



Determining Salary Levels Upon Appointment

Human Resources Policy

Effective Date: March 2010

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1 PURPOSE

To outline the arrangements for determining salary levels upon permanent or temporary appointment to classification streams in Queensland Health.

2 APPLICATION

This policy applies to the occupations and classification streams specified in the respective sections of the policy. Reference is also to be made to preserved HR policies relating to determining salary levels for specific occupational classifications.

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

- Queensland Public Health Sector Certified Agreement (No. 7) 2008 (EB7)
- District Health Services Employees Award – State 2003
- Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007
- Medical Officers' (Queensland Health) Certified Agreement (No.2) 2009
- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2009
- Nurses (Queensland Health) Certified Agreement (EB6) 2006
- Nurses (Queensland Health) – Section 170MX Award 2003
- Order – Apprentices' and Trainees' Wages and Conditions (Queensland Government Departments and Certain Government Entities) 2001
- Order – Apprentices' and Trainees' Wages and Conditions (Excluding Certain Queensland Government Entities) 2003
- Queensland Health Certified Agreement (No. 3) 1998
- Directive 7/08 – Leave without Salary Credited as Service
- Directive 2/03 – Recognition of Previous Service and Employment
- Directive 12/09 – Employment Arrangements Following Workplace Change
- Directive 24/99 – Transfer within and between Classification Levels and Systems
- Nursing and Midwifery Classification Structure HR Policy B7
- Higher Duties HR Policy B28 (preserved)
- Employment HR Policy B35
- Surplus Employees HR Policy B36
- Transfers in Queensland Health HR Policy B41
- Salary Advancement HR Policy C16
- Commencing Rates – Administrative Stream HR Policy C36 (preserved)
- Advancement – Administrative Stream Level 1 to Level 2 HR Policy C37 (preserved)
- Aggregated and Concurrent Employment HR Policy C47

- Salary Increments HR Policy C61
- Operational Services Manual

6 SUPERSEDES

- IRM 1.12-2 Appointment Across Classification Streams – District Health Service Employees Award – State
- IRM 4.1 Appointment to Levels 1, 2 and 3 of the Professional and Technical Streams
- IRM 4.2-1 Commencing Rates – Professional Stream
- IRM 4.2-2 Commencing Rates – Technical Stream
- IRM 4.2-4 Commencing Rates – Operational Stream
- IRM 4.2-5 Recognition of Previous Service and/or Experience for Salary and Increment Purposes
- IRM 4.2-7 Commencing Rates – Nurses, Enrolled and Pupil Nurses
- IRM 4.2-9 Commencing Rates – Apprentices
- IRM 4.2-10 Recognition of Previous Service – Registrars and Principal House Officers
- IRM 4.2-12 Recreation Officers – Career Structure
- IRM 4.2-15 Direct Entry Midwives Pay Rates
- IRM 4.2-16 Commencing Rates – Nursing
- Circulars ER22/03, ER65/03, ER70/03, ER84/03, ER85/03, ER25/04, ER97/04, ER113/04, ER03/05, ER20/05, ER35/05, ER36/05, ER64/05, ER85/05, ER52/06, ER84/06, ER87/06, ER117/06, ER35/07

7 POLICY

This policy details the salary classification levels and paypoints payable upon permanent, temporary or casual appointment of an employee to the various classification streams for occupational groups within Queensland Health.

This policy is to be interpreted in conjunction with specific awards, agreements, administrative arrangements and policies applying to the relevant occupational groups.

7.1 Director-General determination

The Director-General determined under section 28(2) of the *Health Services Act 1991* that the provisions, conditions and entitlements contained in the following directive applies to Queensland Health employees from 1 May 2008:

- Directive 02/03 – Recognition of Previous Service and Employment.

The Director-General also determined that any replacement directive dealing with substantially the same subject matter is also applicable to health service employees covered by this policy. When a replacement directive is issued it is applicable to all Queensland Health employees from the date of effect of the directive.

7.2 Existing permanent Queensland Health and public sector employees

7.2.1 Appointments and transfers – same Award

Promotion

When an existing permanent Queensland Health or public sector employee is being promoted to a position in Queensland Health at a higher classification level within the same Award, they are to be appointed to the first paypoint of the higher classification level.

Periods of higher duties at the same or higher level of the promotion position may be recognised towards the commencing salary level. Refer Higher Duties HR Policy B28 (preserved).

Appointment or transfer at level

When an existing permanent Queensland Health or public sector employee is being appointed or transferred to a position at the same classification level within the same Award, they are to be appointed at their current paypoint.

Appointment or transfer across classification streams

An existing permanent Queensland Health employee engaged under the District Health Services Employees' Award – State 2003 (DHSE Award) who voluntarily seeks to transfer to a position within the DHSE Award but under a different classification stream, may do so provided they:

- hold a position at a comparable level to the vacancy
- meet any mandatory requirements attached to the classification stream to which they are being transferred
- would remain employed under the provisions of the DHSE Award.

When parity of pay levels exist between the different streams, movement is to be to an equal pay level. When no equivalent pay level exists, the employee is to be moved to the next available paypoint in the classification stream and level to which they have been appointed.

When no equal or higher classification is deemed appropriate, the employee is to maintain a personal classification equal to the paypoint from which they were appointed. The personal classification is to be maintained until the employee obtains a promotion or until the Award or Certified Agreement rate equals or surpasses the personal classification.

Permanent Queensland Health employees not covered by the DHSE Award, including employees of Corporate Office and those permanently appointed from other government departments, may access conditions under Directive 24/99 – Transfer Within and Between Classification Levels and Systems (refer Transfers in Queensland Health HR Policy B41).

Redeployment

An existing permanent Queensland Health or public sector employee, who voluntarily elects to be redeployed to a position at a lower classification level within the same Award, is to be placed on the maximum paypoint of the lower classification.

Employees who are existing registered deployees, surplus officers, or employees affected by new workforce arrangements, are to be provided with the relevant salary maintenance provisions (refer to Directive 12/09 – Employment Arrangements Following Workplace Change, and the Surplus Employees HR Policy B36).

7.2.2 Appointments and transfers – different Award

Promotion

When an existing permanent Queensland Health or public sector employee is promoted to a position in Queensland Health at a higher classification level, but in a different Award, they are to be appointed to the first paypoint of the higher classification level.

Periods of higher duties at the same or higher level of the promotion may be recognised towards the commencing salary level (refer Higher Duties HR Policy B28 (preserved)).

Appointment or transfer at level

When an existing permanent Queensland Health or public sector employee is appointed or transferred to a position at the same classification level but in a different Award, they are to be appointed at their current paypoint.

Appointment or transfer across classification streams

An existing permanent Queensland Health or public sector employee transferred to a position in a different Award and different classification stream is to meet any mandatory requirements attached to the classification stream to which they are being transferred. A transfer across classification streams and Awards can only occur when the officer's current pay level is within the minimum and maximum of the salary range to which they are being transferred (refer Transfers in Queensland Health HR Policy B41).

Redeployment

An existing permanent Queensland Health or public sector employee, who voluntarily elects to be redeployed to a position at a lower classification level in a different Award, is to be placed on the maximum paypoint of the lower classification.

Employees who are existing registered deployees, surplus officers or employees affected by new workforce arrangements, are to be provided with the relevant salary maintenance provisions (refer to Directive 12/09 Employment Arrangements Following Workplace Change. and the Surplus Employees HR Policy B36).

7.3 Temporary Queensland Health employees

7.3.1 Appointments – same classification level

A temporary employee in Queensland Health may negotiate a higher paypoint on appointment to temporary engagement or a permanent position at the same classification level.

Example

A temporary employee at classification level AO3(1) who has been employed for a period of nine months and is then appointed to a permanent AO3 position may

negotiate to commence on paypoint AO3(2) based on recognition of skills, knowledge and abilities (obtained in the temporary and other relevant previous positions). The employee would then move to AO3(3) after a period of 12 months following appointment. The nine months spent as a temporary employee at AO3(1) is disregarded for increment purposes because the employee commenced on paypoint two. If the temporary employee has already had their relevant previous service recognised on entry into Queensland Health, it cannot be recognised a second time for the purposes of negotiating a higher pay point on appointment.

7.3.2 Appointments – different classification level

A temporary employee in Queensland Health, who is appointed to another temporary engagement or a permanent position at a higher classification level, may negotiate a higher paypoint on appointment based on recognition of skills, knowledge and abilities.

Previous periods of higher duties performed at the same or a higher level of the position may be recognised towards the commencing salary level for the appointment (refer to Higher Duties HR Policy B28 (preserved)).

7.4 Concurrent employment

An existing Queensland Health employee who is then appointed to a second or additional position within Queensland Health at the same classification level is to be appointed to the second position at the same paypoint they are currently receiving (refer Aggregated and Concurrent Employment HR Policy C47).

7.5 External appointments

An external candidate (i.e. a candidate who is not an existing Queensland Health or permanent public sector employee) may be appointed to any paypoint within the classification level upon the manager or selection panel's recommendation. The recommendation is to be based on the following:

- Relevant previous experience in equivalent or higher level roles.
- The skills, knowledge and abilities of the candidate.
- Consideration of the paypoints and experience of existing employees within the work unit performing similar work.

Approval for the appointment of an external candidate to any paypoint within the classification level is at the discretion of the delegate. The delegate may request documentation to evidence the candidate's previous experience in support of the recommended paypoint, for example:

- payslips
- payment summary
- statements of service
- verification of qualifications, professional registration and credentials
- referee reports
- statutory declaration.

Some industrial instruments provide specific previous service and clinical practice recognition provisions for determining commencement paypoints for certain occupations e.g. medical and nursing staff. The relevant Award or Certified Agreement is to be read in conjunction with this policy to determine the commencing pay level.

Administrative stream

7.6 Commencing rates

The commencing rates of new employees within the administrative stream are contained in the following HR policies:

- Commencing Rates – Administrative Stream HR Policy C36 (preserved)
- Advancement – Administrative Stream Level 1 to Level 2 HR Policy C37 (preserved).

Apprentices

7.7 Commencing rates

The commencing rates for apprentices are competency based with wage increases payable on the achievement of competencies/minimum training requirements or period spent in the apprenticeship. Wage levels are calculated as a percentage of a tradesperson's wage, i.e. HBEA10.

An apprentice with no industry competencies commences at wage level 1.

Refer to the Order – Apprentices' and Trainees' Wages and Conditions (Queensland Government Departments and Certain Government Entities) 2001, section 4.2 Entry Wage Level and Schedule 1 Wage Rates for details of the minimum training requirements and the relevant percentage of a tradesperson's wage payable.

7.7.1 Engineering and manufacturing apprentices

The commencing rates for apprentices of engineering, manufacturing and related industries are competency based, in addition to recognition of the completion of Year 11 schooling or a Senior Certificate (or equivalent qualification from TAFE or interstate education authority). Engineering and manufacturing apprentices with senior education receive a higher percentage of a tradesperson's rate than other apprentices for wage levels 1 and 2.

The Order – Apprentices' and Trainees' Wages and Conditions (excluding Certain Queensland Government Entities) 2003, Schedule 15 Manufacturing, Engineering and Related Industries is applied to engineering and manufacturing apprentices employed in the public sector. Schedule 15 details the minimum training requirements, education levels and the relevant percentage of a tradesperson's wage payable.

7.7.2 Adult apprentices

Adult apprentices are persons 21 years of age and over at the time of commencing an apprenticeship. Adult apprentices are to be paid no less than an amount equivalent to the Queensland minimum wage (refer to the Order – Apprentices' and Trainees')

Wages and Conditions (Queensland Government Departments and Certain Government Entities) 2001, section 4.9 New Adult Employees).

Special remuneration arrangements apply to existing permanent adult Queensland Health employees (refer to the Employment HR Policy B35).

Health practitioners

7.8 Commencing rates

For commencing rates for persons appointed under the health practitioners stream, refer to the Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007, part B, section 20 Appointment to Classification Levels.

Medical

7.9 Registrars and principal house officers

Recognition of previous service is to be applied in determining the appointment salaries of registrars and principal house officers (PHO). Recognition is to be granted for time as a:

- registrar or PHO
- registrar interstate or overseas
- medical superintendent or medical superintendent with right of private practice, beyond the second post graduate year.

Refer to section 2.5 of the Medical Officers' (Queensland Health) Certified Agreement (No.2) 2009 for further details.

Nursing and midwifery

7.10 Nursing and midwifery classification structure

Salary spine

As part of the Nurses (Queensland Health) Certified Agreement (EB6) 2006, a revised nursing salary spine was implemented from 27 March 2006. The revised salary spine impacted upon levels historically described as assistant in nursing (AIN), enrolled nurse advanced practice (ENAP), NO1, NO3 and NO4.

The translation of the revised salary spine for AINs and AAINs was undertaken in a two-step process, due to agreed alterations to the initial agreement, necessary to amend anomalies.

The amendment corrected the translation of AINs pay point 5 to pay point 3 (instead of pay point 2) on the salary spine. AINs who translated from pay point 5 to pay point 3 of the nursing and midwifery salary spine remain at that level until such time as they attained a Certificate III qualification.

Classification structure

In September 2007, the nursing and midwifery classification structure was introduced, setting out a 12 grade classification structure for nurses and midwives as well as the

process for evaluation/re-evaluation of positions (refer to Nursing and Midwifery Classification Structure HR Policy B7).

7.11 Recognition of previous service for salary purposes

Clause 30 of the Nurses (Queensland Health) - Section 170MX Award 2003 states that an employee is to be given credit for previous nursing experience.

Previous nursing experience includes:

- time spent obtaining additional nursing/midwifery certificates/qualifications, other than the general nursing/midwifery certificate/qualification
- any period of nursing and midwifery experience (before an absence from nursing) covered by a relevant nursing industrial instrument, or where a licence to practice was required.

7.11.1 Part-time and casual nursing and midwifery experience

For part-time and casual nursing and midwifery experience, 1200 ordinary hours of work experience or 12 months in time, whichever is the later, is to be recognised as one full year's experience in determining the commencing rate.

7.11.2 Interstate and international nursing and midwifery experience

Interstate and international nursing and midwifery experience is recognised if a nurse or midwife was employed in accordance with a relevant nursing Award or industrial instrument, or a licence to practice was required.

Equivalence of the level of the interstate or overseas nursing and midwifery experience with the Queensland nursing career structure is to be made with reference to the generic level statements contained within attachment 2 of the Nursing and Midwifery Classification Structure HR Policy B7.

7.11.3 Higher duties

Periods of relieving in a higher classification level are recognised in determining salary levels at the same or lower level, when the following conditions are satisfied:

- Relieving periods of one week or more are recognised.
- There was not a break of more than five years between periods of relief.
- The nurse or midwife was selected for the relieving based on the applicable recruitment and selection processes.
- An assessment of the performance of the nurse or midwife was made during the period of relief.

Previous nursing and midwifery experience is also recognised for the purposes of determining salary levels for higher duties positions, when the following conditions are satisfied:

- Relieving periods of one week or more are recognised.
- There was not a break of more than five years between periods of nursing experience.

- The nurse was selected for the relieving position based on the applicable recruitment and selection processes.

7.11.4 Absences from nursing and midwifery

The following principles apply regarding absences from nursing and midwifery:

- All nursing and midwifery experience with a break of five years or less is recognised.
- Any breaks of over five years are totalled together before applying the matrix in section 8.2 of this policy to recognise previous nursing experience for salary determination.

7.11.5 Re-entry recognition

Nurses and midwives who have been absent from nursing practice for a period of five years or more, and who are no longer registered/enrolled, are required to undertake a re-entry course. Candidates for the re-entry course need to contact the Queensland Nursing Council (www.qnc.qld.gov.au) for the available options.

Registered nurses undertaking a re-entry course are to commence on the re-entry paypoint nurse grade 5 during the period of training. An enrolled nurse undertaking a re-entry course is to commence on paypoint 1 of nurse grade 3. The nurse remains on the re-entry paypoint until they attain the appropriate competencies based on the National Competency Standards for the Registered and Enrolled Nurse (ANC 2002).

When the employee has met the competency standards, all previous service including the period of training is recognised for salary purposes (in accordance with section 8.2).

7.11.6 Evidence of previous service

A nurse or midwife is to produce satisfactory evidence of previous service before the service is recognised for salary purposes by the health service district.

Evidence of previous employment is to be produced by a nurse or midwife within the first four weeks of commencement. If, due to circumstances beyond the nurse's control, the nurse or midwife is unable to produce evidence of previous employment within that timeframe, the previous service may be recognised providing:

- it is considered that the nurse or midwife has made sufficient effort to obtain the evidence of previous service
- a statutory declaration of previous service is supplied.

An appropriate authorised officer of the health service district is to initial and date any proof of previous service to be recognised for salary purposes. This assists with any disputes regarding dates for back-pay entitlements.

7.11.7 Enrolled nurses – service with Queensland Radium Institute

An administrative arrangement exists for previous service as a clinic attendant at the Queensland Radium Institute to be recognised by Queensland Health in determining the commencing salary level for an enrolled nurse.

7.11.8 Midwives commencing rates

The 12 month midwifery certificate is no longer available. Midwives who currently hold a 12 month midwifery certificate only are appointed to the nurse grade 5 scale, however they cannot be appointed or increment beyond nurse grade 5 paypoint 3.

Midwives who graduate with a three year tertiary qualification in midwifery commence on nurse grade 5 paypoint 1 and are eligible to increment through to nurse grade 5 paypoint 7.

Operational stream

7.12 Classification levels OO2 and above

Existing permanent Queensland Health or public sector operational stream employees appointed to a higher classification level are to be appointed to the first paypoint of the level.

From 1 July 2001 any periods of higher duties at the same or higher level are recognised as service in determining the employee's commencing paypoint (refer to Higher Duties HR Policy B28 (preserved)).

External appointees to the operational stream are to have previous relevant employment recognised for determining commencement salary (in accordance with section 7.5).

The Queensland Health Operational Services Manual contains further information regarding appointments to specific occupational categories within operational stream.

7.13 Classification level OO1

Persons under 18 years of age without previous relevant experience, appointed to operational stream positions at base grade level, i.e. OO2, are appointed to level OO1 according to their age. The following OO1 commencement rates apply:

- OO1 (1) - Age 15
- OO1 (2) - Age 16
- OO1 (3) - Age 17
- OO1 (4) to OO1 (6)*

Subject to conduct, diligence and general efficiency, employees appointed to OO1 level increment on their birth date each year.

* see section 7.3 regarding employees 18 years of age.

7.14 Age 18 years

A person who has turned 18 years of age, appointed to a base grade operational stream position, i.e. OO2, is appointed to a minimum of level OO2 paypoint 1.

Employees appointed to classification level OO1 are to automatically progress to classification level OO2 paypoint 1 upon turning 18 years of age.

7.15 Anaesthetic technicians

For details regarding salary levels payable to anaesthetic technicians, refer to the Salary Advancement HR Policy C16.

7.16 Recreation officers

Recreation officers are to be appointed as follows:

OO3(1)	Employees meeting the pre-requisite qualification, or deemed equivalent qualifications, but still to complete a 12 month post graduate internship period appointed as recreation officer (Advanced Level Internship).
OO4(1)	Employees meeting the pre-requisite qualification, or holding deemed equivalent qualifications, and completion of a 12 month post graduate internship period appointed as recreation officer (Advanced Level).

This is not a progressional arrangement. Appointment at the OO4 level can only occur following the formal establishment of such positions in the health service district.

The pre-requisite qualification is the Advanced Certificate in Disability Studies or Certificate IV in Health and Community Services (Divisional Therapy) conducted by TAFE.

The post graduate internship period does not need to be undertaken in a public health setting. Any relevant post graduate experience is counted towards the internship period.

Professional stream

7.17 Classification levels PO2 and above

Appointees to the professional stream at classification levels PO2 and above are to hold the mandatory pre-requisite qualification assigned to the discipline, e.g. degree.

The commencing paypoint of an appointee to classification level PO2 is dependent upon the qualification attained as below.

Qualification	Commencing PO2 paypoint
Three year degree	PO2 paypoint 1 [PO2(1)]
Four year degree, Honours degree, General Entry Masters, Masters or Doctorate	PO2 paypoint 2 [PO2(2)]

Appointees to the professional stream at classification level PO2 are to have all previous relevant experience gained subsequent to the completion of the minimum prerequisite qualifications required, recognised for determining their commencement

salary. Previous experience is to be recognised in whole months only to a maximum of PO2 (6).

Existing permanent Queensland Health or public sector employees in the professional stream appointed to a higher classification level are to be appointed to the first paypoint of the level. From 1 July 2001 any periods of higher duties at the same or higher level are recognised as service in determining the employee's commencing paypoint (refer to Higher Duties HR Policy B28 (preserved)).

External appointees to the professional stream at classification levels above PO2 are to have previous relevant employment recognised for determining commencement salary (in accordance with section 7.5).

7.18 Classification level PO1

Positions at classification level PO1 are to cater for employees such as cadets. Only persons eligible for enrolment in or currently studying the appropriate prerequisite qualification can be appointed to PO1 level.

A person appointed at classification level PO1 is to be paid PO1 paypoint 4 upon turning 21 years of age.

A person appointed at classification level PO1 is automatically appointed to classification level PO2 upon obtaining the pre-requisite qualification for the discipline.

Technical stream

7.19 Classification levels TO2 and above

Appointees to the technical stream at classification levels TO2 and above are to hold the mandatory pre-requisite qualification assigned to the discipline, e.g. diploma, advanced diploma or equivalent.

Appointees to the technical stream at classification level TO2 are to have all previous relevant experience gained subsequent to the completion of the minimum prerequisite qualifications required, recognised for determining their commencement salary. Previous experience is to be recognised in whole months only to a maximum of TO2 (6).

Existing permanent Queensland Health or public sector employees in the technical stream appointed to a higher classification level are to be appointed to the first paypoint of the level. From 1 July 2001 any periods of higher duties at the same or higher level are recognised as service in determining the employee's commencing paypoint (refer to Higher Duties HR Policy B28 (preserved) and the Public Service Award).

External appointees to the technical stream at classification levels above TO2 are to have previous relevant employment recognised for determining commencement salary (in accordance with section 7.5).

7.20 Classification level TO1

Positions at classification level TO1 are to cater for employees such as cadets. Only persons eligible for enrolment in or currently studying the appropriate prerequisite qualification can be appointed to TO1 level.

A person appointed at classification level TO1 is to be paid TO1 paypoint 4 upon turning 21 years of age.

A person appointed at classification level TO1 is automatically appointed to classification level TO2 upon obtaining the pre-requisite qualifications for the discipline.

8 APPLYING THE POLICY

8.1 Methods for calculating periods of service

8.1.1 Overriding principles

The following overriding principles apply to the calculation of periods of previous service for determining commencement salary:

- 31 Days is to equal one month.
- Previous service is to be recognised in whole months.
- When subtracting commencement date from termination date add one day as both days were worked.
- Reference is to be made to Directive 7/08 – Leave without Salary Credited as Service, for determining which periods of leave without pay are not deemed service for salary purposes.

Some industrial instruments provide exceptions to this policy. The relevant Award or Certified Agreement is to be read in conjunction with this policy.

8.1.2 Recognition of hours worked

Hours worked in excess of an Award's ordinary full-time hours are not to be recognised for the purposes of calculating an employee's full-time equivalence for previous service or commencing salary. Any overtime hours (i.e. hours paid at the overtime rate) are **not** to be counted as service. Additional ordinary hours accumulated towards an accrued day off are counted.

Examples

A full-time employee works a shift for Queensland Health as an agency employee. This is not additional service as an employee of Queensland Health and it is **not** to be recognised.

A full-time employee performs ten hours overtime each week for one year. This additional service is **not** to be recognised.

A part-time employee works a shift which is two hours longer than the normal full-time shift, and is paid two hours overtime for doing so. This service is **not** to be recognised.

A part-time employee works an additional two hours more than normal on a day but the total period does not exceed a normal full-time shift. The additional two hours are paid at ordinary time and are recognised as service.

8.1.3 Calculation of previous service – examples

Periods of full-time service

Periods of previous full-time service when employment has been served with two separate employers and there has been no extended period of leave without pay not recognised as service.

First period of employment: 01.05.1997 to 05.07.1999

Calculate service period: D M Y
 05.07.99 (termination date)
 - 01.05.97 (commencement date)
 = 04.02.02
 + 01 (add one (1) day)
 Service: 05.02.02

Service to be counted: 2 years 2 months 5 days

Second period of employment: 08.07.2000 to 11.09.2005

Calculate service period: D M Y
 11.09.05 (termination date)
 - 08.07.00 (commencement date)
 = 03.02.05
 + 01 (add one (1) day)
 Service: 04.02.05

Service to be counted: 5 years 2 months 4 days

Combined full-time service: 2 years 2 months 5 days
 + 5 years 2 months 4 days
 Total full-time service to count: 7 years 4 months (whole months counted only)

Periods of part-time or casual service

Periods of previous part-time or casual service when the employee has provided a declaration of the hours worked each week/fortnight over a given period and there has been no extended period of leave without pay not recognised as service.

Process: Calculate the service period; convert to fortnights; multiply fortnightly hours by number of fortnights; convert total hours worked to full-time equivalent service in years/months/days.

Hours worked per week: 30 hours per week (60 hours per fortnight (f/n))
 Period of employment: 02.06.2002 to 23.03.2006

Calculate service period: D M Y
 23.03.06 (termination date)
 - 02.06.02 (commencement date)

$$\begin{array}{rcl} & = & 21.09.03 \\ & + & \underline{01} \text{ (add one (1) day)} \\ \text{Service:} & & \underline{22.09.03} \end{array}$$

Service to be counted: 3 years 9 months 22 days

Convert to Fortnights:

$$\begin{array}{rcl} \text{Years:} & 3 \text{ years} \times 26 \text{ f/ns} & = 78 \\ \text{Months:} & .75 \text{ (9/12 mths)} \times 26 \text{ f/ns} & = 19.5 \\ \text{Days:} & 22 \text{ days/14 days per f/n} & = \underline{1.57} \\ \text{Total Fortnights:} & & = 99 \end{array}$$

Total hours converted: 99 f/ns x 60 hours worked per f/n = 5940

Total hours are then converted to a full-time equivalent service period as below.

Periods of previous part-time or casual service where the employee has provided the cumulative total of hours worked over a given period and there has been no extended period of leave without pay not recognised as service.

Process: Total part-time/casual hours are converted to full-time equivalent service in years/months/days.

$$\begin{array}{rcl} \text{Total hours worked:} & 5940 \text{ hours} & \\ & \div & \underline{38 \text{ hours}} \text{ (Award hours per week)} \\ \text{Hours converted to weeks:} & = & 156.32 \text{ weeks} \\ & \div & \underline{4.35 \text{ weeks}} \text{ (Weeks per month)} \\ \text{Weeks converted to months:} & = & 35.94 \text{ months} \end{array}$$

Convert total months to years/months/days:

$$\begin{array}{rcl} & 35 \text{ whole months divided by 12 months} & \\ & = & 2 \text{ years 11 months} \\ & & \\ & .94 \text{ of a month} \times 31 \text{ days/month} & \\ & = & 29 \text{ whole days} \end{array}$$

Total service: = 2 years 11 months 29 days*

Service to count: = 2 years 11 months

(*The number of days would only be considered if this period of service was being added to other periods in determining total service to count).

8.2 Calculation of previous service – nursing and midwifery

Total nursing experience is to count when recognising previous service for commencement salary, i.e. absences from nursing and/or midwifery do not break continuity of experience for salary determination.

Any period of experience (before an absence from nursing or midwifery) covered by a relevant nursing and midwifery industrial instrument, or where a licence to practice was required, is to be recognised in accordance with the following matrix:

Years of nursing and/or midwifery experience	Years of absence from nursing and/or midwifery						
	<5 yrs	>5 yrs but <7 yrs	>7 yrs but <9 yrs	>9 yrs but <11 yrs	>11 yrs but <13 yrs	>13 yrs but <15 yrs	>15 yrs
Less than 1 yr	1	1	1	1	1	1	1
>1 yr but <2 yrs	2	1	1	1	1	1	1
>2 yrs but <3 yrs	3	2	1	1	1	1	1
>3 yrs but <4 yrs	4	2	1	1	1	1	1
>4 yrs but <5 yrs	5	3	2	1	1	1	1
>5 yrs but <6 yrs	6	3	2	1	1	1	1
>6 yrs but <7 yrs	7	4	3	2	1	1	1
>7 yrs but <8 yrs	7	5	4	3	1	1	1
>8 yrs but <15 yrs	7	6	5	4	3	1	1
>15 yrs but <25 yrs	7	7	6	5	4	3	2
>25 yrs	7	7	7	6	5	4	3

8.2.1 Applying the matrix

The matrix operates on the basis of aligning the two axes: 'Years of nursing and/or midwifery experience' and 'Years of absence from nursing and/or midwifery'. Where the two axes meet determines the paypoint in the nursing salary structure at which an employee is to be placed upon commencement. The matrix applies irrespective of the number of paypoints in the classification level, i.e. grade.

Examples

A registered nurse with 8.5 years (>8yrs but<15yrs) of previous experience returning to the base grade (grade 5) following a break of 7.5 years (>7yrs but <9yrs) would be placed on nurse grade 5 paypoint 5.

An enrolled nurse with 8.5 years (>8yrs but<15yrs) of previous experience returning to nursing following a break of 7.5 years (>7yrs but <9yrs) would be placed on paypoint 5 of nurse grade 3.

In the above examples, the period of the re-entry training course would be included in the 8.5 years of previous experience.

In the "Years of nursing and/or midwifery experience" rows the greater than (>) sign is interpreted as equal to/or greater than. In the "Years of absence from nursing and/or midwifery" columns the less than (<) sign is interpreted as equal to/or less than.

Example

A nurse or midwife with exactly seven years previous experience and exactly nine years absence commences on paypoint 4 of the appropriate nursing and midwifery classification.

When a nurse or midwife has a history of entering and leaving the nursing and midwifery workforce, only those absences over five years are totalled in applying the matrix.

Example

A nurse or midwife with the following history of experience and absences is to only have the absences greater than five years counted for the application of the matrix:

Years of previous nursing and/or midwifery experience	Years of absence from nursing and/or midwifery	Absence counted (Yes/No)
3 years 8 months	1 year 5 months	No (< 5 years)
4 years 3 months	6 years 3 months	Yes (> 5 years)
3 years 8 months	4 years 0 months	No (< 5 years)
6 years 4 months	5 years 4 months	Yes (> 5 years)
17 years 11 months (total experience)	17 years 0 months (total absences)	11 years and 7 months (total absence counted)

In applying the matrix, the nurse or midwife would have 17 years 11 months (>15yrs but <25yrs) of previous experience and 11 years 7 months (>11yrs but <13yrs) of absence. The nurse or midwife would be appointed to paypoint 4 of the relevant nursing and midwifery grade.

Any experience worked at the same or higher grade to the level a nurse or midwife is being appointed to, is recognised provided there has not been a break of more than five years.

Example

A registered nurse has the following experience, with no absences from nursing greater than five years:

Nurse grade level	Years of previous nursing and/or midwifery experience
Nurse grade 5	10 years
Nurse grade 6	3 years
Nurse grade 7	1 year
Nurse grade 9 (current position)	1 year

The registered nurse resigns from the current nurse grade 9 position and is subsequently appointed to a nurse grade 7 position. The nurse would be appointed to paypoint 3 of nurse grade 7 in recognition of two years relevant previous service (one year at grade 9 plus one year at grade 7). If the nurse is subsequently promoted to nurse grade 9, the nurse would be appointed to paypoint 2 in recognition of the one year previous experience at nurse grade 9.

8.2.2 Previous part-time and casual nursing and/or midwifery experience - formulas

In cases when previous part-time and/or casual nursing and/or midwifery experience is less than 1200 hours gained in a period less than 12 months, the following formula is to be applied to calculate experience for the purpose of applying the matrix:

$$(A - 12) \times B / 1200$$

When: A = Number of hours experience gained
B = Number of months taken to gain hours of experience

Example

A nurse grade 5 works part-time from 10.01.2003 to 9.10.2003 (9 months) and is contracted to 16 hours per week (32 hours per fortnight).

$$(576 - 12) \times 9 / 1200$$

$$564 \times 0.0075 = 4.23 \text{ months}$$

When the answer is higher than the number of months taken to gain experience, the actual number of months taken to gain experience is to be used.

In cases when casual and/or part-time experience is less than 1200 hours gained in a period of more than 12 months, the following formula is to be used for the purpose of the matrix:

$$12 \times B / (A - 12) / 1200$$

A = Number of months taken to gain hours of experience.
B = Number of hours experience gained

Example

A nurse grade 5 works from 10.01.03 to 10.02.04 (13 months) and is contracted to work 16 hours per week.

$$12 \times 848 / (13 - 12) / 1200$$

$$10176 \times 1 / 1200 = 8.48 \text{ months}$$

When the answer is higher than the number of months taken to gain experience, the actual number of months taken to gain experience is to be used.

8.3 Recognition of previous service – salary structures

When undertaking an assessment for recognition of previous service for commencement salary, care is to be taken to ensure any periods of past service or higher duties under a previous salary structure are translated to the comparable classification level in the current salary structure.

Example

Previous higher duties undertaken at the NO3 level in the previous nursing salary structure are not to be recognised for the commencing salary of a person appointed to nurse grade 7 level in the new nursing salary structure (even though the NO3 position translated to nurse grade 7 in the new structure).

9 HISTORY

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