	\$87,910	\$89,097	\$90,300	\$91,519
	\$84,415	\$86,314	\$86,746	\$87,917	\$89,104	\$90,307	\$91,526	\$92,762	\$94,014
	\$88,037	\$90,018	\$90,468	\$91,689	\$92,927	\$94,182	\$95,453	\$96,742	\$98,048
	\$91,356	\$93,412	\$93,879	\$95,146	\$96,430	\$97,732	\$99,051	\$100,388	\$101,743

<b>CLASSIFICATION YOUTH WORKER</b>	<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
<b>Level 1</b>	\$60,039	\$61,390	\$61,697	\$62,530	\$63,374	\$64,230	\$65,097	\$65,976	\$66,867
	\$61,541	\$62,926	\$63,241	\$64,095	\$64,960	\$65,837	\$66,726	\$67,627	\$68,540
	\$63,039	\$64,457	\$64,779	\$65,654	\$66,540	\$67,438	\$68,348	\$69,271	\$70,206
	\$64,616	\$66,070	\$66,400	\$67,296	\$68,204	\$69,125	\$70,058	\$71,004	\$71,963
<b>Level 2</b>	\$66,656	\$68,156	\$68,497	\$69,422	\$70,359	\$71,309	\$72,272	\$73,248	\$74,237
	\$68,699	\$70,245	\$70,596	\$71,549	\$72,515	\$73,494	\$74,486	\$75,492	\$76,511
	\$70,425	\$72,010	\$72,370	\$73,347	\$74,337	\$75,341	\$76,358	\$77,389	\$78,434
	\$72,175	\$73,799	\$74,168	\$75,169	\$76,184	\$77,212	\$78,254	\$79,310	\$80,381



## ANNEX B – ATTRACTION AND RETENTION INCENTIVES

### 1 Introduction

- 1.1 This Section sets out the Framework that applies to individual Attraction and Retention Incentives (ARIns) and to ARIns for groups of employees performing an identical function at the same classification level within a Directorate.
- 1.2 This Framework does not apply to casual employees.
- 1.3 Notwithstanding the below provisions of the Framework it is a matter for the Director-General's discretion (in consultation with the Head of Service) as to whether an ARIn will be applied to an employee in a position.
- 1.4 In assessing whether an ARIn should be applied to an employee in a position, the Director-General will give particular consideration to the consequences the provision of the ARIn may have on the Territory's ability to recruit and/or retain employees to Executive positions.
- 1.5 In this Framework, a reference to position, employee, occupant or union includes positions, employees, occupants or unions.
- 1.6 The terms and conditions of employment of this Agreement will continue to form the principal basis for employees covered by this Agreement. Accordingly, where an ARIn applies to an employee, the terms and conditions of the employee is a combination of:
  - 1.6.1 the terms and conditions contained in this Agreement; and
  - 1.6.2 the terms and conditions contained in the ARIn.
- 1.7 The terms and conditions of employment contained in an ARIn prevail over the terms and conditions of employment contained in this Agreement to the extent of any inconsistency.

### 2 Scope of an Attraction and Retention Incentive

- 2.1 An ARIn may contain:
  - 2.1.1 enhanced pay rates;
  - 2.1.2 provision for privately plated vehicles where the Director-General considers there is a clear, unambiguous and exceptional need;
  - 2.1.3 other terms and conditions of employment where the Director-General considers there is a clear, unambiguous and exceptional need.
- 2.2 The rates of pay component of an ARIn will count as pay for all purposes including superannuation and for the purposes of calculating the rate of pay for annual leave, long service leave, paid personal leave, paid maternity leave, redundancy payments and other paid leave granted under this Agreement. If leave is on reduced pay or without pay, the pay component of the ARIn must be reduced proportionately.
- 2.3 Normal incremental advancement and pay increase percentages will continue to apply in relation to the base rate of pay of the employee in receipt of an ARIn. Pay increase percentages will not apply to the pay component of an ARIn.
- 2.4 The pay component of an ARIn is payable by fortnightly instalment.
- 2.5 Notwithstanding paragraph 2.4, an ARIn may provide for the pay component, or part thereof, to be paid as a lump sum, subject to the pay component not being directly linked to performance.

- 2.6 The terms of the ARIn must contain provisions:
- 2.6.1 setting out the expiry date, or expected expiry date, of the ARIn;
  - 2.6.2 setting out the level of the employee's base rate of pay;
  - 2.6.3 setting out the pay component, any other terms and conditions of employment that are to apply under the ARIn, and the total dollar value of the ARIn;
  - 2.6.4 stating whether or not the pay component in the ARIn (if any) reduces (or increases) proportionately on a pro-rata basis where the employee in the position to which the ARIn applies reduces (or increases) their working hours;
  - 2.6.5 stating that the terms and conditions of the employee will revert to the applicable rates of pay and terms and conditions of employment under this Agreement in the event the ARIn ceases to operate or is terminated; and
  - 2.6.6 containing the terms of this Framework.

### **3 Approval**

- 3.1 An ARIn may only be agreed and approved in accordance with this Framework.
- 3.2 The Director-General may approve an ARIn for:
- 3.2.1 a specific project, provided the term of the ARIn is no longer than 24 months (a "Project ARIn"). A Project ARIn cannot be renewed and will cease on the date specified in the ARIn for cessation of the position's involvement in the project, or the date of completion of the project, whichever date is the earlier. The review provisions at paragraph 7.1 will not apply to Project ARIns; or
  - 3.2.2 a specified period of less than 12 months (a "Fixed Term ARIn"). A Fixed Term ARIn cannot be varied, extended or renewed, and will automatically cease on its specified expiry date. The review provisions at paragraph 7.1 will not apply to Fixed Term ARIns; or
  - 3.2.3 a specified period of 12 months (a "Renewable ARIn"). A Renewable ARIn may be renewed for a further 12 months on a maximum of two occasions, and must be reviewed in accordance with paragraph 7.1; or
  - 3.2.4 a group of positions and employees performing identical functions at the same classification level, in accordance with paragraph 4.1, for a period of 24 months (a "Group Block Approval ARIn"). A Group Block Approval ARIn must be reviewed in accordance with paragraph 7.2.
- 3.3 Notwithstanding paragraph 3.2 a), where the Director-General forms a preliminary view that there will be a requirement for a further Project ARIn beyond the date specified in the original Project ARIn, a comprehensive submission must be provided to the Head of Service for consideration by the Head of Service in accordance with paragraph 8.6.
- 3.4 The Director-General may only approve an ARIn if the Director-General:
- 3.4.1 considers that it is appropriate to provide an employee with terms and conditions of employment that are in excess of those which are ordinarily provided for under this Agreement, taking in account the position the employee is engaged to perform and the matters to be considered in paragraph 5.1 of this Framework;
  - 3.4.2 has, with the exception of ARIns approved under paragraph 8.5.2, discussed the proposed terms of the ARIn with the employee to whom the ARIn is to apply prior to the ARIn being approved. In these discussions, the employee may invite a union or other employee representative to assist the employee; and

3.4.3 has provided a written submission in accordance with paragraph 7.8.

Note: Where the ARIn is for a specified project, the estimated period of the position's involvement in the project to be covered by the ARIn must be specified in the ARIn.

- 3.5 An ARIn must not be agreed where it would result, when assessed as a whole, in a reduction in the overall terms and conditions of employment provided for the employee under this Agreement or provide terms and conditions that are, in a particular respect, less favourable than the National Employment Standards or the rates of pay set in this Agreement for the same work at the same classification level.
- 3.6 Where it is proposed that an ARIn will replace or reduce a condition of employment contained in this Agreement, the Director-General will consult with the relevant union with coverage of the position prior to the provision of a written submission to the Head of Service for consideration, about the proposed change. In consulting with the union, the Director-General will:
- 3.6.1 provide the union with relevant information about the position and the proposed change;
  - 3.6.2 give the union a reasonable opportunity to consider this information and, if the union wishes, provide written views to the Director-General within seven days; and
  - 3.6.3 take into account any views of the union before deciding to enter into the ARIn.
- Information that the Director-General provides to the union under paragraph 3.6 a) will not include information that might directly or indirectly disclose the identity of the particular employee.
- 3.7 At any time following the conclusion of the consultation required under paragraph 3.6, and subject to consideration by the Head of Service, the Director-General and the employee may agree on the terms of an ARIn to apply to the position that the employee occupies.
- 3.8 Once the Head of Service has considered a submission pursuant to paragraph 7.7 b), and provided his or her views about the ARIn to the Director-General, the Director-General may approve the commencement of the ARIn.
- 3.9 Before approving an ARIn under paragraph 3.8 the Director-General must take account of the views of the Head of Service.

#### **4 Group Block Approval**

- 4.1 Where it is proposed that identical ARIns are to apply to a group of positions and employees performing identical functions at the same classification level within a Directorate this may be done as one block approval (a "Group Block Approval"). Only one submission needs to be made in accordance with paragraph 7.8 b) in relation to the group of positions as identified in the submission to the Head of Service, provided that:
- 4.1.1 each employee in a relevant position will be provided with an individual ARIn; and
  - 4.1.2 each ARIn provided under this paragraph needs to be identical in regard to the matters considered under paragraph 5.1 outlined in the ARIn supplied with the submission.
- 4.2 To avoid doubt, in the case of Group Block Approval ARIns, the application of the ARIn to those employees in the group who continue to meet the matters considered at paragraph 5.1, will continue to apply, even where:

- 4.2.1 an individual employee to whom the Group Block Approval applied no longer satisfies the matters to be considered at paragraph 5.1; or
- 4.2.2 an employee moves out of the position to which a Group Block Approval applies.
- 4.3 If following a review under paragraph 7.2 the Director-General determines that it is no longer appropriate to provide positions covered by a Group Block Approval, and employees in those positions with an ARIn, then all ARIns which apply to the positions covered by the Group Block Approval will cease to operate in accordance with paragraph 9.1 d) ii) for all employees who are the subject of the Group Block Approval.
- 4.4 If following a review under paragraph 7.1 or 7.2 the Director-General determines that the ARIn should be renewed (on the same or different terms) the new ARIn will apply to all positions covered by the Group Block Approval, and all employees in positions the subject of the Group Block Approval.
- 4.5 Despite paragraph 4.1 and 4.4, if following a review under paragraph 7.2 it is determined a particular position covered by a Group Block Approval, and the employee in the position covered by the Group Block Approval, warrants a different set of benefits from the other positions covered by the Group Block Approval, and from other employees the subject of the Group Block Approval, the ARIn applying to that particular position and particular employee will cease to be covered by the Group Block Approval and shall be an individual ARIn for all future reviews.

## **5 Matters to be Considered**

- 5.1 In determining whether to apply an ARIn to an employee in a position, the Director-General will have regard to the following matters:
  - 5.1.1 whether the position is critical to the operation of the Directorate or to a business unit in the Directorate;
  - 5.1.2 whether an employee who occupies the position requires specialised qualifications, skill set and/or experience to perform the requirements of the position;
  - 5.1.3 whether the role and skills required by the employee who occupies the position are in high demand;
  - 5.1.4 the level at which comparable individuals with skills and qualifications for the role are remunerated in the marketplace;
  - 5.1.5 the difficulty and cost associated with recruiting to the position;
  - 5.1.6 any other matter he or she considers relevant to determining whether or not an ARIn would be appropriate in the circumstances.
- 5.2 In considering paragraph 5.1 d) the Director-General must take into account relevant market data (by reference to the definition of relevant market data in this Framework).

## **6 Commencement**

- 6.1 The ARIn will commence from whichever is the latter:
  - 6.1.1 the date specified in the ARIn; or
  - 6.1.2 the date of final approval by the Director-General in accordance with paragraph 3.8.

To avoid doubt, an ARIn cannot operate retrospectively.

## **7 Review**

- 7.1 Where, following a comprehensive submission to the Head of Service for consideration by the Head of Service, an ARIn is approved by the Director-General for a specified period of 12 months (a “Renewable ARIn”), the Director-General may renew the ARIn for a further 12 months on a maximum of two occasions, provided that:
- 7.1.1 a review of each ARIn is conducted within 12 months from the date of the ARIn commencing, or the date of first renewal of the ARIn, (a “renewal review”) to determine whether the Director-General continues to consider that it is appropriate to provide an employee occupying the position, to which the ARIn applies with terms and conditions of employment that are in excess of those which are ordinarily provided for under this Agreement; and
  - 7.1.2 a comprehensive market-based review (a “comprehensive review of each Renewable ARIn is conducted within three years from the date of the ARIn commencing to determine whether the ARIn should be renewed (on the same or different terms) and a further submission is made to the Head of Service for consideration by the Head of Service in accordance with paragraph 8.6, or ceased, in accordance with this Framework.
- 7.2 A comprehensive market-based review (a “comprehensive review”) of each Group Block Approval ARIn, must be completed within 24 months from the date of the ARIn commencing, or prior to the date of expiry of this Agreement, whichever date is the earlier. As a result of the review the Director-General will determine whether:
- 7.2.1 the ARIn should be renewed (in the same or different terms) in accordance with paragraph 8.5.4;
  - 7.2.2 ceased in accordance with paragraph 9.1;
  - 7.2.3 the additional pay component of the ARIn should be incorporated into base rates of pay in any subsequent Agreement; or
  - 7.2.4 the additional pay component of the ARIn should be provided for in some other way.
- 7.3 In addition to reviewing ARIns under paragraph 7.1, the Director-General must also review an ARIn to determine whether the ARIn should be renewed, where:
- 7.3.1 a preliminary view is formed by the Director-General that the position ceases to be critical to the operation of the Directorate or business unit in the Directorate; or
  - 7.3.2 a preliminary view is formed by the Director-General that the employee ceases to hold the required specialist qualifications or specialist attributes.
- 7.4 In reviewing the ARIn, the Director-General must have regard to the matters to be considered at paragraph 5.1, including any matters he or she considers relevant as per paragraph 5.1 f). In conducting a comprehensive review of an ARIn the Director-General must also take into consideration relevant market data (by reference to the definition or relevant market data in this Framework).
- 7.5 If the position to which the ARIn applies is occupied when undertaking a review of the ARIn, the Director-General will consult with the employee occupying the position to which the ARIn applies. The employee may invite a union or other employee representative to assist the employee in the consultation.
- 7.6 Where the employee occupying the position for which the ARIn is being reviewed is on long-term leave, reasonable attempts must be made to consult with the employee, or the employee’s representative, pursuant to paragraph 7.5. If such reasonable attempts to consult with the employee are unsuccessful, then the Director-General may proceed with the review without the input of the employee.

- 7.7 Upon completion of the review the Director-General will notify the affected employee(s) in writing, and where relevant their representative(s), of the preliminary outcomes and reasons for the decision. The Director-General will provide the employee(s) and their representative(s) 14 days in which to provide a written response for consideration by the Director-General before making a final decision.
- 7.8 Following the conclusion of a review under paragraph 7.1 or 7.3, where the Director-General forms a preliminary view that the ARIn should be renewed on the same terms or on different terms, the Director-General must complete, as applicable:
- 7.8.1 a renewal submission; or
- 7.8.2 a comprehensive submission for consideration by the Head of Service.
- 7.9 Shared Services will provide regular reports to the Head of Service on all Renewable ARIns, or Group Block Approval ARIns, three months prior to their nominal expiry date for which a comprehensive review has not been completed pursuant to paragraph 7.1 b) or 7.2.
- 7.10 Where a comprehensive review of a Renewable ARIn, or Group Block Approval ARIn, has not been completed by the nominal expiry date, the responsible Directorate will develop, in consultation with the Head of Service, a plan to ensure the ARIn review is completed within three months.

## **8 Submissions**

### Renewal Submission

- 8.1 A renewal submission is required to be completed where:
- 8.1.1 pursuant to paragraph 7.8.1, it is proposed that a Renewable ARIn for a position should be renewed on the same terms; or
- 8.1.2 an employee who is party to a Fixed Term, Renewable or Project ARIn temporarily vacates the position to which the ARIn relates, and it is being proposed that the ARIn be provided to the employee who is acting in the vacated position; or
- 8.1.3 an employee who is party to a Fixed Term, Renewable or Project ARIn temporarily vacates the position to which the ARIn relates for a period of ninety days or more, and it is being proposed that the ARIn apply to the employee upon the employee's return to the position.
- 8.2 A renewal submission provided in accordance with paragraph 8.1 must contain a declaration by the Director-General that he or she considers it appropriate to provide the employee with terms and conditions of employment that are in excess of those which are ordinarily provided for under this Agreement as set out in the ARIn. That submission must address the matters to be considered at paragraph 5.1, including any matters which the Director-General considers relevant to whether the ARIn should apply and has had regard to in accordance with paragraph 5.1 f).
- 8.3 Pursuant to paragraph 8.1, a Renewable ARIn may be renewed for a period of 12 months following a review under paragraph 7.1 a), provided that:
- 8.3.1 any Renewable ARIn can only be renewed on two occasions before a comprehensive review is undertaken; and
- 8.3.2 the review must be completed before the date of expiration specified in the ARIn.
- 8.4 If the provisions of paragraph 8.3 are not met, or the review under paragraph 7.1 or 7.3 determines that a Renewable ARIn should not be renewed, the ARIn will cease to operate in accordance with paragraph 9.1 c). Any further ARIns for the position or group of positions will require the provision of a new comprehensive submission to the Head of Service for consideration by the Head of Service in accordance with paragraph 8.6.

## Comprehensive Submission

- 8.5 A comprehensive submission is required to be submitted where:
- 8.5.1 in relation to a Renewable ARIn, three years have elapsed since the last comprehensive submission; or
  - 8.5.2 a position is to be advertised with a rate of pay which includes the proposed ARIn amount; or
  - 8.5.3 a new ARIn for an individual position is being proposed for an existing employee; or
  - 8.5.4 a new Group Block Approval is being proposed or sought for an identified group of positions performing an identical function at the same classification level within a Directorate; or
  - 8.5.5 a variation is being proposed to an existing renewable ARIn, whether it applies to an individual position or group of positions under a Group Block Approval.
- 8.6 A comprehensive submission provided in accordance with paragraph 8.5 must:
- 8.6.1 address the matters to be considered at paragraph 5.1; and
  - 8.6.2 address any factors which the Director-General has considered relevant to whether an ARIn apply, and has had regard to in accordance with paragraph 5.1.6; and
  - 8.6.3 address whether the substantive position is correctly classified; and
  - 8.6.4 address whether the position's job description and/or organisation structure of the business unit can be adjusted to mitigate the need for an ARIn; and
  - 8.6.5 contain a declaration by the Director-General that he or she considers it appropriate to provide the employee who occupies the position to which the ARIn is to apply with terms and conditions of employment that are in excess of those which are ordinarily provided for under this Agreement as set out in the ARIn.
- 8.7 Where the Director-General considers that there is a compelling reason for the Directorate to pay enhanced rates of pay in excess of 50% of the base rate of pay for the position's classification, the Director-General will address the compelling reason for such 50% plus enhanced pay in the submission under paragraph 8.6 to the Head of Service.

## **9 Cessation**

- 9.1 The ARIn will cease to operate:
- 9.1.1 in relation to a Project ARIn, on the date specified in the ARIn for cessation of the position's involvement in the project, or the date of completion of the project, whichever date is the earlier;
  - 9.1.2 in relation to a Fixed Term ARIn, on the date specified in the ARIn;
  - 9.1.3 in relation to a Renewable ARIn: where the ARIn is reviewed in accordance with paragraph 7.1 or 7.3 and the Director-General determines following the review that the ARIn should no longer apply to the position, on the date that is at least ninety days after the date notice is provided to the employee of cessation of the ARIn, or less if agreed by the employee.
  - 9.1.4 in relation to Group Block Approval ARIns:
    - 9.1.4(a) on the date this Agreement is replaced by a further enterprise agreement; or
    - 9.1.4(b) where the ARIn is reviewed in accordance with paragraph 7.2 and the Director-General determines following the review that the ARIn should no longer apply (or at any other time), on the date that is at least ninety days after the date notice of cessation of the ARIn is provided to the employee(s) to whom the ARIn applies.

- 9.1.5 on the date an employee vacates the position to which the ARIn applies, including when the employee becomes unattached or is temporarily transferred to another position.
- Note: 1. A new renewal submission is required to be completed in accordance with paragraph 8.1 b) where an ARIn is to apply to another employee who occupies the vacated position, unless the position is covered by a Group Block Approval.
2. Where an employee is temporarily transferred to another position for a period of ninety days or more, a renewal submission is required to be completed in accordance with paragraph 8.1 a) where the ARIn is to apply to the employee upon their return to the vacated position, unless the position is covered by a Group Block Approval.
- 9.1.6 in relation to a finding arising from a misconduct or underperformance matter, on the date the sanction is to apply where the delegate determines, in accordance with paragraph H11.1.7 of this Agreement, that the sanction to be applied is termination of the ARIn.
- 9.1.7 on the date an employee loses the qualification, or registration which allows them to perform the duties of the position to which the ARIn relates.
- 9.1.8 on the date this Agreement is replaced by a further enterprise agreement, unless:
- 9.1.8(a) the ARIn ceases to operate at an earlier time in accordance with the provisions of this Framework; or
- 9.1.8(b) the ARIn is deemed to continue to operate under the provisions in the replacement enterprise agreement.
- 9.1.9 in relation to ARIns which are deemed to operate pursuant to paragraph 10.2 of this Framework, on the day after 12 months from the commencement of this Agreement.

## **10 Deeming**

- 10.1 An ARIn that applied to a position, and to the employee occupying the position to which the ARIn applies, which is covered by this Agreement on the day before the Agreement commenced operation will continue in accordance with the provisions of this Framework.
- 10.2 Any entitlement which an employee enjoyed on the day before the Agreement commences, which is in excess of those provided for under this Agreement will be deemed to be an ARIn. ARIns which are deemed to continue under this paragraph may operate for a maximum of 12 months from the date the Agreement commences.
- 10.3 If the Director-General determines that an ARIn that has been deemed to continue under paragraph 10.2 should continue to operate beyond 12 months from the date the Agreement commences, then he/she must follow the procedures for approving a new ARIn, as set out in this Framework.

## **11 Salary Sacrifice Arrangements**

- 11.1 The additional pay component provided under an ARIn may be used for the purposes of salary sacrifice arrangements in accordance with the Salary Sacrifice Arrangement provisions of this Agreement. Where an employee salary sacrifices any part of the terms of an ARIn and, in accordance with this Framework, the ARIn ceases to apply, the employee must notify the salary sacrifice arrangement provider that the terms of the ARIn can no longer be packaged.



## **12 Notification**

- 12.1 The Director-General will provide information to the Chief Minister, Treasury, and Economic Development Directorate about ARInS approved by the Director-General for employees in the directorate during the reporting year, for inclusion in the State of the Service Report.
- 12.2 The Chief Minister, Treasury and Economic Development Directorate will provide regular reports to the union on ARInS including details of the number, terms and classifications of all ARInS approved by directorates.

## **13 Interpretation**

- 13.1 In this Framework, unless the contrary intention appears:

**'Attraction and Retention Incentives'** (ARInS) means additional pay and/or conditions of employment, provided in recognition of the additional requirements of a position under a written agreement between the Director-General and the employee occupying the position to which the ARIn is to apply, that are in excess of those which are ordinarily provided for under this Agreement.

**'base rate of pay'** in relation to an employee is the rate of pay payable under Annex A of this Agreement for the employee's classification on the date the ARIn commences, or for a review, on the date that the ARIn is approved, or renewed, following a review.

**'Director-General'** means the person occupying the position of Director-General of the relevant directorate, or their nominated delegate.

**'Group Block Approval'** means an ARIn approved by the Director-General, after consideration by the Head of Service, for a number of related positions with the same classification and perform an identical function in a directorate, and the employees in those positions.

**'Head of Service'** means the person occupying the position and exercising the powers of the Head of Service.

**'relevant market data'** includes but is not limited to job sizing assessments, recruitment experience, market surveys and job advertisements. Where a job sizing assessment or market survey is used as relevant market data, the assessment or survey must be undertaken by a remuneration consultant or internal remuneration employee.

## ANNEX C – EXPENSE, DISABILITY AND SKILL RELATED ALLOWANCES

<b>Agency Representative</b>		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Classification	Any									
Employee Type	Any									
Description	The allowance will be paid to an employee who is designated and rostered to be the Agency Representative. The Agency Representative is tasked with first-port-of-call duties to a wide variety of enquiries that may be directed to the ACT Parks and Conservation Service or to City Services, both during and outside ordinary working hours.									
Rate/Frequency	per day	\$107.45	\$109.86	\$110.41	\$111.90	\$113.42	\$114.95	\$116.50	\$118.07	\$119.66
Payment on Leave	Not paid during any type of paid or unpaid leave.									
Note	Agency Representative duties are guided by training and a resource kit which is made available to the employee at all times									
Exclusions	This allowance replaces all entitlements to the payment of Fire Duty Co-ordinator, On Call, Close Call and Overtime Meal Allowance in relation to the duties of Agency Representative.									
Allowance Type	Functional									

<b>Camping</b>		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Classification	Any									
Employee Type	An employee of any classification who is required to camp out.									
Description	Camping allowance is payable to employees who are required to camp out in unserviced facilities. The allowance is payable for each night under camping conditions subject to various qualifying conditions for different levels of allowances detailed below.									
Rate/Frequency	per day (1) catering provided:	\$35.92	\$36.73	\$36.91	\$37.41	\$37.92	\$38.43	\$38.95	\$39.47	\$40.00
	per day (2) catering not provided:	\$60.05	\$61.40	\$61.71	\$62.54	\$63.39	\$64.24	\$65.11	\$65.99	\$66.88
Payment on Leave	Not paid during any type of paid or unpaid leave.									
Definitions	unserviced facilities do not provide access to running water, electricity, catering, bathroom, and heating/cooling.									
Notes	Where a member of a camping party travels to and from home each day without Camping allowance, or without claiming reimbursement for travel under Part 7.1 of the repealed Public Sector Management Standards (PSMS) 2006, the fare for their travel may be refunded provided that: a) the cost is not greater than the amount payable for Camping allowance or reimbursement for reasonable travel expenses under Part 7.1 of the repealed PSMS 2006; b) the approval of the officer directly responsible for the camping party is first obtained.									
Exclusions	1. The allowance does not apply to an employee who has been authorised by the head of service to reside in lodgings. 2. No allowance for travelling time or waiting time is payable under this provision.									
Allowance Type	Disability									

<b>Camping Outlay</b>		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Description	Where an employee who is entitled to be paid a Camping allowance is required to camp out in unserviced facilities in excess of seven days, they will be entitled to an additional allowance for the period which is:									
Rate/Frequency	per day (3) more than 7 days but less than 14 days:	\$71.12	\$73.74	\$74.11	\$75.11	\$76.13	\$77.15	\$78.20	\$79.25	\$80.32
	per day (4) not less than 14 days but less than 21 days:	\$144.23	\$147.48	\$148.21	\$150.21	\$152.24	\$154.30	\$156.38	\$158.49	\$160.63
	per night (5) any other case more than 21 days:	\$216.38	\$221.25	\$222.35	\$225.36	\$228.40	\$231.48	\$234.61	\$237.77	\$240.98
	Where an employee is not supplied with camping equipment by the Directorate and they hire it, in addition to the allowance under this provision they are entitled to be paid an allowance equal to the cost of hiring the equipment.									
	Where an officer who is required to camp out in unserviced facilities is required to move from camp to camp and where they are not staying in a base camp, a caravan or a hut, then an additional allowance is to be paid if the period of camping out is:									
	per night (6) more than 1 night but not more than 5 consecutive nights	\$11.45	\$11.71	\$11.77	\$11.93	\$12.09	\$12.25	\$12.41	\$12.58	\$12.75
per night (7) not less than 6 consecutive nights	\$22.95	\$23.47	\$23.58	\$23.90	\$24.22	\$24.55	\$24.88	\$25.22	\$25.56	
Definitions	unserviced facilities do not provide access to running water, electricity, catering, bathroom, and heating/cooling.									
Allowance Type	Disability									

<b>Community Language</b>		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Classification	Any									
Employee Type	Any									
Description	Employees whose duties involve communication on a regular basis in languages other than English, including Deaf Oral language, Deaf Sign language and Aboriginal languages, will be paid an allowance if their language competence meets the required level, as follows:									
Rate/Frequency	per annum (1) NAATI Level 1: (paid in equal fortnightly instalments)	\$1,125.51	\$1,151	\$1,157	\$1,173	\$1,189	\$1,205	\$1,221	\$1,237	\$1,254
	per annum (2) NAATI Level 2 or higher: (paid in equal fortnightly instalments)	\$2,249.43	\$2,300	\$2,312	\$2,343	\$2,375	\$2,407	\$2,439	\$2,472	\$2,505
Payment on Leave	The allowance is payable during paid personal leave, annual leave and long service leave, pro-rata where appropriate, but not during any other period of leave.									
Exclusions	Employees who are classified as an Interpreter or Translator are not eligible for the allowance.									
Notes	<ol style="list-style-type: none"> <li>1. Eligible part-time employees are entitled to receive the allowance on a pro-rata basis.</li> <li>2. The minimum required standard of language competence for receipt of the allowance is accreditation at National Accreditation Authority for Translators and Interpreters (NAATI) Level 1.</li> <li>3. Where assessment in a language is not offered by NAATI, the head of service may approve assessment by another individual or body that has the necessary expertise to assess the language skills and has sufficient knowledge of NAATI levels and competencies required to determine the appropriate rate of allowance.</li> <li>4. The head of service should arrange accreditation testing, and pay any associated fees.</li> </ol>									

**Community Language Cont.**

Notes	<p>5. Until such time as recognition by NAATI, or an alternative provider, is available, the head of service may approve the payment at Level 1 to an employee on the certification of the employee’s supervisor.</p> <p>6. The allowance may be paid from the date of an employee’s application for payment, or from the date at which the head of service determines the need for the language has been demonstrated.</p> <p>7. Payment of the allowance should be reviewed annually, or whenever the employment status of a recipient changes (e.g. upon the recipient’s promotion or temporary transfer). Such reviews should address whether there is a continuing need for communication in a language other than English.</p>
Allowance Type	Qualification

**Fire Duty Coordinator**

		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Classification	Any									
Employee Type	Any									
Description	An employee who is designated and rostered to perform the role of Fire Duty Coordinator. The allowance will be paid only to employees with the necessary identified high level Incident Management training and extensive fire experience who are assessed as suitable for performing the duties.									
Rate/Frequency	per day	\$107.45	\$109.86	\$110.41	\$111.90	\$113.42	\$114.95	\$116.50	\$118.07	\$119.66
Payment on Leave	Not paid during any type of paid or unpaid leave.									
Note	The Fire Duty Co-ordinator roster will be implemented as fire dangers and fire activity in and around the ACT dictate, but is generally concentrated around the declared fire season.									
Exclusions	This allowance replaces all entitlements to the payment of Agency Representative, On Call, Close Call and Overtime Meal allowances in relation to the duties of Fire Duty Coordinator.									
Allowance Type	Functional									

**First Aid**

		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Classification	Any									
Employee Type	Any									
Description	<p>An employee who is suitably qualified and who is designated as the primary contact for First Aid and who performs the duties of a First Aid Officer in a workplace or work group, will be paid an allowance determined by their current level of qualification:</p> <ol style="list-style-type: none"> <li>1. A Base Level qualification is a nationally recognised Statement of Attainment in Providing First Aid issued by a Registered Training Organisation that is accredited to deliver First Aid training and to issue qualifications for nationally endorsed First Aid unit/s of competency. This would normally provide competencies required to recognise and respond to common life-threatening injuries or illnesses including: life-support using Cardiopulmonary resuscitation (CPR), and management of the casualty and incident until the arrival of medical or other assistance, as well as treatment of minor illnesses and injuries.</li> <li>2. An Advanced Level qualification provides additional competencies required to apply Advanced First Aid procedures and Advanced First Aid response in a workplace environment.</li> <li>3. An Occupational or Specialist level required to meet this level will include the ability to completely render first aid in the workplace in the context of § Work Health and Safety legislation.</li> </ol>									
Rate/Frequency	per fortnight (1) Base Level:	\$25.63	\$26.21	\$26.34	\$26.69	\$27.05	\$27.42	\$27.79	\$28.16	\$28.54
	per fortnight (2) Advanced Level:	\$32.10	\$32.82	\$32.99	\$33.43	\$33.88	\$34.34	\$34.80	\$35.27	\$35.75
	per fortnight (3) Occupational or Specialist:	\$38.09	\$38.95	\$39.14	\$39.67	\$40.21	\$40.75	\$41.30	\$41.86	\$42.42



**First Aid Cont.**

Payment on Leave	<p>The allowance is payable during:</p> <ul style="list-style-type: none"> <li>a) long service leave, paid birth or primary care giver's leave or annual leave;</li> <li>b) paid personal leave or other leave with pay for up to one month.</li> </ul> <p>Where leave is on reduced pay, or without pay, the allowance must be proportionately reduced or withdrawn accordingly. The allowance is included in salary for payment in lieu of long service leave and annual leave.</p>
Notes	<ol style="list-style-type: none"> <li>1. The above rates will be paid in full to part-time employees.</li> <li>2. Where the qualification of an employee who is in receipt of the allowance is no longer current, the head of service may allow a short period to allow for re-qualification.</li> <li>3. The head of service may reimburse fees for renewal of qualification and/or relevant courses incurred by an employee who is eligible to be paid a First Aid allowance.</li> <li>4. Where an employee holds more than one First Aid qualification, the employee will be paid an allowance only for the qualification which attracts the higher payment.</li> <li>5. The allowance must not be included in salary for overtime or penalty payments.</li> <li>6. Where an employee who normally undertakes First Aid functions is absent and another employee who is qualified in First Aid undertakes all the duties for which the allowance is paid, the relieving employee is entitled to be paid the allowance appropriate to that employee's qualifications.</li> </ol>
Exclusions	<p>The First Aid allowance is not payable to employees who, as part of their normal duties, are required to maintain a First Aid qualification.</p>
Allowance Type	Qualification

**Intermittent Driving Duties**

<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
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Classification	All classifications									
Employee Type	Any									
Description	An employee, other than one performing the duties of a motor driver, who is required to undertake intermittent driving duties as an incident of his or her employment involving the acceptance of full responsibility for the operation of a vehicle, will be paid an allowance (computed on a daily basis for each day or part of a day on which he or she is so employed) to raise their full-time pay to the following rates:									
Rate/Frequency	per annum (1) Under 19, (70% of GSO 3)	\$22,761	\$23,273	\$23,389	\$23,705	\$24,025	\$24,349	\$24,678	\$25,011	\$25,349
	per annum (2) At 19, (80% of GSO 3)	\$26,012	\$26,597	\$26,730	\$27,091	\$27,457	\$27,828	\$28,204	\$28,585	\$28,971
	per annum (3) At 20, (100% of GSO 3)	\$32,515	\$33,247	\$33,413	\$33,864	\$34,321	\$34,784	\$35,254	\$35,730	\$36,212
Payment on Leave	Not paid during any type of paid or unpaid leave.									
Allowance Type	Functional									

## Motor Vehicle

Classification	Any	
Employee Type	Any	
Description	<p>The head of service may authorise an employee to use a motor vehicle they own or hire:</p> <ol style="list-style-type: none"> <li>1. For official purposes, where the head of service is satisfied this use would: <ol style="list-style-type: none"> <li>(a) result in greater efficiency; or</li> <li>(b) involve the ACT Government in less expense than if public transport or a vehicle owned by the ACT Government were used.</li> </ol> </li> <li>2. For specified journeys, where the head of service is satisfied that: <ol style="list-style-type: none"> <li>(a) the use will not result in the employee taking more time on the journey than they would otherwise take; or</li> <li>(b) it would not be contrary to the interest of the ACT Government.</li> </ol> </li> <li>3. Travel between normal headquarters and a temporary work station, or between the employee's home and a temporary work station, where the head of service is satisfied that: <ol style="list-style-type: none"> <li>a) there is no public transport available for travel to the temporary station; or</li> <li>b) although public transport is available, the work program makes its use impossible.</li> </ol> </li> </ol>	
Rate/Frequency	per km (1) Small car - 1600cc non-rotary, 800cc rotary:	\$0.78
	per km (2) Medium - 1601-2600cc non-rotary 801-1300cc rotary:	\$0.90
	per km (3) Large – over 2600cc non-rotary over 1300cc rotary:	\$0.91
Payment on Leave	Not paid during any type of paid or unpaid leave.	

**Motor Vehicle Cont.**

Notes	<ol style="list-style-type: none"> <li>1. The amount of the allowance is to be reduced by the amount of any Isolated Establishments (or equivalent) allowance that is payable. If the amount of any Isolated Establishments (or equivalent) allowance payable exceeds the amount of motor vehicle allowance that would otherwise be payable, then no motor vehicle allowance may be authorised.</li> <li>2. If an employee satisfies the head of service that the allowance is insufficient to meet the amount of the expenses reasonably incurred and paid by the employee in using a motor vehicle for official purposes, the head of service may grant an additional allowance equal to the amount by which those expenses exceed the amount of the allowance or allowances.</li> <li>3. If, as a consequence of using a motor vehicle an employee is required to pay a higher insurance premium than would otherwise be the case, they are entitled to be reimbursed the additional cost.</li> <li>4. Employees who use a private motor vehicle under the motor vehicle allowance conditions may be reimbursed parking fees, bridge and car-ferry tolls incurred whilst on duty, but not fines.</li> </ol>
Allowance Type	Expense

<b>Overtime Meal</b>		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Classification	All classifications									
Employee Type	Any									
Description	An employee who works overtime is entitled to payment of an allowance, in addition to any overtime payment, where: 1. After the completion of, and continuous with, the employee's ordinary hours of duty for the day, a period of at least one and a half hours overtime is worked prior to an unpaid meal break being taken, which is followed by a further period of overtime of at least half an hour; or 2. Before the commencement of the employee's ordinary hours of duty for the day, a period of at least one and a half hours overtime is worked prior to an unpaid meal break being taken, which is followed by a further period of overtime of at least half an hour; or 3. On a Saturday, Sunday or public holiday, a period of at least five hours overtime is worked, in addition to the employee's normal weekly hours of duty, prior to an unpaid meal break being taken, which is followed by a further period of overtime of at least half an hour.									
Rate/Frequency	per occasion	\$27.62	\$28.24	\$28.38	\$28.77	\$29.15	\$29.55	\$29.95	\$30.35	\$30.76
Payment on Leave	Not paid during any type of paid or unpaid leave.									
Exclusions	Where an appropriate meal is obtainable by the employee at a canteen, cafeteria or dining room conducted, controlled, or assisted by the Directorate, the amount of meal allowance will be the maximum amount for which an appropriate meal is obtainable at the canteen, cafeteria or dining room. This rate is in substitution for the rate above.									
Allowance Type	Disability									

<b>Travelling Entitlement</b>		<b>Pay Rates as at 6.4.2017</b>	2.25% from 5/10/2017	0.5% from 14/6/2018	1.35% from 13/12/2018	1.35% from 13/6/2019	1.35% from 12/12/2019	1.35% from 11/6/2020	1.35% from 10/12/2020	1.35% from 10/6/2021
Classification	Any									
Employee Type	Education support employee									
Description	An employee appointed to, or on contract at, Birrigai at Tidbinbilla or Jervis Bay Primary School will be paid the following allowance for each complete trip when the employee attends duty to a maximum of one per day. An employee is entitled to be paid the full rate of the entitlement for each continuous period of duty where they: (a) travel to an isolated establishment to attend for a period of normal duty; or (b) have been directed to return to duty, with or without prior notice, to perform extra duty; at their own expense. Where an employee travels at the Directorate's expense on the journey either to or from the isolated establishment, they are entitled to be paid the partial rate.									
Rate/Frequency	per day (a) travel at the Directorate's expense, to or from	\$4.26	\$4.36	\$4.38	\$4.44	\$4.50	\$4.56	\$4.62	\$4.68	\$4.74
	per day (b) travel at the employee's expense	\$8.52	\$8.71	\$8.76	\$8.87	\$8.99	\$9.11	\$9.24	\$9.36	\$9.49
Payment on Leave	Not paid during any type of paid or unpaid leave.									
Exclusions	An employee who lives in a dwelling provided by the Directorate at the isolated establishment, or lives within 10 kms of it, is not entitled to travelling entitlement unless they receive a payment for the use of a private motor vehicle for official purposes.									
Special Conditions	Where an employee receives payments of an allowance provided under this provision and the payment is less than the travelling entitlement, they are entitled to be paid the difference between the payment received and the travelling entitlement.									
Allowance Type	Expense									

DEFINITIONS:

<b>Education support employee</b>	means an employee who performs duties and/or services related to education support in schools.
<b>Health employee</b>	means an employee employed by the ACT Health Directorate, Canberra Health Services or Calvary Health Care ACT Ltd.

## ANNEX D – OTHER LEAVE

Leave to:	<b>1. Accompany a domestic partner on a posting</b>
Purpose	To enable an employee to accompany the employee’s domestic partner for the period, or part of the period, of a posting.
Eligibility	An employee.
Entitlement	The maximum period is the period during which the domestic partner of the employee is required to perform duties overseas, or interstate.
Conditions	-
Rate of payment	Without pay.
Effect on other entitlements	Will not count for any purpose.
Leave to:	<b>2. Attend Aboriginal or Torres Strait Islander Ceremonies</b>
Purpose	To attend a ceremony associated with the death of an immediate or extended family member or for other ceremonial obligations under Aboriginal and Torres Strait Islander law.
Eligibility	An employee who is of Aboriginal or Torres Strait Islander descent.
Entitlement	A maximum period of ten days in any two year period, in addition to bereavement leave.
Conditions	-
Rate of payment	Without pay.
Effect on other entitlements	Will not count for any purpose.



Leave to:	<b>3. Attend Aboriginal and Torres Strait Islander meetings</b>
Purpose	For attending representative meetings in the capacity of an elected representative of the Aboriginal and Torres Strait Islander peak body.
Eligibility	An employee who is an elected representative of the ACT Aboriginal and Torres Strait Islander peak body.
Entitlement	Paid time to attend recognised meetings.
Conditions	If an employee accepts any fee for attendance at the meeting, leave will be granted without pay. An employee may accept reimbursement for out-of-pocket expenses.
Rate of payment	Full pay.
Effect on other entitlements	Will count as service for all purposes.
Leave to:	<b>4. Attend sporting events as an accredited competitor or official</b>
Purpose	To enable an employee to attend sporting events as an accredited competitor or official.
Eligibility	An employee who is selected by an official sporting body to participate as an accredited official or competitor with national or international sporting status.
Entitlement	To attend training for, or to attend, a major national or international sporting or other recognised event in the capacity of an accredited official or competitor.
Conditions	Leave will be with pay unless otherwise agreed by the employee.
Rate of payment	With pay or without pay.
Effect on other entitlements	With pay will count as service for all purposes. Without pay will not count as service for any purpose.

Leave to:	5. Attend as a witness
Purpose	To enable an employee to give evidence before a body or person before whom evidence may be taken on oath.
Eligibility	An employee.
Entitlement	Refer to rate of payment.
Conditions	If an employee is required to travel to give evidence, they may be reimbursed for reasonable travel expenses as if the employee had travelled in the course of the employee's duties, less any amount received as witnesses' expenses.
Rate of payment	<p>With pay where the employee is to give evidence:</p> <ul style="list-style-type: none"> <li>(a) on behalf of a Territory, a State or the Commonwealth; or</li> <li>(b) on behalf of an authority established by or under a law of a Territory, State or the Commonwealth; or</li> <li>(c) in a judicial review or administrative review proceeding where the matter being reviewed relates to the work of the employee; or</li> <li>(d) before a Royal Commission appointed under a law of the Commonwealth; or</li> <li>(e) before a person conducting an inquiry under a law of a Territory, a State or the Commonwealth; or</li> <li>(f) before a person or authority exercising arbitral functions under a law of a Territory, a State or the Commonwealth.</li> </ul> <p>Without pay where the leave to give evidence is for any other purpose.</p>
Effect on other entitlements	Will count as service for all purposes.

<b>Leave to:</b>	<b>6. Attend NAIDOC week activities</b>
Purpose	To enable an employee to attend and participate in NAIDOC Week activities.
Eligibility	An employee, other than a casual employee.
Entitlement	This leave may be granted for one complete day or for varying periods over the week's activities, totalling the equivalent of one complete day.
Conditions	Subject to operational requirements.
Rate of payment	Full pay.
Effect on other entitlements	Will count as service for all purposes.
<b>Leave to:</b>	<b>7. Attend proceedings at the Fair Work Commission</b>
Purpose	To enable the employee to give evidence on behalf of a staff organisation in proceedings at the Fair Work Commission.
Eligibility	An employee who is a representative of a staff organisation.
Entitlement	The time necessary to present a case or to give evidence or to attend inspections conducted by the Fair Work Commission, plus reasonable travel time.
Conditions	Leave with pay cannot be granted to more than two representatives for the same period.
Rate of payment	With pay or Without pay.
Effect on other entitlements	With pay will count as service for all purposes. Without pay will not count as service for any purpose, but does not break continuity of service for long service leave purposes.

<b>Leave to:</b>	<b>8. Campaign for election</b>
Purpose	To enable the employee to campaign for election.
Eligibility	An employee who is standing for election to the ACT Legislative Assembly, Commonwealth or State House of Parliament, or other approved legislative or advisory body approved by the Commissioner.
Entitlement	A maximum period of three months.
Conditions	-
Rate of payment	Without pay.
Effect on other entitlements	Will not count for any purpose.
<b>Leave to:</b>	<b>9. Cope with a disaster</b>
Purpose	Where an employee is affected by a disaster which has destroyed or significantly damaged the employee's usual place of residence or its contents.
Eligibility	An employee whose home is wholly or partly uninhabitable associated with health or safety reasons.
Entitlement	A maximum period of three days in each consecutive period 12 months.
Conditions	-
Rate of payment	Full pay.
Effect on other entitlements	Counts as service for all purposes.

Leave for:	10. Defence Reserve
Purpose	To enable an employee to undertake specified defence service and, also, enlistment, training and/or deployment with the Australian Defence Force Reserve (ADFR).
Eligibility	Available to employees other than casual employees.
Entitlement	<p>The entitlement to leave for Reserve Service is prescribed under the <i>Defence Reserve Service (Protection) Act 2001</i>.</p> <p>An employee may be granted leave (with or without pay) to enable the employee to fulfil Australian Defence Force (ADF) Reserve and Continuous Full Time Service (CFTS) or Cadet Force obligations.</p> <p>An employee is entitled to ADF Reserve Leave with pay, for up to four weeks during each financial year for the purpose of fulfilling service in the ADF Reserve. These purposes include training and operational duty as required.</p> <p>During an employee's first year of ADF Reserve service, a further two weeks paid leave may be granted by the head of service to facilitate participation in additional ADF Reserve training, including induction requirements.</p> <p>With the exception of the additional two weeks in the first year of service, leave can be accumulated and taken over a period of two years, to enable the employee to undertake training as a member of the ADF Reserves.</p> <p>Employees are not required to pay their tax-free ADF Reserve salary to the ACTPS in any circumstances.</p> <p>An employee who is an officer or instructor of cadets in a Cadet Force may be granted paid leave of up to three weeks each financial year to perform duties as an officer or instructor of Cadets. For these purposes 'Cadet Force' means the Australian Navy Cadets, Australian Army Cadets, or the Australian Air Force Cadets.</p> <p>Defence Reserve Leave counts as service for all purposes, except for unpaid leave to undertake CFTS. Unpaid leave for the purpose of CFTS counts for all purposes except Annual Leave.</p> <p>An eligible employee may also apply for Annual Leave, Long Service Leave, leave without pay, or they may use ADOs or flextime (where available) to make up time for the purpose of fulfilling ADF Reserve, CFTS or Cadet Force obligations.</p>
Conditions	An eligible employee must give notice to the head of service as soon as practicable of their absence or intention to be absent for Defence Reserve Leave, including documentary evidence.
Rate of payment	With pay or without pay.
Effect on other entitlements	As per entitlement.

<b>Leave to:</b>	<b>11. Donate an organ</b>
Purpose	To enable an employee to donate an organ.
Eligibility	An employee who volunteers as an organ donor.
Entitlement	A maximum period of three months in any 12 month period.
Conditions	-
Rate of payment	Full pay.
Effect on other entitlements	Will count as service for all purposes.
<b>Leave to:</b>	<b>12. Donate blood</b>
Purpose	To enable an employee to donate blood.
Eligibility	An employee, who volunteers as a blood donor.
Entitlement	The time necessary to attend to give blood, including travel and reasonable recovery time.
Conditions	-
Rate of payment	Full pay.
Effect on other entitlements	Will count as service for all purposes.

<b>Leave to:</b>	<b>13. Engage in employment associated with compensation</b>
Purpose	To enable an employee to engage in employment outside the ACTPS as part of a rehabilitation process under the <i>Safety, Rehabilitation and Compensation Act 1988</i> .
Eligibility	An employee who is, or was, entitled to compensation leave under the <i>Safety, Rehabilitation and Compensation Act 1988</i> and the employment is part of a rehabilitation process under that Act.
Entitlement	A maximum period of three years.
Conditions	-
Rate of payment	Without pay.
Effect on other entitlements	Will count as service for all purposes.
<b>Leave to:</b>	<b>14. Engage in employment in the interests of defence or public safety</b>
Purpose	To enable the employee to engage in work or employment that the head of service considers is in the interests of the defence or public safety of the Commonwealth or the Territories.
Eligibility	An employee.
Entitlement	A maximum period of two years.
Conditions	-
Rate of payment	Without pay.
Effect on other entitlements	The first twelve months will count as service for all purposes. Subsequent leave will count as service for all purposes except annual leave. If an employee does not return to duty with the ACTPS the leave will not count as service for any purpose.

Leave to:	<b>15. Engage in employment in the interests of the ACTPS</b>
Purpose	To enable an employee to engage in work or employment outside the ACTPS where the head of service is satisfied that the employment is in the interests of the ACTPS.
Eligibility	An employee, other than an employee: (a) who is a probationary employee; or (b) who has six months or less continuous employment.
Entitlement	A maximum period of five years.
Conditions	-
Rate of payment	Without pay.
Effect on other entitlements	Will counts as service for all purposes except for annual leave. If an employee does not return to duty with the ACTPS the leave will not count as service for any purpose.
Leave to:	<b>16. Hold a full-time office in a staff organisation</b>
Purpose	To enable an employee to hold a full-time office in a staff organisation; council of staff organisations, or credit union, co-operative society, building co-operative or similar body.
Eligibility	An employee.
Entitlement	The maximum period of leave that may be granted is the period for which the employee is elected to office, or in the case of a non-elected office, three years.
Conditions	To be eligible for leave to hold a non-elected office the employee must have been employed in the ACTPS or in the Australian Public Service for at least four years, at the date at which the leave is proposed to begin. Leave may only be granted for this purpose where the relevant body is incorporated and is conducted by, or on behalf of, a staff organisation for the benefit of the members of the staff organisation or all persons employed in the ACTPS.
Rate of payment	Without pay.
Effect on other entitlements	Will count as service for accruing personal leave and calculating the period of service for long service, except where the leave is to enable the employee to take up an honorary office. Where leave is granted to enable the employee to take up an honorary office, the first two months leave in each calendar year will count as service for all purposes. Leave in excess of two months in a calendar year will not count as service for any purpose other than ongoing eligibility to access birth leave as provided by subclause F14.7.



Leave for:	17. Local government purposes
Purpose	To enable the employee to attend formal meetings, in the capacity of an elected office holder, of a local government council.
Eligibility	An employee who is a duly elected office holder of a local government council.
Entitlement	<p>A maximum period of:</p> <p>(a) in the case of an employee who is mayor or president of the council, five days in any 12 month period; or</p> <p>(b) in any other case three days in any 12-month period.</p>
Conditions	-
Rate of payment	Full pay.
Effect on other entitlements	Will count as service for all purposes.

Leave for:	<b>18. Operational Service Personal Leave</b>
Purpose	To enable officers and employees who have rendered operational service to be absent from duty when they are unfit for work because of war-caused injuries or diseases.
Eligibility	An officer or employee, other than a casual employee, who has rendered operational service.
Entitlement	<p>Operational service personal leave is cumulative and is additional to personal leave entitlements contained in clause F4.</p> <p>Officers:</p> <p>On appointment, an eligible officer is entitled to nine weeks operational service personal leave.</p> <p>An eligible officer is entitled to receive an additional credit of three weeks operational service personal leave:</p> <ul style="list-style-type: none"> <li>12 months after the date of appointment; and</li> <li>24 months after the date of appointment; and</li> <li>36 months after the date of appointment.</li> </ul> <p>The maximum operational service personal leave balance that an eligible officer may have is eighteen weeks.</p> <p>Employees other than Officers:</p> <p>On engagement, an eligible employee is entitled to nine days operational service personal leave.</p> <p>An eligible employee is entitled to receive an additional credit of three days operational service personal leave:</p> <ul style="list-style-type: none"> <li>12 months after the date of engagement; and</li> <li>24 months after the date of engagement; and</li> <li>36 months after the date of engagement.</li> </ul> <p>The maximum operational service personal leave balance that an eligible employee may have is eighteen days.</p> <p>Where operational service personal leave credits have been exhausted, the head of service may grant an employee personal leave or a period of unpaid operational service personal leave.</p>
Evidence and Conditions	<p>An eligible officer or employee should discuss with their manager/supervisor, as soon as practicable, of their absence or intention to be absent on operational service personal leave.</p> <p>An eligible officer or employee must make an application to the head of service to access their operational service personal leave entitlement.</p> <p>Having considered the requirements of this clause the head of service may approve an eligible officer or employee's application to access operational service personal leave. A decision not to approve the leave will be taken in accordance with subclause F3.1.</p>

<b>Leave for:</b>	<b>18. Operational Service Personal Leave (cont.)</b>
Purpose	Operational service personal leave may be granted by the head of service: (a) to cover absences resulting from war-caused injury or diseases; and (b) following a written request from an eligible officer or employee, which must include documentary evidence that the absence is due to the war-caused injury or disease, including evidence that the injury or disease is a war-caused injury or disease in accordance with the requirements of the <i>Veterans' Entitlement Act 1986 (Cth)</i> .
Rate of payment	With pay. The rate of payment to be paid to the employee during a period of operational service personal leave is the same rate as would be paid if the employee was granted personal leave, except where it is granted without pay.
Effect on other entitlements	Operational service personal leave with pay will count as service for all purposes. Operational service personal leave without pay will not count as service.
Interpretation	<b>operational service</b> has the same meaning as in the <i>Veterans' Entitlement Act 1986 (Cth)</i> . <b>war-caused injuries or diseases</b> has the same meaning as in the <i>Veterans' Entitlement Act 1986 (Cth)</i> .
<b>Leave for:</b>	<b>19. Religious purposes</b>
Purpose	To enable an employee to attend a ceremony integral to the practice of the employee's religious faith.
Eligibility	An employee who is an adherent to the particular religious faith and who is a practising member of that religious faith.
Entitlement	A maximum period of ten days in any two year period.
Conditions	Religious leave is only available for ceremonies that are of significant importance to the particular faith that are generally observed by the entire faith. Leave is not available for ceremonies that are only of significance to the individual member of the particular religious faith.
Rate of payment	Without pay.
Effect on other entitlements	Will not count for any purpose.

<b>Leave for:</b>	<b>20. Returned soldiers for medical purposes</b>
Purpose	To enable an employee to attend an appointment for treatment or review as a returned soldier under the <i>Veterans' Entitlement Act 1986 (Cth)</i> .
Eligibility	An employee who is a returned soldier.
Entitlement	A maximum period of two weeks in any twelve month period.
Conditions	-
Rate of payment	Full pay.
Effect on other entitlements	Will count as service for all purposes.
<b>Leave to:</b>	<b>21. Take leave where leave cannot be granted under any other provision</b>
Purpose	To enable an employee to be absent from duty where the leave cannot be provided for elsewhere.
Eligibility	An employee.
Entitlement	A maximum period of twelve months.
Conditions	-
Rate of payment	Without pay, except where the head of service determines there are special circumstances, having regard to: (a) the purpose for which the leave is being taken; and (b) the length of service of the employee; and (c) the length of the period for which the leave is being taken. In special circumstances the head of service determines whether leave is at full pay or half pay.
Effect on other entitlements	Leave without pay will not count as service for any purpose. However, where the head of service determines there are special circumstances and that the period of leave granted is to be with pay then the paid leave will count as service for all purposes.

## SIGNATORY PAGE