

Allowances

Human Resources Policy

Effective Date: November 2009

TABLE OF CONTENTS

1	PURPOSE	4
2	APPLICATION.....	4
3	GUIDELINES.....	4
4	DELEGATION	4
5	REFERENCES	4
6	SUPERSEDES	5
7	POLICY	5
	Aboriginal and Torres Strait Islanders Health Workers	6
7.1	Aboriginal and Torres Strait Islander health workers – special allowance	6
	Building, engineering and maintenance services (BEMS) employees	6
7.2	Live sewerage allowance	6
7.3	On site allowance	6
7.4	Tool allowance	6
	Dentists	7
7.5	Student supervision allowance – dentists	7
	District Health Services Employees Award	8
7.6	Cashier allowance AO1/AO2	8
7.7	Clinical coders.....	8
7.7.1	All purpose allowance	8
7.7.2	Reimbursement of course fees	8
7.7.3	Course information.....	9
7.8	Coronial autopsy	9
7.8.1	Coronial autopsy allowance	9
7.8.2	All purpose coronial autopsy allowance for Clinical and Statewide Services (CaSS) employees only	9
7.9	Environmental allowance	10
7.10	Foul linen allowance.....	10
7.10.1	Foul linen.....	10
7.10.2	Payment of foul linen allowance.....	10
7.11	Mental health allowance – administrative and operational stream employees.....	11
7.12	On call allowance – employees employed under the District Health Services Employees Award – State 2003 (except employees under the Health Practitioners Agreement).....	11
7.12.1	On call allowance	11
7.12.2	Recall without the need to return to the facility	12
7.12.3	Fatigue leave.....	12
7.13	On call allowance – Employees employed under the District Health Services Employees Award – State 2003 (only employees under the Health Practitioners Agreement).....	12

7.13.1	On call allowance	12
7.13.2	Continuous overtime and recall / call back provisions	13
7.13.3	Recall without the need to return to the facility	13
7.13.4	Fatigue leave.....	14
7.14	Overtime meal allowance (health service employees)	14
7.15	Suspended height external cleaning allowance.....	14
7.16	X-ray work allowance – wardsperson and other non-qualified operators	14
	Health Practitioners	15
7.17	Emergency clinical on call allowance.....	15
7.18	Higher education incentive allowance.....	15
7.19	Professional development allowance.....	15
7.20	Radiation therapy development allowance	15
7.21	Radiographer’s allowance – BreastScreen Queensland screening units	16
7.22	Rural and remote allowance	16
7.23	Student clinical education allowance – health practitioners.....	17
7.24	Uniform and laundry allowance.....	17
	Health service and public service employees	17
7.25	Divisional and district allowances/parities.....	17
7.26	Locality allowance (public servants and certain other employees).....	18
7.26.1	Eligibility for locality allowance	18
7.26.2	Conditions and rates for payment of locality allowance.....	18
7.27	Motor vehicle allowance – health service and public service employees	18
7.27.1	Motor vehicle allowance.....	18
7.27.2	Non eligibility for payment.....	18
7.27.3	Home help employees	19
7.27.4	Taxation of motor vehicle allowance entitlement	19
	Medical	19
7.28	Clinical manager allowance – senior medical staff (other than medical superintendents)	19
	Nurses	20
7.29	Clerical allowance	20
7.30	Dispensary allowance	20
7.31	Environmental allowance – mental health high security and extended secure units.....	20
7.31.1	Eligibility for mental health allowance	20
7.32	Hyperbaric allowance.....	21
7.33	Night supervisor allowance	21
7.34	On call allowance – registered nurses and enrolled nurses	21
7.35	Operating theatre allowance	22
7.36	Preparation of meals – directors of nursing	23
7.37	Relieving in-charge and special duty allowance	23
8	DEFINITIONS	24
9	HISTORY	24

ATTACHMENT ONE	Conditions for payment of cashier allowance to AO1 and AO2 employees of district health services
ATTACHMENT TWO	Process to determine and apply for clinical manager allowance
ATTACHMENT THREE	Calculation of the relieving in-charge and special duty allowance (for nurses)

1 PURPOSE

To outline the eligibility for the payment of allowances.

2 APPLICATION

This policy applies to the respective Queensland Health employees, who are entitled to allowances as outlined in this policy. Preserved IRM's as detailed in Schedule 2 of the Queensland Public Health Sector Certified Agreement (No 7) 2008 are not included in this policy and remain unchanged.

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

- *Public Service Act 2008*
- Building Trades Public Sector Award – State 2002
- District Health Services Employees' Award – State 2003
- District Health Services Senior Medical Officers' and Resident Medical Officers' Award – State 2003
- Queensland Public Service Award – State 2003
- Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007
- Medical Officers' (Queensland Health) Certified Agreement (No. 1) 2005 (MOCA 1)
- Nurses (Queensland Health) Certified Agreement (EB6) 2006
- Operational Stream Employees (Queensland Health) Certified Agreement 2006
- Queensland Health Building, Engineering and Maintenance Certified Agreement (No. 3) 2006
- Queensland Public Health Sector Certified Agreement (No. 7) 2008 (EB7)
- Queensland Health Certified Agreement (No. 3) 1998 (EB3)
- PAYG Business Procedure No. 10 – Mileage and Travel Allowances
- Taxation Unit Summary of FBT Rates and Indices
- IRM 2.1-15 Mental Health Allowance – Operational Stream Employees
- IRM 2.1-20 Environmental Allowance – Mental Health High Security and Extended Secure Units
- IRM 2.1-25 Aboriginal and Torres Strait Islanders Health Workers – Special Allowance
- IRM 2.1-31 Rural Allowance – Professional/Technical Employees
- Circular 58/08

6 SUPERSEDES

- On-Call Arrangements – Employees employed under the District Health Services Employees' Award – State 2003 HR Policy C8
- IRM 2.1-1 Allowances – Foul Linen
- IRM 2.1-2 Allowances – Tool – Building Trades Award
- IRM 2.1-3 Allowances – District
- IRM 2.1-4 Allowances – Operating Theatre Allowances – Nursing Staff
- IRM 2.1-5 Allowances – X-Ray Wardsperson and Other Non-Qualified Operators
- IRM 2.1-6 Allowances – Dispensary – Nursing Staff
- IRM 2.1-7 Allowances – Locality – Public Servants and Certain Other Employees
- IRM 2.1-8 Allowances – Preparation of Meals for Patients – Directors of Nursing
- IRM 2.1-9 Allowances – Preparation of Meals for Royal Flying Doctors (RFDS) – Directors of Nursing
- IRM 2.1-10 Allowances – Clerical – Nursing Staff
- IRM 2.1-12 Allowances - Cashier Allowances - AO1/AO2
- IRM 2.1-13 Allowances – On Site
- IRM 2.1-17 Clinical Manager's Allowance – Senior Medical Staff
- IRM 2.1-18 Allowance – On Call – Registered Nurses and Enrolled Nurses
- IRM 2.1-19 Allowance – Coronial Autopsy
- IRM 2.1-21 Allowances – Meal – During Overtime – District Health Services Employees' Award
- IRM 2.1-22 Motor Vehicle Allowances – Health Service Employees
- IRM 2.1-23 Taxation of Motor Vehicle Allowance Entitlement for Use of Private Motor Vehicle for Official Purposes
- IRM 2.1-24 Hyperbaric Allowance
- IRM 2.1-26 Allowance – Suspended Height External Cleaning – District Health Services
- IRM 2.1-27 Allowances – Radiographers – Mobile Breast Screening Vans
- IRM 2.1-28 Relieving In-Charge and Special Duty Allowance – Nurses (Queensland Health) Interim Certified Agreement 2005
- IRM 2.1-30 Clinical Coders – Administrative Stream – Allowance
- IRM 2.1-32 Student Supervision Allowance
- IRM 2.1-33 Sole Practitioner Allowance – Radiographer/Sonographer
- IRM 2.5-3 Payment for Work on Live Sewerage
- Circulars ER07/03, ER57/03, ER65/03, ER68/03, ER80/03, ER84/03, ER89/03, ER21/04, ER47/04, ER84/04, ER97/04, ER99/04, ER20/05, ER85/05, ER12/06, ER10/06, ER29/06, ER30/06, ER31/06, ER34/06, ER43/06, ER61/06, ER71/06, ER74/06, ER79/06, ER84/06, ER101/06, ER104/06, ER113/06, ER117/06, ER09/07, ER26/07, ER30/07, ER35/07, ER37/07, ER51/07, ER 58/07, ER66/07, HR38/08

7 POLICY

This HR policy details allowances which were previously included in an IRM. There are many allowances detailed in Awards and Certified Agreements, which are not included in this HR policy. Amounts can be increased from time to time by decisions of the Queensland Industrial Relations Commission (QIRC).

This policy is to be interpreted in conjunction with specific Awards, Agreements, administrative arrangements and policies applying to occupational groups.

Aboriginal and Torres Strait Islanders Health Workers

7.1 Aboriginal and Torres Strait Islander health workers – special allowance

The provisions for payment of the Aboriginal and Torres Strait Islander Health Workers – Special Allowance are contained in the preserved IRM 2.1-25.

Building, engineering and maintenance services (BEMS) employees

7.2 Live sewerage allowance

Payment for live sewerage work is prescribed in clause 5.6.5 of the District Health Services Employees Award – State. In addition all employees covered by the Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No. 3) 2006 are entitled to the live sewerage allowance as prescribed in clause 5.8.3 of the agreement.

The live sewer rate does not apply where aerial connections with the sewer are blocked by a disc, plug, water seal or other means.

The allowance of time and a quarter for work under unpleasant conditions, as prescribed by clause 5.2.31 of the Building Trades Public Sector Award – State, continues to apply where a building trades employee is required to clean covered drains or septic tanks.

7.3 On site allowance

The on site allowance is a disability allowance to compensate relevant employees for certain adverse conditions where an employee is undertaking on site work in building construction. The allowance is outlined in clause 2.5.5 of the Queensland Health Building, Engineering and Maintenance Certified Agreement (No. 3) 2006, and as amended by Queensland State wage case decisions.

The on site allowance is payable to trades employees on the following basis:

- When such employees are undertaking work which accords with the on site construction definition.
- The allowance is divisible by the time when on site building construction work is undertaken.
- The on site allowance forms part of the weekly wage in the calculation of overtime payments, annual leave, public holiday pay, sick pay and long service leave pay.
- Apprentices are paid the full amount of the on site allowance subject to a pro rata adjustment if less than 38 hours per week is worked on site.

7.4 Tool allowance

Health service employees covered by the following Awards and Agreement are entitled to tool allowance if they are required to supply and use their own tools:

- Building Trades Public Sector Award – State 2002
- Engineering Award- State 2002
- Queensland Health Services Districts Building, Engineering and Maintenance Services Certified Agreement (No. 3) 2006.

The tool allowance rates are specified in clause 5.2.26 of the Building Trades Public Sector Award – State 2002, and as amended by Queensland State wage case decisions.

Tradespersons employed under the Building Trades Public Sector Award – State 2002 are entitled to the payment of the full amount of tool allowance for any week during which work is performed. A week is the period from Monday to Friday.

Payment of tool allowance for tradespersons employed under the Building Trades Public Sector Award – State 2002 is made for the full week if the employee is absent on paid sick leave for part of a week.

The full tool allowance is not paid for Building Trades Public Sector Award – State 2002 employees when:

- An employee is absent for the whole of a week (no tool allowance is payable).
- An employee is absent for part of a week on sick leave no pay. A proportional payment only is made (i.e. an employee absent for two days on sick leave no pay is entitled to payment of 3/5 of the tool allowance).

Dentists

7.5 Student supervision allowance – dentists

In accordance with the provisions of the Professional and Technical Stream Employees and Dental Officers (Queensland Health) Certified Agreement 2005, eligible dental supervisors are entitled to payment of an allowance effective from 1 January 2006.

A payment of \$50.00 per week (maximum \$100 per fortnight) while supervising students is to be paid to appropriately trained dentists who meet the following criteria:

- Designated to supervise undergraduate and graduate entry students.
- Successful completion of an approved training program.

The student supervision allowance is not payable to Health Practitioner employees who are covered under the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.

The student supervision allowance forms part of the employee's fortnightly salary and is included in gross earnings before tax. The allowance is not paid on superannuation and during periods of paid and unpaid leave.

The allowance is not payable to supervisors who undertake an educator role as part of their job description.

Eligible designated supervisors are to submit an application for student supervision allowance (see QHEPS for HR forms) in line with their current local HR practices.

Payment appears as **Stu Supervis** on pay advice.

The student supervision allowance was applicable during the life of the Professional and Technical Stream Employees and Dental Officers (Queensland Health) Agreement 2005 and is to be included in the Health Practitioners (Queensland Health) Certified Agreement (No 1) 2007.

District Health Services Employees Award

Environmental allowance – mental health high security and extended secure units (included in the allowances payable to nurses) also applies to operational stream employees.

Live sewerage allowance (included in the allowances payable to BEMS employees) also applies to employees covered by the District Health Services Employees' Award – State 2003.

Tool allowance (included in the allowances payable to BEMS employees) also applies to employees covered by the District Health Services Employees' Award – State 2003.

7.6 Cashier allowance AO1/AO2

A cashier allowance is payable to employees whose salary (including any extra remuneration) is below the minimum of the AO3 level and who meet the conditions for payment specified in attachment one.

The cashier allowance rates are specified in clause 5.14.8 of the Queensland Public Service Award – State 2003, and as amended by Queensland State wage case decisions.

A Cabinet decision of 1990 provided an entitlement to cashier allowance for district health services employees.

7.7 Clinical coders

7.7.1 All purpose allowance

Clinical coders employed at the AO3 Level are entitled to receive a clinical coders allowance as per clause 9.8 of the Queensland Public Health Sector Certified Agreement (No. 6) 2005 (EB6) if they have:

- successfully completed the Health Information Management Association of Australia (HIMAA) intermediate level ICD-10-AM training or equivalent or
- received the maximum pay point for one calendar year or equivalent.

Part-time clinical coders are entitled to the allowance on a pro rata basis. The allowance is an all purpose allowance.

7.7.2 Reimbursement of course fees

Clinical coders are entitled to reimbursement of course fees for undertaking the intermediate level ICD-10-AM training or equivalent if they:

- are not at AO3 (4) or above
- have successfully completed the course
- have incurred course fees since 1 January 2006.

Refer to the SARAS HR Policy G10 for the level of assistance provided to clinical coders who undertake the course and the process to seek reimbursement of course fees.

7.7.3 Course information

Further information on the international classification of diseases (ICD) ICD-10-AM training and other related programs is available from the Health Information Management Association of Australia website (www.himaa.org.au).

7.8 Coronial autopsy

7.8.1 Coronial autopsy allowance

A coronial autopsy allowance of \$26.17 per coronial autopsy, effective from 1 September 2009, is payable to operational stream employees covered by the District Health Services Employees' Award – State 2003 who assist with a coronial autopsy.

To be eligible for payment of this allowance, an employee is to:

- assist with a coronial autopsy
- perform the related special duties
- fulfil the related legal requirements.

Through clause 9.5 of the Queensland Public Health Sector Certified Agreement (No. 7) 2008 the coronial autopsy allowance is to be increased by 4% per annum to \$27.22 per autopsy, effective from 1 September 2010.

7.8.2 All purpose coronial autopsy allowance for Clinical and Statewide Services (CaSS) employees only

Eligible operational stream employees (excluding casuals) of CaSS are to receive a weekly all purpose allowance in lieu of the allowance payable in 7.8.1. The weekly all purpose allowance is to be \$163.59, payable from 1 September 2009. The allowance is to be applied on a pro rata basis for part-time employees. Casual employees are to be excluded.

To be eligible for payment of this allowance, an employee is to:

- work within CaSS
- frequently assist with coronial autopsies
- perform the related special duties
- fulfil the related legal requirements.

This allowance has been established for eligible employees of CaSS in recognition that they frequently assist with coronial autopsies. The all purpose allowance is to cease when an employee who is in receipt of the allowance no longer frequently assists with coronial autopsies.

CaSS management are responsible for the appropriate application of the allowance by ensuring that only eligible employees are nominated to the SSP to receive the allowance.

Those employees who assist with coronial autopsies that are not CaSS employees are to access the allowance outlined in 7.8.1 only. Employees of CaSS that may assist with coronial autopsies but are not eligible to receive the all purpose allowance can access the allowance outlined in 7.8.1.

Through clause 9.5 of the Queensland Public Health Sector Certified Agreement (No. 7) 2008 the all purpose coronial autopsy allowance is to increase by 4% per annum to \$170.13 per week, effective from 1 September 2010.

7.9 Environmental allowance

The provisions for payment of the environmental allowance are contained in the preserved IRM 2.1-20. Clause 2.4.3 of the Operational Stream Employees (Queensland Health) Certified Agreement 2006 states:

‘The allowance will be increased by 4% per annum based on the salary increases and time frames outlined in clause 2.1 of the Queensland Public Health Sector Certified Agreement (No 6) 2005’.

7.10 Foul linen allowance

7.10.1 Foul linen

The District Health Services Employees Award - State 2003 provides for the payment of a foul linen allowance to employees who are required to handle foul linen.

A reasonable and commonsense approach is to be adopted when determining whether an item is fouled. An item of linen is sufficiently fouled when it warrants being placed in a foul linen bag or foul linen container. If the staining is insufficient for the item to be placed in a foul linen bag or foul linen container, the item is considered as soiled linen. No allowance is payable for handling soiled linen.

A foul linen allowance is payable when the foul linen bag or foul linen container is split or leaking and the linen has not been washed or rinsed.

The handling of foul linen does not attract the allowance when it has been:

- bagged or packed in appropriate containers
- rinsed or washed.

7.10.2 Payment of foul linen allowance

The foul linen allowance is payable on a daily basis and is not divisible.

For administrative ease a district health service can make payments on a fortnightly or weekly basis instead of a daily basis.

The foul linen allowance rates are specified in clause 5.6.7 of the District Health Services Employees Award – State 2003. Clause 2.4.1 of the Operational Stream Employees (Queensland Health) Certified Agreement 2006 states:

‘The allowance will be increased by 10% per annum based on the time frames for the salary increases outlined in clause 2.1 of the Queensland Public Health Sector Certified Agreement (No 6) 2005’.

7.11 Mental health allowance – administrative and operational stream employees

The provisions for payment of the mental health allowance (administrative and operational stream employees) are contained in the preserved IRM 2.1-15 and clause 9.8 of the Queensland Public Sector Certified Agreement (No. 6) 2005 (EB6). Clause 2.4.2 of the Operational Stream Employees (Queensland Health) Certified Agreement 2006 states:

‘The allowance will be increased by 10% per annum based on the time frames for the salary increases outlined in clause 2.1 of the Queensland Public Health Sector Certified Agreement (No 6) 2005’.

7.12 On call allowance – employees employed under the District Health Services Employees Award – State 2003 (except employees under the Health Practitioners Agreement)

The payment of on call allowance is prescribed by clause 5.6.2 of the District Health Services Employees Award – State 2003. The QIRC amended:

- clause 5.6.2 On call allowance
- clause 6.8.5(d) Recall without the need to return to the facility

and ordered that the amended Award take effect from 22 July 2006.

7.12.1 On call allowance

An employee who is instructed to be available on call outside ordinary or rostered working hours is to be paid in addition to their ordinary rate of pay an allowance based upon the hourly rate of the classification of professional officer level 3, pay point 4 in accordance with the following scale:

- When the employee is on call throughout the whole of a rostered day off, an accumulated day off or a public holiday – 95% of the hourly rate.
- When an employee is on call during the night only of a rostered day off, an accumulated day off or public holiday – 60% of the hourly rate per night.
- When an employee is on call on any other night – 47.5% of the hourly rate per night.

For the purpose of calculating the hourly rate, such rate is to be calculated on the fortnightly salary rate as prescribed in the relevant certified agreement applicable at any given time, and the divisor is to be based upon a 38 hour week and calculated to the nearest five cents.

For the purposes of clause 5.6.2 a night is to be deemed to consist of those hours falling between 6.00pm and 6.00am or mainly between such hours.

Health practitioners are entitled to payment of on call allowance as per clause 28 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007. The payment of on call allowance is based on the classification of HP3.7 for employees covered by the Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007.

7.12.2 Recall without the need to return to the facility

An employee, while on call, required to perform duties without the need to leave the employee's place of residence and/or without the need to return to the facility, is to be reimbursed for a minimum of one hour's work for each time the employee performs such duties. Should the employee be required to again perform duties within that one hour period, no further minimum payment is to apply.

Example

Work performed	Entitlement
Employee works 10am -10.30am	One hour pay at prescribed overtime rates
Employee works 10am -10.30am and 10.45am-11.00am	One hour pay at prescribed overtime rates
Employee works 10am -10.30am and 10.45am-11.30am	One and a-half hours pay at prescribed overtime rates
Employee works 10am -10.30am and 11am -11.45am	Two hours pay at prescribed overtime rates

7.12.3 Fatigue leave

Employees recalled on weekends are entitled to the payment of penalties for any rostered hours not worked because of the application of the fatigue provisions outlined in clause 6.9 of the District Health Services Employees' Award – State 2003.

7.13 On call allowance – Employees employed under the District Health Services Employees Award – State 2003 (only employees under the Health Practitioners Agreement)

7.13.1 On call allowance

In accordance with the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007 clause 28 on call allowance, employees instructed to be on call outside ordinary or rostered working hours (other than those employees retained for emergency clinical on call) are to receive an allowance based upon the hourly rate of the classification of HP3.7 in accordance with the following scale:

- When the employee is on call throughout the whole of a rostered day off, an accumulated day off or a public holiday - 95% of the hourly rate per day.
- When an employee is on call during the night only of a rostered day off, an accumulated day off or public holiday - 60% of the hourly rate per night.
- When an employee is on call on any other night - 47.5% of the hourly rate per night.

In terms of calculating the hourly rate, the divisor is based upon a 38 hour week and is calculated to the nearest five cents.

A night consists of those hours falling between 6.00pm and 6.00am or mainly between such hours.

7.13.2 Continuous overtime and recall / call back provisions

Pursuant to clause 30.1 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007 an employee on call, who is recalled to perform duties, is entitled to a minimum payment of three hours.

Method of calculating overtime payment

For day workers, all periods of actual time worked are to be used to determine when the overtime rate increases from time and a-half, to double time. When three hours of actual time worked has been completed a day worker's overtime rates are to increase from time and a-half to double time. All hours not equating to actual time worked is excluded in the payment of overtime.

An employee who is in receipt of the payment of double time, is to continue to be paid at that rate for subsequent periods of recall prior to the commencement of their next ordinary starting time notwithstanding such periods may occur after midnight. The calculation of actual time worked includes time spent travelling from home and back home.

Shift workers and continuous shift workers, whose hours of work are regularly rotated in accordance with a shift roster covering two or more shifts per day, are to be paid for overtime at the rate of double time.

Eligibility for overtime payment

Overtime payment is applicable to employees who:

- work continuous overtime (i.e. no break from their ordinary ceasing time and the commencement of their overtime work)
- are recalled for a subsequent period/s between the completion of their ordinary ceasing time and the commencement of their next ordinary starting time
or
- work continuous overtime and are recalled for a subsequent period/s between the completion of their ordinary ceasing time and the commencement of their next ordinary starting time.

7.13.3 Recall without the need to return to the facility

A health practitioner, while on call, who is required to perform duties without the need to leave the employee's place of residence and/or without the need to return to the facility, is to be paid a minimum one hour's work for each time the employee performs such duties. If the employee is required to again perform duties within that one hour period, no further minimum payment will be made.

7.13.4 Fatigue leave

Employees may also be entitled to fatigue leave provisions as per IRM 2.5-6.

7.14 Overtime meal allowance (health service employees)

Employees covered by the District Health Services Employees Award – State 2003 who were engaged before 1 March 1993 are entitled to overtime meal allowance as specified in Directive 1/06 – Overtime Meal Allowances.

7.15 Suspended height external cleaning allowance

A suspended height external cleaning allowance of \$1.00 per hour effective from 1 September 2007 is payable to operational stream employees of the Royal Brisbane Hospital and Women's Hospital Health Service District when they:

- are required to externally clean windows, eaves or other parts of the external facade of a multi-storey building, is to be paid the appropriate allowance set out below, corresponding to the story level at which the work is undertaken
- perform the cleaning from any type of swing scaffold suspended by rope, cable, bosuns chair, harness or a suspended scaffold requiring the use of steel or iron hooks or angle irons.

The suspended height external cleaning allowance is not payable for external cleaning of a ground floor or equivalent. The allowance compensates employees for disabilities such as height and environmental conditions.

Employees may only undertake external cleaning duties when they have:

- been directly instructed to do so by an authorised supervisor
- been suitably trained in operating the particular scaffold or harness and have received instruction in workplace health and safety guidelines applicable to such work
- undertaken an appropriate formal training course and hold appropriate qualifications to undertake such work. Authorised supervisors must verify that employees hold the relevant qualifications.

The suspended height external cleaning allowance is to be increased at the same time and by the same percentage as the wage increases provided under the relevant certified agreement.

7.16 X-ray work allowance – wardsperson and other non-qualified operators

An x-ray work allowance similar to that prescribed by clause 21.12 of the Nurses (Queensland Public Hospitals) Award 2004 is paid to wardspersons and other non-qualified operators, as the basis of compensation for x-ray work performed.

Non-qualified operators currently in receipt of relevant allowances exceeding the amount prescribed by clause 21.12 is to continue to receive the higher allowance until they cease to perform the x-ray work or the x-ray work allowance reaches the level of payment of the current allowances.

The allowance rates are specified in clause 2.4.4 of the Operational Stream Employees (Queensland Health) Certified Agreement 2006. Clause 2.4.4 of the Operational Stream Employees (Queensland Health) Certified Agreement 2006 states:

‘The allowance will be increased by 4% per annum based on the salary increases and time frames outlined in clause 2.1 of the Queensland Public Health Sector Certified Agreement (No 6) 2005’.

Health Practitioners

The allowances in this group apply to employees covered by the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.

On call allowance (employees employed under the District Health Services Employees Award) and overtime meal allowance (included in the allowances payable to District Health Services Award employees) also applies to health practitioners.

7.17 Emergency clinical on call allowance

The emergency clinical on call allowance is payable to health practitioners who are required to be on emergency clinical on call as per clause 29 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.

The emergency clinical on call allowance replaces the sole practitioner allowance for country laboratory managers and radiographers/sonographers.

Refer to Health Practitioners – Emergency Clinical On Call Allowance HR Policy C28.

7.18 Higher education incentive allowance

The higher education incentive allowance is payable to eligible employees at levels as per clause 32 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007. The allowance is payable to HP1, HP2, HP3 and HP4 employees who:

- hold relevant qualifications and equivalent credentials
- have been at the top increment of their level for 12 months

Refer to Health Practitioners – Higher Education Incentive HR Policy C27.

7.19 Professional development allowance

Permanent employees are entitled to a professional development allowance as per clause 36 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.

7.20 Radiation therapy development allowance

The radiation therapy development allowance is payable to radiation therapists and radiation oncology medical physicists (ROMPs) as per clause 31 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007. Radiation therapists (including professional development year radiation therapists) working in radiation therapy are entitled to a radiation therapy development allowance of \$5,839

per annum, paid in accordance with the District Health Services Employees' Award – State 2003.

Radiation oncology medical physicists (ROMPs) who receive the radiation therapy development allowance are ineligible to claim the retention payment of a quantum equivalent to the radiation therapy development allowance as contained in Circular HR 44/08.

The radiation therapy development allowance is indexed in line with wage increases set at Clause 24.1 (b) and 24.1 (c) of the Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007 and in accordance with the Award.

Part-time employees are entitled to a pro rata radiation therapy development allowance. Casual employees are not entitled to the radiation therapy development allowance.

Fortnightly payment of the allowance is effective from 2 January 2008. Employees who are currently receiving the radiation therapy development allowance are to continue to receive this allowance.

This allowance is payable to employees who are on paid leave. The allowance is not to be payable to employees who are on unpaid leave or leave without pay.

This allowance is not included in superannuable salary but does count towards ordinary time earnings (OTE). The allowance is paid through the payroll system and taxed as part of gross income.

7.21 Radiographer's allowance – BreastScreen Queensland screening units

Radiographers employed in mobile, relocatable or satellite screening units are to be paid an allowance for increased responsibilities required by radiographers when images are taken with no on site processing.

The allowance is payable for the period of time when a radiographer is employed in mobile, relocatable or satellite screening units.

The allowance is payable to radiographers with a substantive level of HP3.0 to HP3.4. The allowance is the amount equivalent to the difference between HP3.5 and the substantive level.

7.22 Rural and remote allowance

A rural and remote allowance is payable to Health Practitioners located in eligible Districts and Facilities as per clause 27 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.

Employees working in areas identified as category A in the table below are entitled to receive \$60 per week and employees working in areas identified as category B are entitled to receive \$100 per week.

Eligible Districts		
Category A - \$60 per week		Category B - \$100 per week
Banana HSD	North Burnett HSD	Cape York HSD
Bowen HSD	Northern Downs HSD	Central West HSD
Central Highlands HSD	Roma HSD	Charleville HSD
Charters Towers HSD	South Burnett HSD	Mt Isa HSD
Innisfail HSD	Southern Downs HSD	Torres HSD
Moranbah HSD	Tablelands HSD	
Proserpine	Ingham	Richmond
Cooktown	Mosman	Hughenden

Employees who receive an allowance under clause 27 of Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007 are not entitled to payment of the rural and remote allowance under the provisions of IRM 2.1-31.

The rural and remote allowance is not an all purpose allowance and therefore is not payable on paid leave or overtime.

Part-time and casual employees are entitled to the allowance on a pro rata basis.

7.23 Student clinical education allowance – health practitioners

A student clinical education allowance is payable to health practitioners as per clause 37 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007 (complete student clinical education allowance claim form).

7.24 Uniform and laundry allowance

Health practitioner employees not required to wear uniforms are not entitled to uniform or laundry allowances. Refer clause 33 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.

Health service and public service employees

7.25 Divisional and district allowances/parities

The following arrangements apply to the payment of divisional and district allowances/parities:

- All divisional and district allowances/parities prescribed by the various Awards are included in the calculation of overtime payments, extra payments for weekend work and afternoon and night shift allowances.
- Divisional and district allowances/parities are not included in the calculation of superannuation as directed by QSuper.
- Divisional and district allowances/parities are not paid in addition to locality allowance.
- Divisional and district allowances/parities are not paid to an employee absent on workers' compensation leave. However, the rate of the divisional and district allowance/parity paid to an employee is to be taken into account for the purpose of determining the weekly rate of wage to be advised to WorkCover Queensland.

- The payment of divisional and district allowance/parity to casual employees is calculated as follows:
 - base rate multiplied by casual loading + divisional and district allowance/parity (proportionate) = fortnightly wage.

7.26 Locality allowance (public servants and certain other employees)

7.26.1 Eligibility for locality allowance

Locality allowance is payable to:

- public service employees who work in the locations specified in Directive 19/99 – Locality Allowances
- health service employees whose award specifies an entitlement to locality allowance and who work in the locations specified in Directive 19/99 – Locality Allowances.

Clause 5.8.4 of the District Health Services – Senior Medical Officers' and Resident Medical Officers' Award – State 2003 provides for the payment of locality allowance.

Locality allowance is not payable to casual employees.

7.26.2 Conditions and rates for payment of locality allowance

The general conditions and rates of locality allowance are specified in Directive 19/99 – Locality Allowances.

The following is to be considered when determining the payment of locality allowance:

- References to chief executive are to be read as **chief executive or delegate**
- References to public servant are to be read as **public servant or district health service employee.**
- Locality allowances do not apply to employees who are paid divisional and district allowances/parities determined by the QIRC.
- Locality allowances are not to be paid to an employee while on workers' compensation. However, in the event of a workers' compensation claim the rate of locality allowance is included in the weekly wage rate advised to WorkCover Queensland.
- Whether an employee is absent from their usual centre – refer to the applicable policies for travelling and relieving expenses.

7.27 Motor vehicle allowance – health service and public service employees

7.27.1 Motor vehicle allowance

Motor vehicle allowance is payable to Health Service and Public Service employees in accordance with the provisions of Directive 6/07 – Motor Vehicle Allowances (and any replacement directive).

7.27.2 Non eligibility for payment

Motor vehicle allowance is not payable to:

- senior medical officers who have a motor vehicle entitlement (refer Motor Vehicle Entitlement - Senior Medical Officers and Directors of Nursing) policy.
- Employees who travel between health facilities or towns/cities where they are engaged by more than one health service district and the reason for travel is to attend work for the additional engagement
- Home help employees who do not meet the minimum travel requirements (refer below).

7.27.3 Home help employees

Home help employees are required to travel distances:

- greater than 20 kilometres to their first place of work and/or
- greater than 20 kilometres on return home at the end of the day.

Payment is made for the distance travelled in excess of 20 kilometres each way.

Home help employees are to be rostered within reasonable travelling distance from their place of residence to their first place of work. The entitlement to motor vehicle allowance for home help employees is not automatic and is payable at the discretion of the district CEO (or delegate).

A decision to pay motor vehicle allowance is to be reviewed where an existing home help employee chooses to relocate their principal place of residence away from the area in which they have historically worked.

7.27.4 Taxation of motor vehicle allowance entitlement

Mileage allowances are to be paid through the payroll system, be subject to PAYG withholding, and reported on the employees' payment summaries. For further information, reference is to be made to PAYG Business Procedure No. 10, available on the Finance Branch intranet site.

Medical

7.28 Clinical manager allowance – senior medical staff (other than medical superintendents)

The payment of clinical manager allowances is prescribed in clause 2.5.6 of the Medical Officers' (Queensland Health) Certified Agreement (No. 1) 2005. The clinical manager allowances rates are specified in schedule 2 of the Agreement.

Clinical manager allowances replaced the previous director's allowances.

The process for determining the clinical manager allowance is outlined in attachment two.

The clinical manager allowance is an all purpose allowance and is included when calculating the following entitlements:

- Overtime.
- Option A and P contract payment.
- Leave with pay.
- Loading on recreation leave.
- Shift penalty payments.
- Superannuation.

Medical superintendents are entitled to either a clinical manager allowance or medical manager allowance. The medical manager allowance is determined on a case-by-case basis.

Nurses

7.29 Clerical allowance

A clerical allowance is payable to directors of nursing and registered nurses (when there is no director of nursing) of hospitals in isolated areas when:

- they are required to perform clerical duties
- there is no clerical assistance is available.

The clerical allowance is paid on a fortnightly basis. There is no entitlement to clerical allowance during unpaid leave. The clerical allowance can be made to either the director of nursing or the designated registered nurse undertaking the necessary clerical duties. Only a single employee can be paid at any location.

Rate effective from 1/1/89	Employment status
\$550.00 per annum	Full-time
A daily allowance at the rate of \$2.50 per functioning day but not exceeding \$250.00 per annum	Part-time

7.30 Dispensary allowance

The entitlement to dispensary allowance is provided for under the schedule 2, Nurses (Queensland Public Hospitals) Award, of the Nurses (Queensland Health) Certified Agreement (EB6) 2006, and as administratively amended by Queensland State wage case decisions.

7.31 Environmental allowance – mental health high security and extended secure units

The provisions for payment of the environmental allowance (mental health high security and extended secure units) are contained in the preserved IRM 2.1-20.

7.31.1 Eligibility for mental health allowance

Operational stream employees may be eligible to receive either the environmental allowance or the mental health allowance (refer below). However, employees are not eligible to receive both allowances. When an employee is eligible for either the

environmental allowance or the mental health allowance the higher payment under the environmental allowance applies.

7.32 Hyperbaric allowance

The entitlement to hyperbaric allowance is provided under schedule 4, Nurses (Queensland Health) Section 170MX Award 2003, of the Nurses (Queensland Health) Certified Agreement (EB6) 2006 and the Nurses (Queensland Health) Certified Agreement (EB6) 2006.

7.33 Night supervisor allowance

The payment of night supervisor allowance is specified in clause 21.7 of schedule 2, Nurses (Queensland Public Hospitals) Award 2004 of the Nurses (Queensland Health) Certified Agreement (EB6) 2006.

The rates of the night supervisor allowance are:

	1 July 2007	1 July 2008
100 bed and under	\$4.85	\$5.04
Over 100 beds	\$9.61	\$9.99

7.34 On call allowance – registered nurses and enrolled nurses

The Nurses (Queensland Health) Certified Agreement (EB6) 2006 provides on call allowance for nurses. The on call rates are linked to the nurse grade 7 pay point 1 hourly rate of pay:

Classification		26 Oct 05 \$	27 Mar 06 \$	26 Oct 06 \$	1 July 07 \$	1 July 08 \$
Registered nurse & enrolled nurse	Sunday, public holiday	27.70	30.05	31.25	32.50	33.80
	Saturday	23.74	30.05	31.25	32.50	33.80
	Monday to Friday	15.83	16.42	17.08	17.76	18.47
AIN's	Saturday, Sunday, public holidays & RDO	6.75	30.05	31.25	32.50	33.80
	Night only - Saturday, Sunday, public holidays & RDO	4.34	18.87	19.62	20.40	21.22
	Any other night	2.71	16.42	17.08	17.76	18.47

For the purposes of determining the appropriate on call allowance payable each period of 24 hours is to stand alone. However, when the period of 24 hours spans two days, the higher allowance is payable.

Examples of on call allowance entitlement are outlined below:

The following is to be considered for the above examples (relating to the determination of the level of on call allowance payment):

- In cases when an employee is on call from the end of a shift on Friday to the commencement of a shift on Monday, each 24 hour period would stand alone. The first 24 hour on call allowance period commences from the end of shift on Friday.
- If the Monday was either a public holiday or the employee concerned was rostered off, the allowance in the last example above would be at the highest level. Similarly, the highest level allowance would be paid in the first example if the Friday was a public holiday or the employee was rostered off.

7.35 Operating theatre allowance

Clause 21.10 of schedule 2, Nurses (Queensland Public Hospitals) Award 2004, of the Nurses (Queensland Health) Certified Agreement (EB6) 2006 provides for the payment of an operating theatre allowance to a nursing officer who has specifically been appointed to be in charge of the operating theatre. The operating theatre allowance is therefore not payable to nursing officers who are only in charge of specific operations.

The allowance is not payable to a nurse grade 7 employed in operating theatres as the in charge responsibility has been taken into account in evaluating nursing roles at the nurse grade 7 classification level.

Nurse grade 5 and nurse grade 6 relieving at the nurse grade 7 level (and undertaking the full duties and accepting the full responsibilities of the role) are entitled to the payment of an operating theatre allowance as follows:

Period of relieving	Compensation
One week or more	Additional remuneration as a nurse grade 7. An operating theatre allowance is not payable as remuneration at the nurse grade 7 levels is in recognition of the operating theatre responsibility.
Less than one week	Payment of the operating theatre allowance when the nurse grade 5 or nurse grade 6 is specifically appointed as 'in charge' of the theatre on a day. The allowance is payable on a per day basis (for all purposes) and is not divisible

The rates of the operating theatre allowance are:

1 July 2007	1 July 2008
\$2.19 per day	\$2.28 per day

7.36 Preparation of meals – directors of nursing

Effective date	Criteria for payment	Amount
1/1/97	Directors of nursing required to supply and cook meals for patients.	\$21.05 per inpatient day
1/7/91	<ul style="list-style-type: none"> ▪ Directors of nursing of some outpatient centres required to provide meals to the royal flying doctor service teams. ▪ The directors of nursing are to supply the food. 	Reimbursement of <ul style="list-style-type: none"> ▪ \$6.90 (each breakfast and lunch) ▪ \$8.40 (each dinner)

7.37 Relieving in-charge and special duty allowance

Nurse grade 5 employees are entitled to payment of a relieving in-charge and special duty allowance if on one entire shift or more:

- A nursing officer at nurse grade 6 or above is to normally be rostered.
- Is not rostered to work or is not available.

A nurse grade 5 or above is still entitled to relieving in-charge and special duty allowance:

- If a nurse grade 5 or above works a shift during office business hours and a grade 5 nurse works an afternoon shift.
- During the hand-over period between shifts.

A nurse grade 6 employee or above may be in-charge of more than one area (and the allowance would not be paid to an nurse grade 5 employee). However, the appropriate professional standards would apply to ensure that such a nursing officer could exercise their in-charge responsibilities appropriately across the clinical units for which they are responsible.

A relieving in-charge and special duty allowance is payable for each shift unless the employee is already being paid a higher rate of pay for the performance of higher or special duties. Queensland Health and the Queensland Nurses' Union have agreed that the allowance is paid as an hourly rate based on a 7.6 hour day. The allowance is also included for the purpose of calculating weekend penalties, overtime and public holidays only. The allowance is not to be included for shift penalties, superannuation or leave entitlements.

Allowance	As at 26 October 2006 (\$)	As at 1 July 2007 (\$)	As at 1 July 2008 (\$)
Relieving in charge and special duty	9.05	9.45	9.85

Refer attachment three for an explanation of calculating the allowance.

8 DEFINITIONS

All purpose allowance	An allowance that is included in calculations for all purposes included shift penalties, weekend penalties, overtime, leave and leave loading. Unless specifically prescribed, the allowance is not included in calculations for superannuation. Leave payments and loading will only attract payment where the allowance is being paid at the time of taking the leave. Partial periods of the year where the allowance is being paid are not applied to the leave loading.
Building construction	The demolition of buildings, the construction of new buildings, the construction of additions to existing buildings and the necessary alterations of existing buildings to make them conform to any new additions. (As defined in the Queensland Health Building, Engineering and Maintenance Certified Agreement (No. 3) 2006).
Foul linen	Linen which has not previously been rinsed or washed outside the laundry.
Health practitioner employees	Employees covered by the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.
Live sewerage work	Work carried out in situations where there is direct aerial connection with a sewer through which sewerage is flowing.
On site work	Defined in the Queensland Health Building, Engineering and Maintenance Certified Agreement (No. 3) 2006) as: <ul style="list-style-type: none"> • works which are carried out under the direction of formal architectural plans and specifications which do not relate solely to the refurbishment of existing surfaces; or • scaffolders erecting scaffold in excess of 2.4 metres in height.
Public service employee	A person employed under the <i>Public Service Act 2008</i> as a public service officer.
Sewerage	The used water supply of a community. The term includes faecal matter, urine, household slops and polluted waters.

9 HISTORY

November 2009	Amended to reflect coronial autopsy allowance for CaSS employees.
January 2009	Amended section 7.13.2 for clarification of entitlements, and to reflect the amendments made to the Health Practitioners - On Call, Continuous Overtime and Recall / Call Back HR Policy C20.
October 2008	<ul style="list-style-type: none"> • Amended clause 7.8 to include Forensic and Scientific Services. • Amended clause 7.10 to reflect as per Operational Stream Employees (Queensland Health) Certified Agreement 2006. • Amended clauses 7.12 and 7.13 to incorporate the provisions of On-Call Arrangements HR Policy C8 (repealed). • Amended clause 7.16 to reflect as per Operational Stream Employees (Queensland Health) Certified

	<p>Agreement 2006.</p> <ul style="list-style-type: none">• Amended clause 7.20 updated to include Radiation Oncology Medical Physicists as per the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.• Amended clause 7.23 to include the Student Clinical Education Allowance Claim form.• Amended to reflect that a public service officer is defined as a person employed under the Public Service Act 2008.
June 2008	Developed as a result of the HR policy consolidation project.

CONDITIONS FOR PAYMENT OF CASHIER ALLOWANCE TO AO1 AND AO2 EMPLOYEES OF DISTRICT HEALTH SERVICES

The cashier allowance was implemented in 1990 to compensate employees for handling large amounts of cash and for shortages that may occur for which the employee is personally responsible. The cashier allowance is payable to employees whose salary (including any extra remuneration) is below the minimum of the AO3 level and who meet the criteria for payment.

The following terms are defined:

- Cashier type position - one primarily involved in the receipt and/or disbursement of public moneys directly from and/or to the public in the course of transacting official business
- Cash - Australian bank notes and coins. It excludes cheques, money orders and postal notes.

Average daily cash is equal to the amount of cash an employee in a cashier type position received and/or disbursed during the fortnight divided by the number of working days the employee occupied the position in that fortnight. The cash amounts that may be used in the calculation and the days for which the allowance may be claimed are subject to all the relevant conditions of this statement.

The allowance is to be paid when all the following conditions are satisfied:

- The employee's salary is below the minimum of the classification AO3
- The employee is carrying out authorised cashier type duties where the average daily cash received and/or disbursed is \$500 or greater.
- The employee has occupied the position for a minimum of 5 1/4 working hours in a day. When an employee is working the approved flexible working hours scheme, the allowance can be claimed for a day that includes core time leave if:
 - The employee was eligible for the allowance on the working day preceding and the working day following the core time leave.
 - The employee worked a minimum of 4 hours on the day core time leave was taken.
- The cash dealings are directly with the public. (Directly means on a personal basis only and excludes remittances by mail).
- The employee has met any shortages for which the employee is responsible
- Only one employee is paid the allowance on any one day for each cashier type position.
- The number of employees acting as receivers and/or disbursers of public moneys is minimised consistent with prompt service to the public.

The allowance is not to be paid to an employee:

- When the employee is absent for any period of leave of over 2 working hours in a day.
- For public holidays, unless the employee is eligible to the allowance for the preceding and the following day.

- For periods of cashiering of less than five 1/4 working hours in a day except where core time leave is taken in accordance with the conditions outlined in 4(iii) above.
- Occupying a classified cashier position unless they relieve in the position and do not receive extra remuneration.

Duties and/or transactions such as the following do not qualify for the cashier allowance:

- Receipt from a bank of cash to be used for payment of wages and salaries to employees.
- Counting, checking or distributing wage or salary payments.
- Counting, preparing or conveyance of moneys to banks or like institutions.
- Rebanked wages or salaries.
- Petty cash.
- Cash received on an agency basis and the employee is not liable for shortages.
- Cash received through the mail.
- Imprest amounts or daily floats.
- Cash given as change in a transaction.

The allowance is to be paid fortnightly through the central pay office and included in an employee's normal fortnightly salary. Each employee who may be eligible for the allowance is required to record and have verified the daily cash receipts and/or disbursements.

As a guide to all cashier operations, it is recommended that consideration be given to the following:

- Employees chosen for cashier duties are at least 18 years of age.
- All employees are acquainted with the allowance conditions.
- Cashiers have a period of training in conjunction with another experienced employee so that before an employee takes over a position, the employee is conversant with the operations and responsibilities of cashiers.
- Procedure manuals covering cashier operations are to be prepared so that standard procedures are followed. Areas which the procedure manual could cover would include:
 - Receipting
 - Operating procedures for receipting machines, where applicable
 - Daily balancing
 - Handover procedures between employees
 - Banking
 - Security procedures
 - Shortages and excesses
- Except in specific cases of breaking and entering or hold-up, employees are held personally responsible for shortages incurred.
- An employee who incurs a shortage in excess of \$1.00 may apply for relief from liability for a shortage where, in the opinion of the employee, special circumstances exist. Where an employee applies for relief, the employee is initially required to meet the shortage in full or \$20.00 whichever is the lesser.

- In all other cases employees who incur shortages are required to meet their shortages in full.
- District Health Services are to ensure that adequate security arrangements are provided for the collection and banking of public moneys.

CLINICAL MANAGER ALLOWANCE

MOCA 1 PROVISIONS

Schedule 2 of MOCA 1 provides for the following clinical manager allowances levels:

Allowance Level	Per annum as from 1 January 2006	Per annum as from 1 September 2006	Per annum as from 1 September 2007
CM1	\$4,826	\$5,019	\$5,220
CM2	\$7,239	\$7,528	\$7,829
CM3	\$9,652	\$10,038	\$10,439
CM4	\$12,065	\$12,547	\$13,049
CM5	\$14,478	\$15,057	\$15,659
CM6	\$16,890	\$17,566	\$18,269
CM7	\$19,303	\$20,076	\$20,879

The clinical manager allowance is considered an all purpose allowance and should be included when calculating the following entitlements:

- Overtime
- Option A and P contract payment
- Long service leave
- Loading on recreation leave
- Superannuation.

DETERMINING THE CLINICAL MANAGER ALLOWANCE LEVEL

For positions of director, deputy director and assistant director to be entitled to the clinical manager allowance, the roles need to meet the managerial responsibilities and the annual recurrent budget and FTE staff minimums outlined below. Roles that do not meet the below criteria are not entitled to the clinical manager allowance.

The managerial responsibilities for roles of director, deputy director and assistant director are to include:

- Clinical governance
- Strategic planning
- Global budget management
- Human resource management
- Professional education

New parameters for each of the 7 levels have been approved in consultation with the Medical Interest Based Bargaining (MIBB) Group.

Level	Annual Recurrent Budget	FTE Staff
CM1	\$1M - \$2.25M	5 - 10
CM2	\$2.25M - \$3.5M	10 -15
CM3	\$3.5M - \$5M	15 -30
CM4	\$5M - \$7M	20 -50
CM5	\$7M - \$9M	40+
CM6	\$9M - \$11M	45+
CM7	\$11M+	50+

The Annual Recurrent Budget figures will be reviewed and adjusted by the MIBB Group annually to avoid salary creep.

Only the HR Branch can determine the clinical manager allowance level for any role. In determining the appropriate clinical manager allowance level, the annual recurrent budget combined with the number of FTE staff (see definitions below) is used with the above table.

In determining the appropriate level for the FTE staff, the first (lowest) level in which the FTE staff number is accommodated is the level used. When the annual recurrent budget and the FTE staff are different levels, the higher level will be used to determine the allowance.

Example 1

A director has a clinical management role for a department with an annual recurrent budget of \$3m and FTE staff of 25. The appropriate level is CM3.

The level is derived as follows:

1. The budget column is first referred to and indicates a CM2 level.
2. The FTE column is then referred to and indicates that both CM3 and CM4 accommodate the FTE figure. The first (lowest) level accommodating the FTE applies (CM3).
3. As the budget and FTE columns indicate different levels (budget CM2 and FTE CM3) the higher applies (i.e. CM3).

Example 2

A director has a clinical management role for a department with an annual recurrent budget of \$7.3m and FTE staff of 79. The appropriate level is CM5.

The level is derived as follows:

1. The budget column is first referred to and indicates a CM5 level.
2. The FTE column is then referred to and indicates that each of CM5, CM6 and CM7 accommodate the FTE figure. The first (lowest) level accommodating the FTE applies (CM5).
3. In this case the budget and FTE columns indicate the same level – CM5. If they had been different the higher of the two would apply.

Full-time equivalent (FTE) staff

Combined FTE of medical, nursing, professional, technical/scientific, operational and administrative staff dedicated either fully or partially to the department, division, facility, unit or service, for which the director has a clinical management role.

Notes

1. Staffing numbers for occupational groups that have their own hierarchal structure ARE to be included in the FTE Staff figure where the director does have a day to day clinical management role. Including the staffing numbers of these groups does not affect reporting relationships.
2. When services overlap, shared staff are to be proportionately distributed and counted according to utilisation.
3. FTE figure is to be based on the actual FTE not the standard FTE.

Annual recurrent budget

Labour and non labour costs required to deliver the service as set out in the cost centres for which the director has responsibility.

Notes

1. The starting point for calculation of annual recurrent budget is the total annual

recurrent budget in all cost centres of the department, division, facility, unit or service. However, where it is demonstrated and confirmed by the incumbent director, that another person genuinely has direct responsibility for a particular cost centre that part of the budget will not be counted.

- Where cost centres are shared with other departments, divisions, facilities, units or services, they are to be proportionately divided between departments for the purposes of the calculation of the budget amount.

Example

Within the Department of Paediatrics, there are 10 medical staff FTE, 30 nursing staff FTE, 2 professional staff FTE, 1 administrative staff FTE and 0.5 operational staff FTE. There are 6 cost centres for the Department of Paediatrics which total \$5.8m. However, the Director has responsibility for 5 cost centres totalling \$3.6m and the Nurse Unit Manager has responsibility of 1 cost centre totalling \$2.2m. Within the cost centre of the Nurse Unit Manager there are 20 nursing staff FTE.

In calculating the FTE staff for the Director of Paediatrics the result would be 43.5 FTE as **all** staff are included. However, in calculating the annual recurrent budget, only the cost centres of the Director are to be included totalling \$3.6m. The cost centre for the nurse unit manager which contains 20 FTE nursing staff is **not** included.

Using the above table would provide for an FTE staff commencing at the CM4 level and an annual recurrent budget of CM3 level. Therefore the clinical manager allowance for the Director of Paediatrics would be CM4.

Note

Refer to compiling data for additional examples relating to shared staffing, shared budgets and double counting.

APPLICATION AND ASSESSMENT PROCESS

Should any role (new or current) take on increased, or alternatively have reduced, managerial responsibility/functions the relevant health service district (or equivalent) must make application to HR Branch for re/assessment of the clinical manager allowance level. Employees must use the application for clinical manager allowance form.

New role	Reassessment of role
<p>Step 1 Role approved by district CEO</p>	<p>Step 1 Endorsed application forwarded to HR Branch</p> <p><i>Use the Application for Clinical Manager Allowance Form and include</i></p> <ul style="list-style-type: none"> • Signed Job Description • Organisational Chart • List of cost centres used for Annual Recurrent Budget • List of categories of staff used for FTE Staff
<p>Step 2 Prior to advertising and/or filling the role, an application is forwarded to HR Branch to determine the level of the allowance.</p> <p>On approval HR Branch will advise the</p>	<p>Step 2 HR Branch</p> <ul style="list-style-type: none"> • Assesses all directly affected Director roles • Advises the new level

<p>District of the outcome and include the position on the approved list of directors</p> <p>Use the application for clinical manager allowance form and include:</p> <ul style="list-style-type: none"> • signed Job Description • Organisational Chart • List of cost centres used for Annual Recurrent Budget • List of categories of staff used for FTE Staff 	<ul style="list-style-type: none"> • Amends the approved list of directors
<p>Step 3 Health service district proceeds to advertising and/or filling of role</p>	<p>Step 3 Health service district</p> <ul style="list-style-type: none"> • Advises the Director of the outcome • Applies the new allowance if the level has changed or proceeds to advertising and/or filling the role.

COMPILING DATA

The following matters must be considered by Districts when compiling data for an application or reassessment of the clinical manager allowance level:

- Vertical double counting of FTE staff and annual recurrent budget will occur where the organisation's structure includes Directors at more than one level in the hierarchy. The FTE Staff and annual recurrent budgets of the director, for which they have a clinical management role, will include the staff and budgets of directors at lower levels. This is the only instance of double counting that is acceptable. The FTE staff and annual recurrent budgets of lower level directors will include only the staff and budgets for which they have a clinical management role.
- Horizontal double counting of FTE staff and annual recurrent budgets will not occur between clinical services at the same hierarchical level in the organisation's structure except instances of when staff are shared. When staff are shared, the staff are to be proportionately divided and counted between each clinical area.

Example

A health service district has a Director, Division of Medicine. Reporting to this role are the Directors of the Department of General Medicine, Department of Cardiology, Department of Gastroenterology and the Department of Neurology. As such, the Director, Division of Medicine has an overarching clinical management role for the delivery of the entire Internal Medicine clinical service in the Health Service District (which includes each of these specialist divisions).

In determining the FTE staff and Annual Recurrent Budget of the Director, Division of Medicine, the FTE Staff and annual recurrent budgets under each of the Departments of General Medicine, Cardiology, Gastroenterology and Neurology would be included (although they have their own Directors).

In determining the FTE Staff and annual recurrent budgets for each of the Directors of General Medicine, Cardiology, Gastroenterology and Neurology, only the Staff and annual recurrent budgets of each of these specialties (or proportional FTE staff and budgets where shared) would be included.

- A deputy director role will be classified at one level lower than the level of the Director. It is therefore necessary that the FTE staff and annual recurrent budget of the director be submitted with an application for determination of the allowance of an assistant director.

APPEAL PROCESSES

An employee may appeal against any decision made under this policy. The following processes are used

Appeal regarding completion of the application form

The employee, a recognised union representative or management representative may refer the matter to the district CEO for resolution. If the matter is not resolved at this level, then either party may refer the appeal to MIBB Group.

Appeal regarding clinical manager allowance Level

The employee, a recognised union representative or the district CEO may refer the matter to the MIBB Group.

CALCULATION OF THE RELIEVING IN-CHARGE AND SPECIAL DUTY ALLOWANCE FOR NURSES

A nursing officer who is accumulating time towards accrued days off (ADOs) and works an eight hour shift, would have an allowance paid as 7.6 hours multiplied by the hourly rate of the allowance as the paid hours are 7.6 hours for the day with 0.4 hours counting towards the ADO. If the employee were to work on a Saturday, then the payment would be 7.6 hours plus 4 hours for the penalty multiplied by the hourly rate of the allowance.

A nursing officer not accumulating time towards ADO would have an allowance paid as eight hours multiplied by the hourly rate of the allowance as the paid hours are eight hours for the day.

The examples below indicate the hours paid for the allowance based on whether or not the employee accrues time towards ADO.

Paid hours – relieving in-charge and special duty allowance						
Shift duration	ADO process	Non ADO processes	Saturday penalty 50%	Sunday penalty 75%	Public holiday 50%	Public holiday 150%
6 hours	5.7	6	3	4.5	3	9
6.5 hours	6.175	6.5	3.25	4.875	3.25	9.75
7 hours	6.65	7	3.5	5.25	3.5	10.5
7.5 hours	7.125	7.5	3.75	5.625	3.75	11.25
8 hours	7.6	8	4	6	4	12
8.5 hours	8.075	8.5	4.25	6.375	4.25	12.75
9 hours	8.55	9	4.5	6.75	4.5	13.5
9.5 hours	9.025	9.5	4.75	7.125	4.75	14.25
10 hours	9.5	10	5	7.5	5	15
12 hours	11.4	12	6	9	6	18