



Preparation and Inspection of Employee Time and Wages Records

Human Resources Policy

Effective Date: August 2008

1 PURPOSE

To outline the arrangements for the preparation and inspection of employee time and wages records in Queensland Health.

2 APPLICATION

This policy applies to Queensland Health employees.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- *Industrial Relations Act 1999*

6 SUPERSEDES

- IRM 7.1-1 Time and Wages Record of Award Employees
- IRM 7.1-2 Time and Wages Record of Non Award Employees
- IRM 7.2 Power of Inspection by Union Officials – Rights of Entry by Union Officials
- IRM 7.3 Power of Inspection by Employees
- IRM 7.4 Inspection by Industrial Inspectors

7 POLICY

7.1 Time and Wages Record

Queensland Health is to ensure that time and wages records for all employees (both Award and non-Award) comply with the requirements of the *Industrial Relations Act 1999*.

7.2 Right of Entry by Authorised Industrial Officer (Union Official)

The *Industrial Relations Act 1999* provides as follows:

- An authorised union official may enter a Queensland Health workplace during Queensland Health business hours for the purpose of exercising a power under section 373 of the *Industrial Relations Act 1999* (i.e. inspecting time and wages records).
- On entering a Queensland Health workplace, an authorised union official must firstly:
 - notify the relevant Queensland Health manager of their presence; and
 - produce their union authorisation if required to do so by the manager or their representative.

The *Industrial Relations Act 1999* does not require prior notice by an authorised union official of the intention to visit an employer's premises.

Queensland Health managers are to seek advice from Human Resources if concerns arise over union officials entering Queensland Health premises.

7.3 Inspection of Time and Wages Record by Union Official

Section 373 of the *Industrial Relations Act 1999* allows union officials to inspect time and wages records of:

- A member of the union.
- An employee who is eligible to become a member of the union.

7.4 Inspection of Time and Wages Record by Employees

The *Industrial Relations Act 1999* provides as follows

- An employee may inspect the time and wages record for the employee's particulars relating to the 12 month period before the inspection. At Queensland Health's discretion, the employee may be given the particulars in writing.
- Unless the employer otherwise consents, the employee may inspect the record only
 - once in any 12 month period; and
 - during the employer's business hours, but outside the employee's working time.

7.5 Investigation by Industrial Inspector

Industrial Inspectors are employed by the Department of Employment and Industrial Relations (DEIR). If a Queensland Health employee lodges a complaint with DEIR:

- The Industrial Inspector would request the employee to pursue the matter with Queensland Health in the first instance.
- The *Industrial Relations Act 1999* provides that an appointed Industrial Inspector can access an employee's time and wages records.

8 HISTORY

August 2008	Developed as a result of the HR Policy Consolidation Project.
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