

Salary Increments

Human Resources Policy

Effective Date: February 2010

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1 PURPOSE

This policy outlines the arrangements for the payment of salary increments in Queensland Health.

2 APPLICATION

This policy applies to occupants of roles in the classification streams specified in section 7.

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*
- *Health Services Act 1991*
- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2009
- Queensland Health Public Health Sector Certified Agreement (No.7) 2008
- District Health Service Employees' Award – State 2003
- District Health Services – Senior Medical Officers' and Resident Medical Officers' Award 2003
- Medical Superintendents with Right of Private Practice and Medical Officers with Right of Private Practice – Queensland Public Hospitals Award – State 2003
- Employees of Queensland Government Departments (Other Than Public Servants) Award – State 2003
- Health Practitioner (Queensland Health) Certified Agreement (no.1) 2007
- Medical Officers' (Queensland Health) Certified Agreement (No. 1) 2005
- Public Service Award – State 2003
- Directive 7/08 – Leave without Salary Credited as Service
- Directive 2/05 – Higher Duties
- Directive 18/97 – Performance Management
- Health Services Directive No.3/99 – Unsatisfactory Performance
- Higher Duties HR Policy B28 (preserved)
- Advancement - Administrative Stream Level 1 to Level 2 HR Policy C37 (preserved)
- Performance Improvement HR Policy G11

6 SUPERSEDES

- IRM 4.3-2 Effect of Periods of Leave without Pay
- IRM 4.3-3 Incremental Movement for Full Time Medical Specialists

- IRM 4.3-4 Part-time and Casual Employees (Administrative, Operational, Professional and Technical)
- IRM 4.3-5 Increment Arrangements – Part-time and Casual Nurses

7 POLICY

7.1 Administrative, operational, professional and technical streams

7.1.1 Full-time employees

Full-time employees in the administrative (AO), operational (OO), professional (PO) and technical (TO) streams are to be paid at the next pay point of their classification level if they:

- have received the salary at the classification and lower pay point for a period of 12 months
- meet the relevant performance requirements.

Employees at AO1 and OO1 classification levels automatically progress to level 2 (1) of the relevant stream at age 21. Health service district employees under the AO classification level AO1 are to refer to Advancement - Administrative Stream Level 1 to Level 2 HR Policy C37 (preserved).

Employees at PO1 and TO1 classification levels automatically progress to level 1 (4) of the relevant stream at age 21. When employees who were appointed to level 1 of the PO and TO streams obtain the prerequisite qualifications they are to be appointed to the minimum rate prescribed in level 2 of the relevant streams.

7.1.2 Part-time and casual employees

Part-time employees in the AO, OO, PO and TO streams are to be paid at the next pay point of their classification level if they:

- have received the salary at the classification and lower pay point for a period of at least 12 months
- have worked 1,200 ordinary hours at the classification and lower pay point
- meet the relevant performance requirements.

In addition to the above, casual employees are to have 12 months' continuous service.

Employees at AO1 and OO1 classification levels automatically progress to level 2 (1) of the relevant stream at age 21. Health service district employees under the AO1 classification level are to refer to Advancement - Administrative Stream Level 1 to Level 2 HR Policy C37 (preserved).

Employees at PO1 and TO1 classification levels automatically progress to level 1 (4) of the relevant stream at age 21. When employees who were appointed to level 1 of the PO and TO streams obtain the prerequisite qualifications they are to be appointed to the minimum rate prescribed in level 2 of the relevant streams.

7.1.3 Continuity of service – casual employees

Previous service is not to be recognised for increment purposes if there is a break in the continuity of service of a casual employee. Absences from work (excluding public holidays) that do not exceed three calendar months do not constitute a break in service for a casual employee.

7.2 Health practitioner stream employees

Employees appointed to levels HP1 to HP7 within the health practitioner (HP) stream are to receive increments in accordance with section 7.1.

Employees appointed to the HP1 classification level are to be paid at the HP1.4 classification level on reaching 21 years of age.

Employees previously classified in the PO and TO streams, or who were classified as district senior officer (DSO) or district executive senior officer and who have transitioned to the HP stream, are to refer to schedules 2 and 3 of the Health Practitioner (Queensland Health) Certified Agreement (no.1) 2007 for transitional increment arrangements.

7.3 Nurses

7.3.1 Full-time employees

For all nursing classifications when there is more than one pay point, full-time nurses are to be paid at the next pay point of their classification level if they have:

- received the salary at the classification and lower pay point for a period of 12 months
- acquired and used skills and knowledge through experience in the employee's practice setting/s over that period.

7.3.2 Part-time and casual employees

For all nursing classifications when there is more than one pay point, part-time and casual nurses are to be paid at the next pay point of their classification level if they have:

- received the salary at the classification and lower pay point for a period of at least 12 months
- worked 1,200 ordinary hours at the classification and lower pay point
- acquired and used skills and knowledge through experience in the employee's practice setting/s over that period.

In addition to the above, casual employees are to have 12 months' continuous service.

7.3.3 Continuity of service – casual employees

Previous service is not recognised for increment purposes if there is a break in the continuity of service of a casual employee. Absences from work (excluding public

holidays) that do not exceed three calendar months do not constitute a break in service for a casual employee.

7.3.4 Nursing officer (midwifery certificate only)

The 12 month midwifery certificate is no longer available and has been replaced by a three year tertiary qualification in midwifery. Midwives who hold a 12 month midwifery certificate are to remain on nurse grade 5 scale and are only to increment to a maximum of nurse grade 5 pay point 3.

7.4 Medical officers

7.4.1 Increment eligibility – medical officers

Refer section 2.5 of the Medical Officers' (Queensland Health) Certified Agreement (No. 2) 2009 for details regarding increments within the classification structure.

7.4.2 Increment eligibility – senior medical superintendents with right of private practice

Refer to section 2.6 of the Medical Officers' (Queensland Health) Certified Agreement (No. 2) 2009 for details regarding increments.

7.5 Temporary employees

Temporary employees are entitled to receive an increment to the next pay point in the classification level if they meet the conditions outlined in the relevant section 7.1, 7.2 or 7.3 above.

The total period of temporary employment is counted towards an employee's next increment on condition the employee is engaged at the same classification level. The total period of temporary employment may include periods of higher duties or periods of leave without pay.

When a temporary employee is directed to perform higher duties in the same classification stream during the temporary engagement, the hours worked at the higher classification level are recognised in determining an increment date for further temporary engagements at the same or lower classification level. Hours worked at a lower classification level are not recognised towards an increment at a higher classification level.

Temporary employment is recognised for salary increment purposes if the employee is absent on leave, including leave without pay, providing the breaks between temporary engagements, or temporary engagements and permanent appointment, do not exceed the allowable leave without pay periods specified in Directive 7/08 – Leave without Salary Credited as Service.

7.6 Effect of higher duties/relieving

When an employee undertakes a period of higher duties/relieving at a higher classification level within the same stream, the hours worked at the higher level are

recognised towards the calculation of an increment at the lower level.

7.6.1 Higher duties/relieving – separate periods

When an employee undertakes separate periods of higher duties/relieving at a higher classification level within the same stream, the hours worked at the higher level are accumulated towards the calculation of an increment at the higher level, providing the following conditions are met:

- Health service district employees:
 - AO, OO, PO and TO streams and HPs refer Higher Duties HR Policy B28 (preserved).
- Nurses:
 - Periods of relieving at the higher level are to be of one week or longer duration.
 - There has not been a break of more than five years between the separate periods of relieving at the higher level.
 - The nurse was selected for the periods of relieving based on the applicable recruitment and selection processes.
 - An assessment of the performance of the nurse was made during the periods of relieving.
- Public service employees refer to Directive 2/05 – Higher Duties.

7.6.2 Higher duties/relieving – continuous period greater than 12 months

When higher duties/relieving is undertaken for a continuous period of greater than 12 months and the conditions outlined in the relevant section 7.1, 7.2 or 7.3 above are met, the employee may progress to the next pay point of the higher classification level. This is on condition the employee was selected for the relieving based on the applicable recruitment and selection processes.

7.7 Effect of leave without pay

Certain periods of leave without pay are recognised by Queensland Health for salary increments. Refer Directive 7/08 - Leave without Salary Credited as Service, which applies to public service and health service employees.

7.8 Effect of aggregated employment

Aggregated employment exists when an employee is appointed to a job in Queensland Health under one contract of employment and undertakes the same work at the same classification level in multiple locations. The ordinary hours worked in each location are aggregated towards calculating an increment.

Example

A person is appointed as a permanent full-time (1.0FTE) registered nurse in the Metro North Health Service District. They are to work two days (0.4 FTE) at Prince Charles Hospital and three days (0.6 FTE) at Redcliffe Hospital. The person is appointed under one contract of employment (i.e. they receive one appointment letter). The employee is recognised as a full-time employee for salary increment calculation purposes.

7.9 Effect of concurrent employment

Concurrent employment exists when an employee has multiple unrelated engagements within Queensland Health and/or across agencies or Australian Business Numbers (ABNs) in the Queensland public sector at the same time.

Appointments to multiple jobs are maintained separately. It may apply to permanent, temporary or casual employment arrangements. Appointment correspondence is provided in relation to each job detailing the applicable employment arrangements and entitlements. Employment entitlements are managed separately. The hours worked in one job are not recognised towards calculating an increment for the other job.

Example

An officer is permanently employed as a part-time project officer (AO5), Queensland Health for 0.5 FTE per fortnight, and is also employed as a temporary HR advisor (AO6) by Education Queensland working 0.5 FTE per fortnight. These engagements stand alone. The hours worked by the employee in Education Queensland are not recognised towards calculating the increment for their Queensland Health job.

Example

An employee is engaged by Queensland Health as a permanent part-time project officer (AO5) for 0.5 FTE per fortnight, and is also engaged as a casual registered nurse (grade 4). The classes of work are different. These engagements stand alone. The employee is required to work 1200 ordinary hours in each of the classes of work before an increment is payable.

When an employee is appointed to more than one job at the same classification level in Queensland Health the ordinary hours worked in each job are recognised by Queensland Health towards calculating an increment.

Example

A person is appointed as a permanent part-time operational services officer – food services (OO2) at the Gold Coast Hospital for two days per week (0.4 FTE), and is also appointed as a permanent part-time operational services officer – food services (OO2) at the Logan Hospital for two days per week (0.4 FTE). The employee receives an appointment letter for each job. The employee is eligible to increment to the next pay point in the OO2 classification scale for both jobs after 12 months on condition they have worked a combined total of 1,200 ordinary hours. The employee is to otherwise wait until a combined total of 1,200 ordinary hours is worked across both jobs before the increment is payable.

When an employee is appointed to more than one job in Queensland Health, at different classification levels in the same classification stream, and under the same Award/Agreement, the ordinary hours worked in the job at the higher classification are recognised towards an increment for the lower classification level job. However, hours worked in the job at the lower classification level are not recognised towards an increment for the higher classification level job.

Example

A person is appointed as a permanent part-time laboratory assistant (OO2) at Redcliffe Hospital for two days per week (0.4 FTE), and is also appointed as a

permanent part-time pathology coordinator (OO4) at Royal Brisbane Hospital for three days per week (0.6 FTE). The employee receives an appointment letter for each job. The employee is eligible to increment to the next pay point in the OO2 classification level after 12 months on condition they have worked a combined total of 1,200 ordinary hours in the laboratory assistant (OO2) job and the pathology coordinator (OO4) job. The employee is otherwise to wait until a combined total of 1,200 ordinary hours is worked across both jobs before the increment is payable. The employee is eligible to increment to the next pay point in the OO4 classification level after 12 months on condition they have worked a total of 1200 ordinary hours in the pathology coordinator (OO4) job. The employee is otherwise to wait until they have worked 1,200 ordinary hours in the pathology coordinator job before the OO4 increment is payable.

8 APPLYING THE POLICY

8.1 AO, OO, PO, TO and HP streams and nurses – part-time and casual

8.1.1 Work included in calculation of increment

The following applies when determining whether an increment is payable:

- At least 1200 ordinary hours need to be worked at a particular pay point in a 12 calendar month period for an increment to take effect.
- Ordinary hours include periods of paid leave and some periods of leave without pay (refer section 7.7 above).
- Ordinary hours worked in excess of 1200 hours (in the 12 calendar months at the same pay point) are not counted towards the next increment.
- If 1200 hours has not been worked in the 12 month period, the remaining hours are to be worked before an increment is payable.
- Overtime hours are not used in the calculation of hours worked towards an increment.
- Part-time or casual work in another agency is not included in hours worked.
- For nurses, part-time or casual work in a non-nursing role in Queensland Health is not included in hours worked towards a nursing increment.
- Any temporary full-time work undertaken by a part-time or casual employee at their substantive or higher level is included in hours worked towards their substantive increment.
- If an employee is engaged by Queensland Health in more than one position, the hours are included if the work performed is:
 - in the same stream and classification level, e.g. two engagements at OO2
 - at the same or higher classification level, e.g. OO2 and OO3.

When the classification levels of work are different, e.g. OO2 and OO3, but under the same Award/Agreement, the hours worked at the higher level (OO3) can be used towards the calculation of the 1200 hours required for an increment at the lower level (OO2). However, the hours worked at the lower level (OO2) cannot be used towards the 1200 hours required for an increment at the higher level (OO3).

8.1.2 Calculation of increment – examples

Example

A part-time employee who commenced or received an increment on 31 July 2007 is entitled to receive an increment on 31 July 2008 on condition they work 1200 ordinary hours from 31 July 2007 to 30 July 2008, and meet performance requirements.

Example

A part-time employee who commenced or received an increment on 31 July 2007, and who works 1000 hours from 31 July 2007 to 30 July 2008, is not entitled to receive an increment until they have completed 1200 ordinary hours and have met performance requirements. The date on which the part-time employee completes 1200 ordinary hours becomes the new increment anniversary date for the following year. The same procedures apply in calculating the entitlement to an increment at that time.

8.2 Withholding increments

If it is considered that an employee has not met the relevant performance requirements to enable payment of a salary increment:

- the employee is given an opportunity to respond to the specific issues of concern through the issuing of a show cause letter from the delegate
- the employee is allowed 14 days to respond to the letter indicating why the salary increment is not to be withheld
- the delegate considers the employee's response and other relevant information before making a decision on whether or not the increment is approved.

All employees are obliged to participate actively in the process to manage unsatisfactory performance. Refer Health Services Directive 3/99 - Unsatisfactory Performance, Directive 18/97 – Performance Management, and Performance Improvement HR Policy G11 for information on Queensland Health employee and manager responsibilities.

9 DEFINITIONS

Aggregated employment	When an employee is appointed to a job by one agency or under a single ABN in the Queensland public sector under one contract of employment (appointment letter) to multiple locations for the same employment period, the employee entitlements such as leave and hours worked can be aggregated.
Concurrent employment	When an employee has multiple unrelated engagements within and/or across agencies or ABNs in the Queensland public sector, at the same time. Appointments to multiple jobs are maintained separately. It may apply to permanent, temporary or casual employment arrangements. A separate appointment letter is provided for each job which details the job's applicable employment arrangements and entitlements. Employment

	entitlements are managed separately, based on the separate letters of appointment. Separate pay advices are issued. Separate payment summaries are issued at the end of the financial year.
Increment	The movement to the next paypoint within a classification level of a remuneration stream upon completion of 12 months service, working a specified number of hours and meeting relevant performance requirements.
Relevant performance requirements	<ul style="list-style-type: none"> • For employees at levels 1 and 2 of the AO, PO and TO streams and levels 1, 2 and 3 of the OO stream, the employee's conduct, diligence and efficiency has been certified as satisfactory by the delegate. • For employees at all other classification levels, the employee has achieved performance objectives.

10 HISTORY

February 2010	Developed as a result of the HR policy consolidation project.
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