1 PURPOSE

To outline the preferred employment practices for Commonwealth and/or state funded programs for Queensland Health.

2 APPLICATION

This policy applies to all employees of Queensland Health.

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)
- Health Practitioner (Queensland Health) Certified Agreement (No. 1) 2007
- Public Service Act 2008
- Directive 3/09 - Recruitment and Selection
- Recruitment and Selection HR Policy B1
- Permanent Employment B23
- Conversion of Temporary Employees to Permanent Status HR Policy B52

6 SUPERSEDES

- IRM 1.1-1 Appointments – Permanent &/or Temporary - Commonwealth &/or State Funded programs

7 POLICY

Queensland Health receives Commonwealth and state funding for a range of specific programs, including but not limited to Breast Screen (Queensland), Home and Community Care, Cancer Screening Services Unit and the various programs fund managed by statewide and non-government health services. The programs receive
funding through periodically negotiated funding Agreements (including Public Health Outcome Funding Agreement).

Due to the cyclical nature of Commonwealth and state funding agreements (in periods of between one and five years), persons engaged to undertake or facilitate the required functions of the funded programs have traditionally been engaged on a temporary basis. As funding agreements were renegotiated, temporary employment contracts have been offered or renewed.

Subsequently, as a consequence of the enterprise bargaining negotiations, permanent employment may now be offered within the prescribed criteria.

7.1 Principle for permanent employment
The funded program is to be at least two years in length and due to the nature of the program, is expected to continue beyond the life of any program funding.

8. PROCEDURE

8.1 Assessment of positions

Vacancies and/or new positions arising from new funding grants, or the renewal of existing funding arrangements, are to be assessed by the program leader or manager prior to commencement of formal recruitment and selection processes, having regard to the following criteria:

- The position is determined as essential to meeting the requirements of the new or existing funded program.
- The functions and duties are expected to continue beyond the life of any current program funding and Queensland Health would be likely to fund in the future.
- The position is expected to be funded for at least a further two years from the date of the identified vacancy.

When these criteria have been satisfied, recruitment processes may be commenced.

8.2 Advertising, recruitment and notifications

The provisions of Directive 3/09 – Recruitment and Selection and the Recruitment and Selection HR Policy B1 are to apply. The authority to advertise vacancies and notify appointments is to be in accordance with the relevant human resources delegations.

It is important to note that unless otherwise specifically identified, positions within funded programs are to continue to be classified as temporary, while relevant appointments may be determined as permanent within the terms of these provisions.

When the new position or vacancy is deemed to satisfy all of the criteria for permanent appointment, advertising may indicate that the successful applicant is to be engaged as a permanent employee.

When the new position or vacancy does not meet the criteria, advertising processes including the subsequent letters of engagement are to indicate the temporary nature of the engagement and clearly articulate the term of the temporary appointment, i.e.
starting and finishing dates. Applicants are to demonstrate merit prior to any temporary appointment being formalised.

8.3 Renewal of temporary appointments

If at the time of engagement a period of program funding is due to cease in less than two years, with no expectation of funding being renewed, or the position does not satisfy the fundamental principles (refer section 7.1), engagements are to be of a temporary nature.

If subsequent funding is renewed, a reassessment of the temporary engagement is to occur within one month of renewal, and a merit selection process is to be commenced promptly as detailed in sections 8.1 and 8.2.

9. DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Funding</td>
<td>Monies provided by Commonwealth or state authorities/entities as specified and generally not part of base budget allocations; includes Public Health Outcome Funding Agreement (PHOFA).</td>
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<tr>
<td>Open merit</td>
<td>A merit based selection process whereby the applicant pool is not restricted. This is achieved through advertising a position internally (base-grade) and externally (non-base grade) to Queensland Health. Open merit is to include an assessment of merit, not just advertising.</td>
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<tr>
<td>Program</td>
<td>An initiative defined by the relevant funding arrangement for specific clinical or health related outcomes.</td>
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<tr>
<td>Program area</td>
<td>A discrete area as defined by the program leader/manager which may be unique to a team, unit or location within a health service district, a geographic region or Corporate Office.</td>
</tr>
<tr>
<td>Substantive appointment</td>
<td>The position to which an employee has been officially appointed.</td>
</tr>
<tr>
<td>Temporary engagements</td>
<td>Employed on a full-time or part-time basis as provided for under section 147 or section 148 of the Public Service Act 2008.</td>
</tr>
<tr>
<td>Vacancy</td>
<td>A position in which no employee is currently appointed.</td>
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10. HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Information</th>
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<tbody>
<tr>
<td>October 2009</td>
<td>Protected IRM 1.1-1 reformatted as a result of the HR policy consolidation project in accordance with EB7.</td>
</tr>
<tr>
<td>September 2002</td>
<td>IRM 1.1-1 Appointments – Permanent &amp;/or Temporary – Commonwealth &amp;/or State Funded Programs (clause 7.2 Queensland Public Health Sector Certified Agreement (No 4) 2000) amended.</td>
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