

Management of aggregate and concurrent employment

Guideline

QH-GDL-301-1:2016

Statement

The purpose of this guideline is to assist line managers and employees to understand and manage aggregate and concurrent employment arrangements.

Queensland Health employees who work simultaneously in multiple engagements across the organisation are engaged in what will be referred to as either aggregate or concurrent employment arrangements.

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1. Principles for all employees with multiple engagements

The following principles apply when employees are engaged in more than one position:

- Engagements are to be considered collectively for the purpose of determining the appropriate employment conditions for each engagement.
- It is inappropriate that an individual be engaged in more than one position within Queensland Health when, as a consequence of the engagements, the hours of duty are conflicting, rendering it impractical for the individual to fulfil their employment obligations.
- For the purpose of fulfilling obligations of employment, matters such as the requirement to undertake rostered overtime and/or on-call are also to be considered.
- An employee's hours of engagement across all of their positions are not to exceed one full-time equivalent (FTE) role.

2. Definitions

2.1 Aggregate employment

An employee is in an aggregate employment arrangement when the employee has one engagement with a single health employer which is split across multiple locations/work sites or cost centres.

To be deemed aggregate employment each of the following criteria are to be satisfied:

- employed performing the **same** job, e.g. registered nurse
- employed under the **same** award, classification level and pay point
- employed under the **same** employment status, e.g. part-time or casual, but not a combination of these
- in receipt of the **same** annual leave loading and/or accrual rates, e.g. five weeks per annum
- the show holiday or locally gazetted public holiday is the **same** for each separate work location
- employed by the **same** employer, e.g. the Department of Health or Sunshine Coast Hospital and Health Service (HHS)

Example 1 – Aggregate employment

An employee is appointed by Metro North HHS as a permanent registered nurse (NG5) split between two positions. The employee performs 60% of their work (0.6 FTE) in the Emergency Department at Redcliffe Hospital and 40% of their work (0.4 FTE) in the Intensive Care Unit at The Prince Charles Hospital each fortnight. This is aggregate employment, as all of the criteria above are satisfied.

Example 2 – Not aggregate employment

An employee is a permanent registered nurse split between two positions located at the Townsville Hospital. The employee performs 60% of their work (0.6 FTE) for the Townsville HHS and 40% of their work (0.4 FTE) for Children's Health Queensland HHS. This is not aggregate employment as the health employer is not the same.

2.2 Concurrent employment

An employee is in a concurrent employment arrangement when the employee has multiple positions (engagements) at the same time and each engagement attracts a differing employment condition/entitlement to another engagement and/or belongs to a different health employer.

A concurrent employment arrangement exists when one or more of the following criteria applies:

- employed performing **different** jobs, e.g. registered nurse and administrative officer
- employed under **different** awards or classification levels or pay points
- employed under **different** employment statuses, e.g. part-time and casual
- in receipt of **different** annual leave loading and/or accrual rates, e.g. five weeks per annum and six weeks per annum
- the show holiday or locally gazetted public holiday is **different** for each separate engagement

- employed by **different** health employers, e.g. the Department of Health and the Sunshine Coast HHS

Example 1 – Concurrent employment

An employee is appointed under two different contracts of employment. One engagement is as a permanent part-time registered nurse (NG5) with the Metro North HHS at the Royal Brisbane and Women's Hospital for three days per week (0.6 FTE). The other engagement is as a temporary part-time administration officer level five (AO5) for two days per week (0.4 FTE) with the Department of Health in the Brisbane CBD. This is concurrent employment, as more than one of the above criteria applies, e.g. different jobs, different awards, different employers.

Example 2

An employee is a permanent administrative officer level three (AO3) located at Ipswich Hospital. The employee works five days per fortnight (0.5 FTE) as a ward clerk in the medical ward with West Moreton HHS and five days per fortnight (0.5 FTE) for the Pathology Unit with Health Support Queensland (HSQ). Although the employee has the same job in the same location with the one pay level, as they are employed by two different health employers they will be engaged under a concurrent employment arrangement.

3. Practical application of and differences between aggregate and concurrent employment arrangements

Aggregate and concurrent employment arrangements are different to those of a standard employee and require specific management. As such, line managers and employees need to be aware of the specific entitlements and requirements each separate arrangement holds.

The comparison table in section 7 outlines the differences between aggregate and concurrent employment arrangements, and how employee entitlements and other Payroll matters are managed.

4. Recognising employees with aggregate and concurrent employment arrangements – information for line managers

When an employee commences in a work unit, the line manager will need to determine if aggregate or concurrent employment arrangements apply by asking the employee whether they are/will be engaged with another job/area/unit (including any casual positions) in Queensland Health simultaneously.

If the answer is 'yes', then the line manager will need to establish whether the employee will be in an aggregate or concurrent arrangement. Please contact your local human resource unit for further advice.

When completing an Employee Movement Form please ensure that the question appearing at the top of the form, as shown below, is answered.

Please indicate (✓) here if you work in
more than one position in QLD Health

Completed Employee Movement Forms are to be forwarded to:

- Employee Movement Form – Permanent, promptly forward to recruitment services.
- Employee Movement Form – Temporary (higher duties/acting at level), promptly forward to your local Payroll Service centre.

Once all completed relevant forms have been processed, payroll services will notify the line manager and employee of the employee's new Personnel Assignment Numbers (PANs).

Line managers should ensure their employees have an adequate understanding of concurrent and aggregate employment arrangements by providing the employee with a copy of this guideline.

5. Scenarios

The following sections detail common scenarios and the impacts on concurrent, aggregate and standard employment.

5.1 Scenario one: Standard employment to aggregate employment

In moving from a standard employment arrangement to an aggregate one, an employee will either:

- alter the hours of their existing engagement (e.g. from full time to part-time) to take up employment in another engagement with the same employment characteristics
- or
- take up employment in another engagement with the same employment characteristics (e.g. if the employee is already part-time).

Scenario

Grace is employed by Cairns and Hinterland HHS as a full time (1.0 FTE) health practitioner in the Mental Health team. As a result of a departmental restructure, Grace's engagement has been divided evenly between the Mental Health (0.5 FTE) and Extended Care Mental Health (0.5 FTE) teams. Grace now reports to two line managers/supervisors in different work units; her entitlements remain the same though and both positions belong to the Cairns and Hinterland HHS.

Grace is now considered an aggregate employee in line with the definitions contained in this document.

Forms

- Approved Employee Movement form to change Grace's hours in her Mental Health team engagement to 0.5 FTE.
- Approved Employee Movement form to appoint Grace to her new 0.5 FTE engagement in the Extended Care Mental Health team.

Rostering

Grace will now need to be rostered separately, specifically identifying her shifts for each separate location.

Leave entitlements

Grace will be able to access all leave entitlements that she had in her full time engagement in each location, but she will need to ensure that she has approval from each of her relevant line managers/supervisors when she applies for leave.

Deductions

Grace's deductions will be processed from her total fortnightly salary.

Payslip

Grace will continue to receive a single payslip.

5.2 Scenario two: Standard employment to concurrent employment

In moving from a standard employment arrangement to a concurrent one, an employee will either:

- alter the hours of their existing engagement (e.g. from full time to part-time) to take up employment in another engagement with different characteristics
- or
- take up employment in another engagement with different characteristics (e.g. if the employee is already part-time).

Scenarios

1. Sarah is employed part-time (0.4 FTE) by the Metro North HHS as a registered nurse in the Intensive Care Unit at the Royal Brisbane and Women's Hospital. Sarah applies for and attains an additional part-time engagement (0.4 FTE) as a clinical nurse in the same area and works both positions simultaneously.
2. Gerard is employed full time (1.0 FTE) by the Metro North HHS as a dietetics program manager in the Royal Brisbane and Women's Hospital. Gerard succeeds in obtaining a part-time engagement (0.5 FTE) doing the same job at the same level in the same location with Children's Health Queensland

HHS. Metro North agrees that Gerard may reduce his hours and become part-time (0.5 FTE) in his original engagement and he then works in both positions simultaneously.

Sarah and Gerard are now considered concurrent employees in line with the definitions contained in this guideline.

Forms

- Approved Employee Movement form to appoint Sarah to her new clinical nurse 0.4 FTE engagement in the Intensive Care Unit.
- Approved Employee Movement form to reduce Gerard's hours to 0.5 FTE in his Dietetics Program Manager position.
- Approved Employee Movement form to appoint Gerard to his new 0.5 FTE Children's Health Queensland engagement.

Rostering

Sarah and Gerard will now need to be rostered by using their PANs that will be linked to each separate engagement.

Leave entitlements

All leave entitlements accrued while Sarah was in her registered nurse engagement and Gerard accrued while in his Metro North engagement will remain with those engagements. Leave entitlements for Sarah's clinical nurse engagement and Gerard's new engagement with the Children's Health Queensland will commence with a zero balance.

Even though Sarah and Gerard's leave balances will be separately displayed and accrued, they can be transferred between engagements where appropriate. Once leave is transferred, it will be paid at the rate it is accessed, not the rate it was accrued.

Deductions

Sarah and Gerard may need to nominate on a Concurrent Employment Deduction and Fixed Deposit Notification form the engagement from which they want their deductions to be processed. Unless advised, Sarah's deductions will continue to be taken from her registered nurse (NG5) position and Gerard's deductions will continue to be taken from his Metro North position, as these are the engagements in which they were originally established against. It is Sarah and Gerard's responsibility to ensure that there is sufficient money to have their requested deductions processed.

Payslip

Sarah and Gerard will now receive two payslips, one for each of their separate engagements.

5.3 Scenario three: Aggregate employment to standard employment

In moving from an aggregate employment arrangement to a standard one, an employee will either:

- cease all but one of their existing employment contracts
or
- transfer to a single position that is based in one work unit.

Scenario

Matthew is employed by the Sunshine Coast HHS as a full time (1.0 FTE) resident medical officer (RMO). His time is evenly split between the Emergency Department and Intensive Care Unit at the Nambour General Hospital. Matthew decides to focus his time and only work in the Intensive Care Unit. He applies for a full time engagement there and is successful. Matthew subsequently ceases his position with the Emergency Department.

Matthew is now employed in only one engagement.

Forms

- Approved Employee Movement form to establish Matthew in the Intensive Care Unit as a full time RMO employee.

- Separation Advice form to cease Matthew's Emergency Department 0.5 FTE RMO engagement.

Leave entitlements

Matthew's leave entitlements will remain the same.

Deductions

Matthew's deductions will continue to be processed from a single fortnightly salary payment.

Payslip

Matthew will continue to receive a single payslip.

5.4 Scenario four: Concurrent employment to standard employment

In moving from a concurrent employment arrangement to a standard one, an employee will either:

- cease all but one of their existing employment contracts
or
- transfer to a single position based in one work unit.

Scenarios

1. Tom is employed with West Moreton HHS as a permanent part-time operational officer (0.4 FTE) in Food Services and the Metro South HHS as a temporary part-time administration officer (0.4 FTE) in Radiology. Tom's deductions are split evenly across his engagements. The substantive holder of Tom's administration officer engagement resigns and the position is advertised as a permanent full time vacancy. Tom applies for the vacancy and is successful. He resigns from his operational officer engagement.
2. Pamela is employed by the Sunshine Coast HHS in two registered nurse (NG5) positions, one at the Nambour General Hospital (0.3 FTE) and one at the Sunshine Coast University Hospital (0.5 FTE). Both positions are in the emergency departments of each hospital and share all of the same conditions except the local public holiday. (Pamela is employed in a concurrent arrangement because her workplaces have different locally gazetted public holiday dates). Pamela decides to resign from her Nambour General Hospital position. Pamela has assigned all of her deductions to her Sunshine Coast University Hospital engagement.

Tom and Pamela are now employed in only one engagement.

Forms

- Approved Employee Movement form to establish Tom in his full time in his administration officer engagement.
- Separation Advice form to cease Tom's operational officer engagement.
- Concurrent Employment Deduction and Fixed Deposit Notification form for Tom to move all of his deductions to his administrative engagement.
- Separation Advice form to cease Pamela's Nambour Hospital engagement.

Leave entitlements

Recreation and long service leave

Tom and Pamela can choose to have their recreation leave and long service leave (if eligible) from their terminating engagements paid to them upon separation or transferred to their remaining engagements. If Tom or Pamela wishes to have their entitlements transferred, they must indicate this on the second page of their Separation Advice forms. If no indication to transfer is made, applicable leave will be paid out.

For further information on eligibility of long service leave pay outs, please refer to Long Service Leave – HR Policy C38 (QH-POL-163) and the Separation Advice form.

Sick Leave

Tom and Pamela will have their sick leave entitlements from their terminating engagements recognised and transferred to their remaining engagements. Sick leave cannot be paid out as a cash equivalent.

Professional development leave

Pamela will have her professional development leave entitlements transferred from her terminating Nambour General Hospital engagement to her continuing engagement with the Sunshine Coast University Hospital. Professional development leave can be transferred to the remaining engagement when the engagements are under the same stream (e.g. nursing, health practitioner); however, it cannot be paid out as a cash equivalent.

Deductions

Tom can no longer have his deductions processed from his operational engagement. Tom will need to notify Payroll Services that he wishes to consolidate his deductions to his administration officer engagement by completing a Concurrent Employment Deduction and Fixed Deposit Notification form. Payroll Services will not change any deduction details unless notified in writing.

Payslip

Tom and Pamela will now each receive one payslip.

5.5 Scenario five: Aggregate employment to concurrent employment

In moving from an aggregate employment arrangement to a concurrent one, an employee will either:

- take on one or more engagements with different characteristics to any or all of their existing engagement characteristics
- or
- alter the hours of any of their current engagements (e.g. part-time to casual).

Scenario

Adele is permanently employed by the Sunshine Coast HHS as a full time (1.0 FTE) administration officer at the Nambour General Hospital. Adele's time is split evenly between the Emergency Services Unit and Medical Allocations. Both positions have the same conditions and entitlements. A permanent part-time (0.5 FTE) Medical Allocations Coordinator position in the Sunshine Coast University Hospital is advertised and Adele applies for the role and is successful. Adele chooses to retain her Medical Allocations position in the Nambour General Hospital and cease her Emergency Services position.

Adele is now considered a concurrent employee in line with the definitions contained in this guideline.

Forms

- Approved Employee Movement form to appoint Adele to her new 0.5 FTE engagement at the Sunshine Coast University Hospital.
- Separation Advice form to cease her 0.5 FTE Emergency Services position.

Rostering

Adele will now need to be rostered by her individual PANs that will link her to each separate engagement.

Leave entitlements

All Adele's existing leave balances will remain with her continuing Nambour General Hospital engagement. Adele's Sunshine Coast University Hospital engagement leave entitlements will start accruing from a zero balance.

Even though Adele's leave balances will be separately displayed and accrued, they may be transferred between engagements where appropriate. Once leave is transferred, it will be paid at the rate it is accessed, not the rate it was accrued.

Adele will be eligible to access accrued days off only if it is agreed to be the preferred roosting option across all of her engagements.

Deductions

Adele's deductions will continue to be processed from her Nambour General Hospital position. Adele may want to split her deductions across both of her engagements though. To do so, she should notify Payroll Services which deductions to move across to her new Sunshine Coast University Hospital position via a Concurrent Employment Deduction and Fixed Deposit Notification form. It is Adele's responsibility to ensure

that there is sufficient money earned against her roles to have her requested deductions processed. Payroll Services will not change any deduction details unless notified in writing.

Payslip

Adele will now receive two payslips; one for each of her separate engagements.

5.6 Scenario Six: Concurrent employment to aggregate employment

In moving from a concurrent employment arrangement to an aggregate one, an employee will either:

- cease employment from one or more of their existing engagements where their remaining engagements share the same characteristics
 - cease employment from all but one of their existing engagements and take on additional engagements with similar characteristics
- or
- alter the hours of any of their existing engagements so that they are the same across all engagements (e.g. part-time to casual).

Scenario

Elissa is employed by the North West HHS in two separate engagements at the Mt Isa Hospital, the first as a part-time operational officer (0.3 FTE) in Food Services and the second as a part-time (0.5 FTE) administration officer level three (AO3) in the Maternity Unit. Elissa's deductions sit wholly with her operational engagement. A part-time (0.3 FTE) administration officer level three (AO3) role in Library Services is advertised. Elissa applies for the role and is successful. Elissa decides to cease her operational officer position in food services.

Elissa is now an aggregate employee in line with the definitions contained in this guideline.

Forms

- Employee Movement form to appoint Elissa to her 0.3 FTE administration officer engagement in the Library.
- Separation Advice form to cease her 0.3 FTE employment as a part-time operational officer.
- Concurrent Employment Deduction and Fixed Deposit Notification form for Elissa to move all of her deductions to her administration engagements.

Rostering

Elissa will continue to be rostered separately, specifically identifying her shifts for each separate location. Both positions will use the same PAN though.

Leave entitlements

Recreation and long service leave

Elissa can choose to have her recreational leave and long service leave (if eligible) from her operational engagement paid to her on separation or transferred to her administration officer engagement. If Elissa wishes to have this entitlement transferred, she must indicate this on the second page of the Separation Advice form. If no indication to transfer is made, applicable leave will be paid out.

For further information on eligibility of long service leave pay outs, please refer to Long Service Leave – HR Policy C38 (QH-POL-163) and the Separation Advice form.

Sick leave

Elissa's entitlements from her operational engagement will be recognised and transferred to her other engagement. Sick leave cannot be paid out as a cash equivalent.

Deductions

Elissa can no longer have her deductions processed from her operational engagement. Elissa will need to notify Payroll Services that she wishes to consolidate her deductions to her administration officer engagements by completing a Concurrent Employment Deduction and Fixed Deposit Notification form. Payroll Services will not change any deduction details unless notified in writing.

Payslip

Elissa will now receive one payslip.

6. Concurrent employees and the transferability of leave – further information

Concurrent employees will have their leave entitlements accrued and displayed as per the relevant award conditions and entitlements applicable to each individual engagement. Payslips for each individual engagement will display how much leave has been accrued for that particular engagement.

The following leave types are able to be transferred between engagements:

- Recreation/annual leave
- Sick leave
- Long service leave
- Accrued/rostered days off (ADO/RDO)
- Professional development leave (if transferring to an engagement of the same stream, e.g. nursing, health professional).

As leave will still accrue and display as per individual engagements, Payroll Services will only perform leave balance transfers to meet employee requests.

Once leave is transferred, it will be paid at the rate it is being accessed and not at the rate it was accrued.

6.1 Example one – Application for recreation leave

Jackie is employed concurrently as a registered nurse (NG5) (0.5 FTE) and clinical nurse (NG6) (0.5 FTE). Her current recreation leave balances are displayed as follows:

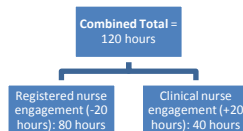


Jackie wants to take recreation leave over a two week period. This equates to 40 hours as a registered nurse and 40 hours as a clinical nurse. Jackie's combined recreation leave balance meets her request, but alone her clinical nurse recreation leave balance does not.

Forms to complete

Jackie will need to submit two Leave Application forms. One for her registered nurse engagement stating that 40 hours will be accessed within the two week period and another form for her clinical nurse engagement stating that 40 hours will be taken within the same two week period.

Once the forms have been received, Payroll Services will transfer 20 hours of recreation leave from Jackie's registered nurse engagement to her clinical nurse engagement to meet both leave application requests. Her recreation leave balances following the balance transfer will be displayed as follows:



Both leave applications can now be processed as per Jackie's request.

6.2 Example two – Application for sick leave

Clinton is concurrently employed as an operational officer level 2 (OO2) and an operational officer level 3 (OO3). His current sick leave balances are displayed as follows:



Clinton becomes ill and has two days off from work. Both of the days he is away are days he was scheduled to work in his OO2 engagement—eight hours each day. Clinton applies for both of his days away to be paid as sick leave. Clinton’s request requires 16 hours of sick leave to be used against his OO2 position. Clinton’s combined sick leave balance is sufficient for his request, but alone his OO2 sick leave balance is not.

Forms to complete

Clinton will need to submit an Attendance variation and allowance claim (AVAC) form stipulating that both OO2 shifts are to be taken as paid sick leave and that he is a concurrent employee.

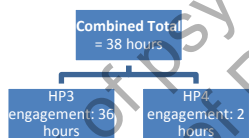
Once the AVAC has been received, Payroll Services will transfer four hours from Clinton’s OO3 engagement to his OO2 engagement to meet his leave request. Clinton’s sick leave balance following the balance transfer will be displayed as follows:



The AVAC can now be processed as per Clinton’s request.

6.3 Example three – Acceptable application for professional development leave

Madalin is concurrently employed as a health practitioner level 3 (HP3) and health practitioner level 4 (HP4). Her current professional development leave (PDL) balances are displayed as follows:

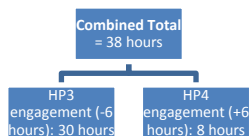


Madalin wishes to take some PDL on a day she is scheduled to work eight hours in her HP4 engagement. Madalin’s combined PDL balance is sufficient to meet her request, but alone her HP4 PDL balance is not.

Forms to complete

Madalin needs to submit an AVAC identifying the date of her professional development day and that she is a concurrent employee.

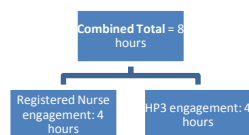
Once the AVAC has been received, Payroll Services will transfer six hours of PDL from Madalin’s HP3 position to her HP4 position to meet her leave request. Madalin’s PDL balance following the balance transfer will be displayed as follows:



The AVAC can now be processed as per Madalin’s request.

6.4 Example four – Unacceptable application for professional development leave

Hadi is concurrently employed as a registered nurse (NG5) and a health practitioner level 2 (HP2). His current PDL balances are displayed as follows:



Hadi wishes to take some PDL on a day he is scheduled to work eight hours in his HP3 engagement. While Hadi's combined PDL balance is sufficient to meet his request, he is unable to transfer PDL between his engagements because they are different streams.

7. Comparison table – Differences between aggregate and concurrent employment arrangements

Aggregate employment arrangement	Concurrent employment arrangement
Allowances	
Allowances are paid in accordance with the appropriate awards and agreements. Line managers must remember that recurring allowances will be paid on all positions worked when established. For example, an operational officer in receipt of the foul linen allowance will receive the allowance for shifts worked in both engagements.	Allowances are paid in accordance with the appropriate awards and agreements, but considered separately for each engagement. For example, an operational officer in receipt of the foul linen allowance will only receive the allowance on the engagement it has been assigned against.
Deductions	
Deductions will be processed from the employee's total fortnightly salary.	<p>Deductions will be processed from the nominated engagement. Nomination is made by using a Concurrent Employment Deduction and Fixed Deposit Notification form. It is the employee's responsibility to ensure there is sufficient net pay available for deductions to be processed.</p> <p>If insufficient funds are available, deductions will be processed according to their priority which may result in some deductions not being processed. Priority is determined by commencement. Upon commencement of a concurrent employment arrangement, deductions will be processed from the engagement that commenced first (i.e. the primary engagement). Once a deduction has been nominated against a particular engagement, it will remain assigned against that engagement until advised otherwise.</p>
Employee ID	
Employees will be assigned a singular Employee ID number that will be used to identify them as a Queensland Health employee.	Employees will be assigned a singular Employee ID number that will be used to identify them as a Queensland Health employee. Concurrent employees will also be assigned a PAN that will be used to identify and link them to each of their individual engagements.
Fatigue management	
The employee is responsible for notifying their line managers/supervisors of their rostered hours before making themselves available for on call or overtime that may entitle them to fatigue leave/pay on their next rostered shift in their other location/work site.	<p>The employee is responsible for notifying their line managers/supervisors of their rostered hours before making themselves available for on call or overtime that may entitle them to fatigue leave/pay on their next rostered shift in their other location/work site.</p> <p>When fatigue leave/pay is to be applied due to an</p>

Aggregate employment arrangement

Concurrent employment arrangement

employee going from one engagement to another, notification must be sent specifically identifying which PAN payment is to be made through an AVAC.

Increments

Total hours will be recognised towards the calculation of the employee's salary increment. This is in accordance with Determining Salary Levels HR Policy C59 (QH-POL-123).

If employed under different awards and different streams, e.g. administrative and nursing, the employee will progress to the next increment for each separate engagement in accordance with respective award provisions.

If employed under different awards but the same stream and classification level, e.g. Public Service Award administration officer level three (AO3) and District Health Services Employees Award administration officer level three (AO3), the employee will have all hours worked in each engagement recognised towards the increments for both engagements.

If employed under the same award and same stream, but different classification levels, e.g. health practitioner level three (HP3) and health practitioner level four (HP4), the employee will have their hours in the higher classification recognised towards increments for lower classification engagements. Hours worked in a lower classification engagement will not be recognised towards higher classification level engagement increments (refer Salary Increments HR Policy C61 – QH-POL-220).

If employed under different awards and classification levels, but the same stream e.g. Public Service Award administration officer level three (AO3) and District Health Services Employees Award administration officer level two (AO2), the employee will have their hours in the higher classification recognised towards increments for lower classification engagements. Hours worked in a lower classification engagement will not be recognised towards higher classification level engagement increments.

Leave

Leave application forms are to be completed for each role and be authorised by the respective line manager/supervisor.

Leave accruals will be based on the specific award and conditions attributed to the work performed by the employee. It will be accrued into a singular leave balance.

Leave takings will be based on the singular balance displayed on an employee's payslip. Applications for leave will need to be actioned for work performed in

Leave application forms are to be completed for each role and be authorised by the respective line manager/supervisor.

Leave accruals will be based on the specific awards and conditions attributed to the work performed by the employee in each engagement. Accruals will be displayed separately on each engagement's payslip.

Leave takings will be based on the combined total of hours as displayed against current pay advices received. Employees will be able to use leave from

Aggregate employment arrangement

each location/work site.

Recreation leave will accrue as per award conditions and entitlements. One recreation leave balance will appear on the employee's payslip.

Sick leave legislative provisions, industrial instruments and agency specific policies and guidelines for providing medical certification for sick leave taken must be complied with by employees. Determination of whether a medical certificate is required is based on the total number of consecutive day's sick leave taken across all separate locations/worksites. For example, if an employee engaged under provisions requiring a medical certificate for absences greater than three days takes four consecutive days of sick leave, where the leave covers two days in each engagement, the application for sick leave must be accompanied by a medical certificate.

Long service leave qualifying periods will be determined by the total period of service recognised by Queensland Health in accordance with the relevant Recognition of previous service for long service leave and sick leave purposes HR Policy C55 (QH-POL-211) and related documents.

Concurrent employment arrangement

an alternative engagement once leave has become exhausted. Leave once transferred will be paid at the rate applicable to the position in which it is taken and not the position in which it was accrued. Leave transfers will be completed based on the following principles:

- Where the employee has more than two engagements, leave will be taken from the engagement with the lowest classification/pay point first.
- Where the remaining engagements are identical in classification/pay point, leave will be taken from the engagement with the highest leave balance

This does not apply to all leave types, please see below.

Recreation leave will accrue as per award conditions and entitlements for each separate engagement. Balances will appear on each respective payslip but will be treated as a combined total. Recreation leave accrued in one engagement can be transferred and used in another. Once transferred, leave will be paid at the rate applicable to the position in which it is taken and not the position in which it was accrued.

Sick leave legislative provisions, industrial instruments and agency specific policies and guidelines for providing medical certification for sick leave taken must be complied with by employees. Determination of whether a medical certificate is required is based on each separate engagement's requirements. For example, if an employee engaged under provisions requiring a medical certificate for absences greater than three days takes four consecutive days of sick leave, where the leave covers two days in each engagement, the application for sick leave does not have to be accompanied by a medical certificate.

Balances will appear on each respective payslip but will be treated as a combined total. Sick leave accrued in one engagement can be transferred and used in another. Once transferred, leave will be paid at the rate applicable to the position in which it is taken and not the position in which it was accrued.

Long service leave qualifying periods will be determined by the total period of service recognised by Queensland Health in accordance with the relevant Recognition of previous service for long service leave and sick leave purposes HR Policy C55 (QH-POL-211) and related documents.

Leave balances will accrue as per each

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Professional development leave will accrue as per award conditions and entitlements. One leave balance will appear on the employee's payslip.

Leave without pay can be requested by employees in one or more of their locations/work sites providing the leave is authorised by the relevant delegated authority.

TOIL - Time off in lieu can be accrued and taken subject to negotiation between employees and their respective line managers/supervisors, if eligible under award conditions.

Accrued days off (ADOs/RDOs) can be accrued and taken subject to negotiation between employees and their respective line managers/supervisors.

engagement's entitlement. Balances will appear on each respective payslip but will be treated as a combined total. Long service leave accrued in one engagement can be transferred and used in another. Once transferred, the leave will be paid at the rate applicable to the position in which the leave is taken and not at the position in which it accrued.

Professional development leave will accrue as per the award conditions and entitlements for each separate engagement. Balances will appear on the respective payslips. Professional development leave accrued in one engagement can be transferred and used in another provided both engagements are in the same stream—i.e. both engagements are in the nursing stream (under the nurses and midwives certified agreement). Once transferred, the leave will be paid at the rate applicable to the position in which the leave is taken and not at the position in which it accrued.

Leave without pay can be requested by employees in one or more of their locations/work sites providing the leave is authorised by the relevant delegated authority.

TOIL - Time off in lieu can be accrued and taken subject to negotiation between employees and their respective line managers/supervisors, if eligible under award conditions. Note Time off in lieu is only to be taken in the engagement in which it was accrued.

Accrued days off (ADOs/RDOs) can be accrued and taken subject to negotiation between employees and their respective line managers/supervisors.

For employees to be eligible and undertake an ADO/RDO arrangement, they must satisfy the following requirements:

- Have a combined FTE equivalent of 1.0.
- Each award/agreement allows for employees to access an ADO/RDO arrangement.
- Each individual engagement uses this entitlement as part of their rostering practices.

ADOs/RDOs must be active across all individual engagements for an entitlement to exist.

Line managers are to ensure that in determining an employee's contracted hours they take into consideration that the employee will be accruing ADOs/RDOs. For example, a concurrent employee with two part-time 0.5 FTE engagements, i.e. two 38 hour work contracts, will need to be rostered 40 hours in each engagement to facilitate the

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Workers' Compensation (WorkCover) leave can be applied for irrespective of the location/work site the work-related injury occurred.

It is the employee's responsibility to communicate with the line managers/supervisors of their other work sites regarding any absences that may result from the work-related injury.

Separate AVACs will need to be submitted for employees with multiple line managers/supervisors.

ADO/RDO arrangement.

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It is the employee's responsibility to communicate with the line managers/supervisors of their other engagements regarding any absences that may result from the work-related injury.

Separate AVACs will need to be submitted for employees with multiple line managers/supervisors.

Overtime

Overtime will be paid based on the combined hours that are worked by an employee.

Overtime will be paid based on the hours worked within each individual engagement. Taking into consideration that the combined total ordinary work hours of all engagements cannot exceed one full-time equivalent (1.0 FTE) and that in the interest of workplace health and safety and duty of care to the employee no unreasonable hours are performed when going from one engagement to another.

Payment Summaries

One payment summary is provided to the employee at the end of the financial year.

One payment summary is provided to the employee at the end of the financial year.

Payslips

One payslip is provided each pay date that combines all salary, taxation, salary sacrifice, allowances, superannuation, deductions, disbursements, wages earned and leave accruals.

Separate payslips are provided for each engagement detailing salary, taxation, salary sacrifice, allowances, superannuation, deductions, disbursements, wages earned and leave accruals.

Rostering

Rostered shifts for aggregate employees must be assigned to the correct location and organisational unit to which they relate to ensure costings are correctly applied.

In the interests of workplace health and safety and as a duty of care obligation to the employee, line managers/supervisors need to be aware of all of their employees' rostered shifts, across all of their engagements, to ensure award obligations are met. It is the employee's responsibility to communicate with their respective line managers and advise them of their rostered shifts.

Rostered shifts for concurrent employees must be assigned to the relevant PAN to ensure shifts are placed against the correct engagement. This will ensure the employee receives an accurate pay and costings are correctly applied.

In the interests of workplace health and safety and as a duty of care obligation to the employee, line managers/supervisors need to be aware of all of their employees' rostered shifts, across all of their engagements, to ensure award obligations are met. It is the employee's responsibility to communicate with their respective line managers and advise them of their rostered shifts.

Separation

If separating from an engagement, a Separation Advice form needs to be completed and forwarded to Payroll Services. The form needs to clearly identify which position the employee is leaving to ensure correct processes occur. The Separation Advice form is required whether the employee is leaving of their own volition or not. For example, a part-time registered nurse temporary contract

If separating from an engagement, a Separation Advice form needs to be completed and forwarded to Payroll Services. The form needs to clearly identify the PAN the employee is separating from, and the position the employee is leaving, to ensure correct processes occur. The Separation Advice form is required whether the employee is leaving of their own volition or not. For example, a part-time

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finishes in the Emergency Department and the employee reverts to holding their other substantive part-time registered nurse position in the surgical ward.

Leave balances are not paid out as a result of ending or changing an aggregate arrangement.

If separating from multiple engagements simultaneously, a Separation Advice form will need to be completed for each engagement.

Concurrent employment arrangement

Administration Officer temporary contract finishes and the employee reverts to holding their substantive part-time registered nurse position only.

Applicable leave balances for the engagement in which the employee is separating will be paid out as a cash equivalent to the employee unless the employee nominates on their Separation Advice form to have all of their applicable leave balances transferred across. Further information on separations can be found in the Separation of Employment HR Policy H1 (QH-POL-227).

If separating from multiple engagements simultaneously, a Separation Advice form will need to be completed for each engagement.

Superannuation

Superannuation contributions are based on total fortnightly salary.

Superannuation contributions are calculated and paid separately on each engagement. Please note that the eligibility threshold of \$450 for payment of the Superannuation Guarantee Charge will consider earnings across all PANs collectively.

Taxation

Taxation is calculated on total fortnightly salary.

Taxation is calculated on total fortnightly salary (combination of all wages earned) and allocated against each separate engagement accordingly.

Version Control

Version	Date	Comments
2.0	November 2016	Replaces Guideline for the Management of Aggregated and Concurrent Employment
1.0	December 2010	New document