



Queensland Health

MEMORANDUM

To: Alan McGraw – Director Payroll and Establishment QHSSP

Copies to: Joanne Boland – Manager Statewide Operations Team QHSSP

From: Dulise Maxwell
Executive Director People and Culture Strategic Services

Contact No: (07) 3234 1043
Fax No: (07) 3234 0314

Subject: Conditions for the ability of Concurrent Employees to transfer leave between engagements

File Ref: Portability of leave 070910

This memorandum is to provide the training material for QHSSP Payroll and Establishment and outline the conditions for concurrent employees to transfer leave between their concurrent engagements.

Issue:

Since go-live, concurrent employees have not been able to transfer leave from one position to another when a specific balance would be exhausted. This has resulted in some employees having to take periods of leave without pay even when they have had a sufficient leave balance to cover this time in their other engagement. This issue was not experienced prior to go-live as concurrent employees only had the singular leave balance under LATTICE compared to a balance for each individual engagement held in SAP-HR.

Custom and Practice:

Union and employee unrest in relation to this issue has resulted in formalising within policy the practice of allowing leave balances for concurrent employee to be transferable between engagements. This does not require any system changes to be applied, but does require manual intervention to transfer leave balances between engagements.

Going forward:

Concurrent employees will now be able to treat the following leave balances as singular and combined:

- Long Service Leave
- Sick Leave
- Recreational/Annual Leave

Application and transference of accrued hours will be done **upon notification from the employee**. The employee will need to specifically document how much leave will be

taken in each engagement; it will then be for the processor to transfer the leave required to meet such a request. This requirement will be communicated to concurrent employees.

A separate application for each individual PAN will be needed with the only difference being that employees will be able to apply for leave based on their total balance across all their engagements.

This does mean that once transferred, leave will be paid at the rate for the engagement it is taken in and not the engagement in which it has been accrued in.

Balances that are not transferable:

Other forms of leave that are accrued in a balance will not be allowed to be transferred between engagements, these being: - Professional Development Leave and Concessional Leave Days. This decision has been as these leave types are occupational specific.

Date of effect

This portability entitlement will be effective from go-live (8 March 2010). Concurrent employees who have taken leave without pay in the period since 8 March 10 can make a claim to have such periods now paid retrospectively where sufficient leave balance exists to cover the period of leave taken. This will require the employee to send a claim form (AVAC) to QHSSP.

Main points to consider:

- Leave when debited from one position and credited to another must be of the exact same hours
- Leave once debited from one balance cannot result in a negative balance once transferred
- Leave is only transferable on sick, recreational and long service leave
- Leave no matter how small of time is allowed to be transferred between positions.
- Employees will need to make notation on their application for leave that they are 1) concurrent and 2) the exact number of hours they would like to utilise against each engagement, based on their own calculations.
- Payroll and Establishment will only be responsible for transferring the balance as requested.
- Entitlement will be retrospectively applied from go-live (8 March 2010). Applications for back pay must be employee driven and only made if there are sufficient hours to cover these periods at the time they were taken.

Attached separately are the revised work instructions. They will be published to - http://qhps.health.qld.gov.au/qhest/winstruction/work_instructions.htm and displayed under "Manage Employee Overview" and "Manage Employee Leave" for future reference.

For any questions regarding this memorandum, please contact Carl Blunck HR Advisor People and Culture Strategic Services on (07) 3234 1043



Dulise Maxwell
Executive Director
People and Culture Strategic Services

7/19/10

Queensland Health People and Culture

Concurrent Employment ADO Solution

With the implementation of the concurrent employment ADO system solution set to be dropped Wednesday 20.10.10 an understanding of the solution will be required to assist in its roll out

The configuration of this solution has meant that business processes have had to be established.

These business processes will mainly impact payroll and establishment services, so to ensure the implementation of this solution is done as smoothly as possible, the following factsheet has been prepared to assist

Criteria for eligibility

For concurrent employees to be able to access the ADO provisions, the following criteria must be met.

- Employees must be contracted to the combined equivalent of one full-time employee
- ADO processing is an award entitlement against each individual engagement. This is based on whether if the employee was full-time would they be able to ADO process.
- Each individual engagements work unit, utilises the ADO option
 - Employees must be ADO eligible across all engagements for an entitlement to exist
 - Where an entitlement exists in one engagement but does not exist in another, no entitlement will exist.

Processing changes

Configuration changes have only been made so that concurrent employees can accrue ADOs. This has meant that they will still be established as an employee with multiple engagements.

This is different to that of a standard or aggregated employee who will be undertaking the ADO processing option because of the use of the top-up and reduction

functionality

Major point to remember

Concurrent employees will still hold their multiple positions and each position will be treated as stand alone.

When rostering employee's the ADO accrual is taken into account, example: contracted 38 hours, rostered 40 hours, 2 hours difference goes towards accrual.

Contracted hours must be determined with their ADO eligibility taken into consideration. Example: part-time employee who is ADO processing would be contracted for 38 hours. Employee who is not ADO processing would be contracted for 40 hours.

How it works

When the criteria for the eligibility has been met, the following system tasks will be completed:

- ADO accrual completed on each shift worked and on each assignment
- Hours top-up and/or reduction based on the employees contracted hours at the end of the fortnight. This process will:
 - Top-up and/or reduce the employees worked hours in an individual engagement to what they have been contracted for within that engagement.

Impact

As concurrent employees are still part-time employees in each individual engagement the possibility of their worked hours differing from their contracted hours each fortnight is very high. This is especially the case with operational and nursing employees.

Whilst payroll and establishment will seek to ensure consistency is maintained between their contracted and worked hours, notification to payroll will need to be sent informing them of these contractual changes via Employee Movement Forms.

Queensland Health People and Culture

Concurrent Employment ADO/RDO Entitlement Notification form

With recent system upgrades and policy changes, Concurrent Employee who when combined equate to a full FTE and are eligible, recommenced ADO accruals from October 18 2010. To assist in the process of establishing employees who are eligible but have not yet been established within the system, a new form has been created.

Back ground information -

Concurrent employees are identified as employees who hold multiple engagements (positions) within Queensland Health and there are clear differences between their engagements. Differences such as:

- Job that is being performed, e.g. Registered Nurse, Administrative Officer
- Award and entitlements applicable against each individual position e.g. qualifications allowance
- Classification level and pay point
- Employment status e.g. full-time, part-time, casual
- Leave loading and/or accrual rates
- Applicable show holiday or locally gazetted public holiday

How do I become eligible to access an ADO?

Concurrent employees will need to pass the following requirements:

1. Have a combined FTE equivalent of 1.0 (full-time)
2. Each engagement allows for employees to access an ADO arrangement under the applicable award(s)
3. Each individual engagement utilises this entitlement as part of their rostering practices

Importantly, the entitlement must exist for all active part-time engagements.

What will this form do?

This form has been designed so that on a single document, all relevant line managers can sign off and verify the information needed to establish your ADO accruals as a concurrent employee. It does not replace the Employee Movement form and will be used in conjunction to these already existing forms.

Employee actions and responsibilities?

If as a concurrent employee you believe you are entitled to undertake an ADO arrangement based on the presented criteria and your accruals have not yet commenced:

1. Print a copy of this form out and fill in your personal details
2. Submit through each of your line managers for engagement information to be completed and for signature
3. Once complete, forward to your local Payroll and Establishment Services for processing.

Line Manager actions and responsibilities?

If in the event a concurrent employee presents this form to you for signature and processing, the following actions need to be taken:

1. Complete engagement specific information
2. Verify the contracted hours that are specific to each individual engagement – **Important note:** contracted hours must take into consideration the ADO accrual component. Example: individual engagement is for 0.5 FTE. As such, is rostered to work 40 hours each fortnight. Contracted hours though will = 38 hours. This is calculated by taking 5% off their rostered/worked hours for the ADO accrual.
3. Update the employees work roster to match their worked hours.
4. Sign and assist employee in completing other information/sending through to payroll and establishment services

FAQs

Q - Will this form replace the Employee Movement Forms?

A - No – this form will be used in conjunction to a movement form and will be used after a movement form has been submitted.

Q - By undertaking this arrangement, will they be considered as full-time for all other intents and purposes?

A - No – engagements will still be considered as separate. Only for ADO provisions will concurrent employees be considered as "full-time"



Concurrent Employment Accrued Day Off (ADO) Agreement

Privacy Disclaimer:

The collection of personal information on this form is authorised under the *Public Service Act 2008*. Your personal information will not be disclosed to other parties without your consent unless required by law. Use of personal information on this form is restricted to those involved in the authorisation and processing of this form.

Use this form if you are employed in multiple unrelated engagements* (i.e. a concurrent employment arrangement) that combined, are equivalent to "full time" employment. By signing the below, you are exercising your one-time option in altering your work contract to allow for a regular accrual of an Accrued Day Off (ADO) i.e. a 19-day month, in accordance with the provision of relevant Industrial Awards / Agreements
*Refer HR Policy C47 – Aggregated and Concurrent Employment for more information.

Employee Details

Person ID

Family Name

First Name/s

Engagement Details and Line Manager Signatures

Primary Engagement

(i.e. the job in which you perform the majority of your fortnightly hours or if you work equal numbers of hours in each engagement, the engagement in which commenced first)

Personnel Assignment Number

Position Title

Organisational Unit

Location

Primary Engagement Line Manager Signature

Line Manager's Signature

Date

Line Manager's Contact Number

Line Manager's Full Name (please print)

Line Manager's Position Title

Secondary Engagement

Personnel Assignment Number

Position Title

Organisational Unit

Location

Secondary Engagement Line Manager Signature

Line Manager's Signature

Date

Line Manager's Contact Number

Line Manager's Full Name (please print)

Line Manager's Position Title

Employee's Signature

In signing this agreement, I acknowledge that I am exercising my one-time option to alter my Work Contract to allow for the accumulation of accrued days off in accordance with the provisions of relevant Industrial Awards / Agreements.

Employee's Signature

Date

Employee's Contact Number

Processing Area Use Only

Processor's Signature

Date

Reviewer's Signature

Date

Processed Fortnight Ending

Concurrent employees able to accrue RDOs

INFORMATION FOR LINE MANAGERS OF CONCURRENT EMPLOYEES

Queensland Health has made policy and system changes to allow concurrent employees to accrue rostered days off (RDOs), in response to employee and union feedback.

Concurrent employees contracted for the equivalent of a full-time employee's hours have had no access to RDO arrangements since March 2010, and were instead paid overtime or accrued time off in lieu (TOIL).

These arrangements were managed locally between concurrent employees and line managers.

What is changing?

Eligible concurrent employees can now accrue RDOs based on the combined hours worked for each individual position. RDO accrual details will appear on the payslip for each relevant position.

Eligibility

Concurrent employees must meet the following criteria to accrue RDOs:

- the combined contracted hours of their positions must equal the hours of a full-time employee
- agreement must be obtained from the line manager for each position that contributes to the combined equivalent hours of a full-time employee
- each of these positions must be eligible to accrue RDOs according to the relevant award arrangements.

When will this change occur?

Eligible concurrent employees can commence accruing RDOs from 18 October 2010.

Changes to an employee's payroll records are required.

Eligible concurrent employees must have their details amended in the payroll system to accrue RDOs through submission of an Employee Movement Form. RDO balances will appear in the earnings section of payslips from 3 November 2010.

What do I need to do?

All line managers with concurrent employees who may be eligible to accrue RDOs have recently been contacted by payroll.

Line managers were asked to verify the information provided and advise of any necessary changes to Payroll Systems Support (payroll_system_support@health.qld.gov.au).

This information has been used to adjust employee payroll records and allow RDOs to accrue.

If you did not receive this request, and you have concurrent employees who may be eligible, please contact your local payroll hub. Payroll hub details are available on the Intranet at http://qheps.health.qld.gov.au/sspd/payroll/comm_contact.htm.



**Queensland
Government**

Queensland Health

MEMORANDUM

To: District Chief Executive Officers
People and Culture Executive Directors

Copies to: Alan McGraw, Director QHSSP Payroll and Establishment
Glen Marriott, Program Director, Payroll Improvement Project

From: Michael Walsh, A/Deputy Director
General, Corporate Services

Contact No: 3234 1685
Fax No:

Subject: Concurrent Employment

File Ref: CR002761
Ref Number

The management of certain entitlements for concurrent employees (those who are employed in two or more roles) has been problematic since the implementation of the new payroll solution. Due to this, numerous discussions have been held with unions, QHEST, QHSSP, Health Service Districts and IBM to resolve the issues.

The following provides details of the decisions made in respect of accrued days off (ADOs) and leave portability.

Accrued Days Off (ADOs)

Prior to the introduction of the new payroll system, employees engaged in concurrent engagements which added up to one full time equivalent (FTE) accrued ADOs automatically in the payroll system. However, the new system treats each of these engagements separately and therefore does not allow 1.0 FTE concurrent employees to accrue ADOs.

In March of this year it was decided that until such time as the new system was reconfigured to allow for the accrual and taking of ADOs the interim solution would be to pay overtime each fortnight of four hours for those employees who previously received ADOs. This overtime was to be entered in Workbrain each fortnight by QHSSP Payroll and Establishment. Communication was sent to the Queensland Nurses Union and Australian Workers Union to this effect.

A commitment was also given to the unions to have a system fix developed as soon as possible to allow for this entitlement to be automated within SAP and Workbrain. A system solution has taken longer than expected due to the complexity of the issues. However the current time frame for fixing the system is the end of September 2010. This is contingent upon rigorous testing of ADO scenarios to ensure correct accrual and payment.

It has recently come to our attention that some workplaces have developed an 'off system' process to enable ADOs to be accrued and taken. While this was not the endorsed approach for the whole of Queensland Health, there is no objection to this being undertaken but it must be with the agreement of all parties at the local level given the administrative workload this may cause some work areas.

Where such an arrangement is in place it is crucial that processes are operating to ensure that either overtime is being paid or ADO arrangements are in place but not both. That is, an employee receiving overtime payments must not at the same time be accessing an ADO. Also, an employee cannot opt in or out of the ADO 'off system' arrangement so must decide which option they would prefer to access.

Once the system has been configured to accommodate the accrual of ADOs, the payment of overtime will cease. This is in line with the custom and practice that was in place prior to the implementation of the new system.

Leave Portability

Upon go live of the new payroll system, leave balances were split proportionately based on the percentage of the FTE. For example, if an employee is split between two positions at 0.5 of 1 FTE, their leave balances were split 50/50, if an employee was 0.4 FTE and 0.6 FTE between their engagements, their leave balances were split 40/60. This is because the new system treated each position the employee worked in as a separate engagement for leave accrual purposes.

Accordingly, under the new system, each position has its own leave balance and these balances could be different (e.g. if an employee moves into a concurrent employment arrangement their leave balance in the second position automatically starts at a zero balance). Under the previous system, a concurrent employment engagement was treated as if it was one engagement so there was a combined leave balance.

Therefore, the new system has drawn attention to concurrent employees wishing to access leave accruals where the total of all the accrued leave may be sufficient to cover the period of leave sought but the accruals in one or more positions may not be sufficient in themselves to cover the period of leave sought. To accommodate previous work arrangements, it has been approved that there can be a transfer of accrued leave from one position to another as if it had accrued it in the second position.

Training documentation is being developed for QHSSP Payroll and Establishment Services to undertake this process on behalf of employees.

If there are any questions/queries, please do not hesitate to contact Emma Bailey, Principal HR Advisor, People and Culture Strategic Services on (07) 3222 2909 or via email: emma_bailey@health.qld.gov.au.



Michael Walsh
A/Deputy Director General
Corporate Services

17/8/10

Meeting with Health Unions - 9 August 2010

Present – Barry Watson (QCU), Peter Eldon (AWU), Mark Dougherty, Beth Mohle (QNU), Jan Shepard (ASU), Jenny Cannon (QPSU), Michael Walsh, Glen Marriot, Emma Bailey, Ross Coghill, Taresa Rosten, Peter Patmore,

Apologies – Craig Darlington (Plumbers Union)

Purpose of meeting: To discuss and confirm current understandings of progress to resolve issues relating to concurrent employment arrangements

Notes	Outcomes and Action Officer
<p><u>Entitlements</u></p> <p>Michael Walsh confirmed pre and post ‘new system’ entitlements to be:</p> <ol style="list-style-type: none"> 1. Staff with concurrent employment arrangements totalling 1 FTE had (and have) an entitlement to an ADO. In the meantime, until the new system has been correctly configured, staff have the option to either elect to have an ADO or receive overtime payments for the additional hours worked – but as an <u>interim</u> measure only. 2. Staff with concurrent employment arrangements had (and have) the capacity to transfer accrued leave from one position to another as the need arises (and specifically where the employee does not have sufficient leave in one ‘leave bucket’ to take leave) 3. In the case of 2, leave is to be paid at the rate applicable to the position from which the leave is taken (not at the rate the leave was accrued) <ul style="list-style-type: none"> • There was acceptance that Michael’s summation provided a consistent understanding of past and future directions for the management of concurrent employment. However, unions highlighted there were inconsistent practices occurring statewide and this was causing confusion with managers, staff / members and SSP. 	
<p><u>Re: ADOs</u></p> <ul style="list-style-type: none"> • It was suggested an instruction had been issued to districts that overtime must be paid rather than doing a manual fix to accommodate ADOs. Unions requested clarification and if required withdrawal of this instruction. 	<ul style="list-style-type: none"> • QH (Peter Patmore) to investigate and provide advice to unions

Notes	Outcomes and Action Officer
<ul style="list-style-type: none"> • Unions requested an instruction to be issued to confirm staff have the option of ADO or overtime as an interim measure. • Unions also requested confirmation on when the system configuration for the management of ADOs for concurrent employees would be finalised. • Unions also requested copies of any previous instructions issued to Districts in relation to the interim arrangements for the management of ADOs 	<ul style="list-style-type: none"> • QH (Emma Bailey) to draft instruction to Districts and provide copy to unions • QH (Glen Marriott) to investigate and provide advice to unions • QH (Peter Patmore) to investigate and provide to advice unions
<p><u>Re: Transfer of Leave Accruals</u></p> <ul style="list-style-type: none"> • Unions requested clarification be circulated statewide to confirm that in instances where there were insufficient leave accruals in one concurrent position, employees had the capacity to seek to transfer leave accrued in their other role(s) to that position. Any leave taken as a consequence of that transfer is to be paid at the classification of the position to which it was transferred (not at the level at which it was accrued). 	<ul style="list-style-type: none"> • QH (Emma Bailey) to develop and issue work instructions reflecting same in consultation with SSP staff).
<p><u>Re: Double Time Payments for SMOs on Sundays</u></p> <ul style="list-style-type: none"> • Jenny Cannon raised a matter re payment of double time to SMOs for work performed on Sundays. Peter Patmore advised this matter was currently being investigated and that he may need a couple of examples from Jenny to assist with this. 	<ul style="list-style-type: none"> • QH (Peter Patmore) to investigate and respond directly to Jenny Cannon



 Queensland Health

Enquiries to: Ms Taresa Rosten
 Director, Workplace Relations
 People and Culture Corporate

Telephone: 3235 9524
 Facsimile: 3234 0314
 File Ref: DG058413

07 APR 2010

Ms Beth Mohle
 Assistant Secretary
 Queensland Nurses Union
 GPO Box 1289
 BRISBANE QLD 4001

Dear Ms Mohle

I refer to your letter dated 18 March 2010, regarding concurrent employment arrangements and the new payroll system.

The introduction of the new payroll system has presented a range of challenges for Queensland Health and has placed a significant drain on the resources and capacity of our payroll services in the lead up to and post the Go Live period.

People and Culture Corporate has advised that, in accordance with the agreed outcomes of the 5 February 2010 meeting, Queensland Health has been continuing to progress arrangements to implement an 'off the system' solution to manage additional time worked by concurrent employees as part of an accumulated day off arrangement (ADO).

I am also advised that at the February meeting, Queensland Health representatives indicated the system to manage the ADO accruals of concurrent employees would take a period of time to put in place. However, to ensure the affected employees are not disadvantaged, Queensland Health committed to paying overtime for the additional time worked, until such time as a system was able to be put in place.

I can confirm this commitment will be met, and that this arrangement will continue until such time as an appropriate system can be implemented. This is expected to be a period of approximately three months.

With Go Live activities currently underway, the workarounds to maintain entitlements for concurrent employees have presented a significant and complex increase in workload for the Queensland Health Shared Service Partner (QHSSP). The time period of three months has been set to allow for this matter to be worked through in a thorough way.

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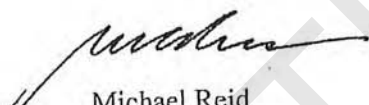
With regard to the current status of progress for this matter, I can advise the following:

- Following the February meeting, a number of potential industrial difficulties were identified with the proposed solutions, all of which have now been satisfactorily worked through.
- Queensland Health has also undertaken line manager consultation in order to fully explore the potential impacts at the workplace level and to ensure the 'off the system' solution is managed effectively. This consultation is considered an essential part of this process, and feedback has revealed this solution is not as straightforward as both Queensland Health and the unions may have initially thought. This includes an unwanted increase in administrative workload for clinical staff. Such issues require careful deliberation by Queensland Health and as such, further considerations are being explored with the aim to ensure workload increases by line managers are minimised.
- Finally, Queensland Health is currently developing guidelines and forms to give effect to the system. These documents will be provided to the Queensland Nurses Union (QNU) for its consideration as soon as possible.

I reaffirm Queensland Health's commitment to keeping the QNU informed of progress of this matter. Queensland Health representatives will be in contact with your Union as soon as any further progress is made. The resolution of this matter is being treated as a matter of priority by the QHSSP and People and Culture Corporate and I kindly request the patience of the QNU during this time.

Should you require further information, Queensland Health's contact is Ms Taresa Rosten, Director Workplace Relations Unit, People and Culture Corporate, on telephone 3235 9524.

Yours sincerely



Michael Reid
Director-General



Queensland
Government

Queensland Health

Enquiries to: Carl Blunck
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People and Culture Corporate
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File Ref: EB700110

Mr W.P. Ludwig
Secretary
Australian Workers' Union of Employees, Queensland
GPO Box 88
BRISBANE QLD 4001

Dear Mr Ludwig

I wish to confirm recent discussions with officials of your union in relation to the new concurrent and aggregated employment policy that will take effect once the new payroll and rostering systems have commenced.

One of the key issues discussed concerned the management of accumulated days off (ADOs) under the new system. In the past, LATTICE was able to recognise employees who had multiple conditions of employment, thereby allowing ADOs to be managed. The configuration of the new system, however, does not allow for the accrual of an ADO where an employee is deemed concurrent, as each assignment is considered as two separate part-time engagements.

As a result of discussions between Queensland Health and relevant unions, an agreement was reached whereby an off-system solution will be implemented allowing concurrent employees, who work the equivalent of a 1.0 FTE, to be paid overtime initially at 'go-live' of the new system and later be given an option to accrue an ADO off-system.

~~The time employees currently accrue towards an ADO on each rostered eight-hour shift (ie 24 minutes per day being the difference between the standard seven hours thirty-six minutes and the rostered eight hours), will be paid as overtime for the initial period post go-live of the new system. Queensland Health will not reduce the length of shifts from the current eight hours.~~

~~Queensland Health is currently developing a process where additional time worked per shift (24 minutes) by concurrent employees who work the equivalent of full-time, can be accrued and taken as an ADO. An indicative time frame for the implementation of this option is approximately three months.~~

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If an employee chooses not to elect the concurrent employment ADO option, they will continue to be paid overtime for the additional time worked beyond 76 hours per fortnight, and therefore will not be entitled to an ADO or a 19-day month.

It is important to note that Queensland Health will recognise any existing accrued ADOs, and this time will be transferred and be accessible in the new system until the time has been depleted.

All affected employees will be provided details when the workable ADO option has been developed, and be invited to select which option they would like to have implemented during their time as a concurrent employee.

The system for managing ADOs for concurrent employees will be reviewed in due course following the implementation of the off-system solution. Such review will be subject to union consultation.

Should you require further information, Queensland Health's contact is Mr Carl Blunck, HR Advisor, People and Culture Corporate, on telephone 3234 1043.

Yours sincerely



Dulise Maxwell

Executive Director, People and Culture Corporate

30/3/10

16/03/2010 16:59 QLD NURSES UNION → 3234 1482

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QUEENSLAND Nurses' Union

IN ASSOCIATION WITH AUSTRALIAN NURSING FEDERATION QLD. BRANCH



The union for nurses and midwives

ADDRESS ALL CORRESPONDENCE TO THE SECRETARY, GPO BOX 1289, BRISBANE Q 4001
A.B.N. 64 382 908 052

IN REPLY PLEASE QUOTE:

M111

All enquiries regarding this
correspondence should be directed to:

18 March 2010

Mr Mick Reid
Director General
Queensland Health
GPO Box 48
Brisbane Qld 4001

By fax: 3234 1482

Dear Mr Reid

Re: Concurrent Employment Arrangements and the New Payroll System

I refer to a meeting on 5 February 2010, between People and Culture, Corporate, QNU and others, regarding Queensland Health employees working in Concurrent Employment Arrangements and the associated impact of their ability to maintain accrued day off (ADO) entitlements, following the roll out of the new payroll system.

Concurrent Employment Arrangements are those in which an employee is working 38 hours per week but is engaged in more than one position with Queensland Health.

Queensland Health People and Culture, Corporate, have advised QNU that as a consequence of moving to the new payroll system it was not possible for employees in Concurrent Employment Arrangements to have accruals towards existing ADOs recorded within the new system, despite such employees working full time hours.

At the meeting of 5 February 2010 your officers advised that they would not attempt to alter such employees current hours, but because of the new systems constraints Queensland Health would need to pay 4 hours overtime per fortnight that would otherwise be the time accrued towards an ADO. At this meeting the QNU proposed an "off system" solution whereby employees should be asked to convert such overtime to Time Off In Lieu (TOIL) and that an appropriate form should be developed to record affected employees' agreement to such arrangements.

Queensland Nurses' Union of Employees, QNU Building, 167 Melbourne Street, West End, Brisbane, 4101.

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Queensland Nurses' Union of Employees

This solution represented the equivalent of the status quo, whereby additional time is worked on each shift of 8 hours, that is then accumulated over a 4 week period to provide for one full day off on pay (an ADO).

The QNU's proposal was agreed by Queensland Health and advice on this agreement has been distributed by the QNU to affected members who are most anxious to maintain their ADO entitlements.

QNU members have now contacted the QNU to report that Queensland Health People and Culture, Corporate, has recently distributed written advice to Districts indicating that the necessary systems to implement the above mentioned solution are not expected to be in place for approximately 3 months. In the meantime, the advice indicates that employees will be paid overtime for the time that they traditionally accrued towards the ADO.

The QNU has today confirmed with People and Culture, Corporate, that this advice was circulated by the Unit.

As the QNU understands, up to approximately 2,500 employees of Queensland Health may be in Concurrent Employment Arrangements. The failure of your department to set up the necessary systems to allow employees to continue to accrue time towards their ADO will result in some significant cost to Queensland Health, as this time will be paid as overtime.

In addition to the obvious disruption being caused to affected employees who simply wish to maintain their ADO entitlements, the QNU believes that Queensland Health is significantly exposed to public criticism as a result of the unnecessary payment of overtime when employees' preference is to access the entitlement as TOIL.

The QNU believes the solution we outlined at the meeting on 5 February 2010, is able to be implemented immediately by simply providing advice with an accompanying standard form, to record the additional time worked as TOIL. This does not require any reconfiguration of the payroll system as it is entirely 'off system'.

The QNU fails to see why this solution cannot be implemented immediately, thus ensuring affected employees maintain their ADO arrangements and importantly, ensuring Queensland Health does not incur additional substantial costs associated with the payment of overtime.

The QNU seeks your earliest intervention in this matter to avoid any unnecessary public criticism arising out of any additional expenditure associated with this unfortunate delay.

If you require any further clarification on this matter please contact Mark Dougherty, Industrial Officer on Ph 3840 1444.

Yours faithfully



Beth Mohle
Assistant Secretary



Aggregated and Concurrent Employment

Human Resources Policy

Effective Date: December 2010

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1 PURPOSE

To outline the arrangements for employees engaged in either aggregated or concurrent employment within Queensland Health.

2 APPLICATION

This policy applies to all Queensland Health employees who are engaged under aggregated or concurrent employment arrangements.

3 GUIDELINES

Guidelines may be developed to help facilitate the 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

- Allowances HR Policy C15
- Separation of Employment HR Policy H1
- Engagement in More Than One Position in Queensland Health HR Policy C57
- Salary Increments HR Policy C61
- Queensland Government Standard Practice No.16 Concurrent Employment

6 SUPERSEDES

This is a new HR Policy.

7 POLICY

Employees may be engaged in more than one role within Queensland Health, providing the total hours of engagement do not exceed the equivalent of one full-time role.

The combination of work roles an employee undertakes determines if their employment arrangement with Queensland Health is one of aggregated or concurrent employment.

A number of factors are used to determine whether an employee with more than one work role is under an aggregated or concurrent employment arrangement. For example, the occupation, pay classification and award for each role is considered.

It is important not to confuse the criteria for an aggregated employment arrangement with that of a concurrent employment arrangement.

7.1 Aggregated employment

An employee is in an aggregated employment arrangement when the employee has one engagement with Queensland Health which is split across multiple locations/work sites or cost centres. The one engagement cannot exceed one full-time equivalent (1.0 FTE).

To be deemed aggregated employment 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. 5 weeks per annum
- the show holiday or locally gazetted public holiday is the **same** for each separate work location.

Example

An employee is appointed by the Metro North Health Service District as a permanent registered nurse at 1.0 FTE. 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 Redcliffe Hospital each fortnight.

7.2 Concurrent employment

An employee is in a concurrent employment arrangement when the employee has multiple positions (engagements) with Queensland Health at the same time and each engagement attracts a differing employment condition/entitlement to another engagement.

The combined total work hours of the multiple engagements cannot exceed one full-time equivalent (1.0 FTE).

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, classification levels and pay points
- employed under **different** employment status, e.g. part-time, casual
- in receipt of **different** annual leave loading and/or accrual rates, e.g. 5 weeks per annum and 6 weeks per annum
- the show holiday or locally gazetted public holiday is **different** for each separate engagement.

Example 1

An employee is appointed under two different contracts of employment. One engagement is as a permanent part-time registered nurse for three days per week (0.6

FTE) at the Royal Brisbane and Women's Hospital. The other engagement is as a temporary part-time AO5 Project Officer for two days per week (0.4 FTE) at The Prince Charles Hospital.

Example 2

An employee is appointed under two contracts of employment: one with The Prince Charles Hospital (TPCH) and one with the Caboolture Hospital. One engagement is as a permanent part-time registered nurse for three days per week (0.6 FTE) in the Emergency Department at TPCH. The other engagement is as a permanent part-time clinical nurse for two days per week (0.4 FTE) in the Emergency Department at Caboolture Hospital.

8 APPLYING THE POLICY

8.1 Payslip (pay advice)

Employees who are engaged in aggregated employment will receive one payslip that combines all salary, taxation, salary sacrifice, allowances, disbursements, superannuation details and leave accruals.

Employees who are engaged in concurrent employment will receive a payslip for **each separate** engagement. Each payslip will detail salary, taxation, allowances, superannuation, deductions, wages earned and leave accruals applicable to the respective engagement.

8.2 Payment summary (group certificate)

Employees who are engaged in either aggregated or concurrent employment within Queensland Health will receive one payment summary at the end of each financial year.

8.3 Increments

Employees who are engaged in aggregated employment will have their ordinary hours worked in each location/work site recognised for salary increment calculation purposes. This is in accordance with Salary Increments HR Policy C61.

Employees who are engaged in concurrent employment under **different awards** and **different streams**, e.g. administration and nursing are entitled to progress to the next pay point for each separate engagement, according to the relevant award provisions.

Employees who are engaged in concurrent employment within Queensland Health under **different awards**, but the **same stream** and **classification level** will have their ordinary hours in each engagement combined for the purpose of salary increments (refer to the following examples).

Example 1

Award	Position Title	Classification	FTE	Hrs per annum	Increment due
District Health Service Employees' Award	Finance Officer	AO3	0.5	988 + 942.5	12 months
Public Service Award	HR Officer	PSAO3	0.5	=1930.5	

Example 2

Award	Position Title	Classification	FTE	Hrs per annum	Increment due
Nurses (Queensland Public Health Sector) Award	Registered Nurse	RN Grade 5	0.5	988+ 988	12 months
Nurses (Queensland Public Hospitals) Award	Registered Nurse	RN Grade 5	0.5	=1978	

Employees who are engaged in concurrent employment within Queensland Health, under the **same award** and **same stream**, but **different classification levels**, e.g. clinical nurse grade 6 and registered nurse grade 5, will have the ordinary hours in the higher classification level engagement recognised toward increments for lower level classification engagements. Ordinary hours in lower classification level engagements do not count towards increments in higher classification level engagements.

Employees who are engaged in concurrent employment within Queensland Health, under **different awards** and **different classification levels**, but the **same stream**, e.g. PSAO3 and AO2 will have the higher classification level engagement hours recognised toward increments for lower level classification engagements. Hours worked in lower classification level engagements do not count towards increments in higher classification level engagements.

8.4 Allowances

Employees who are engaged in either aggregated or concurrent employment will have allowances paid in accordance with the appropriate awards and agreements and other relevant industrial instruments for the work performed in each location/work site/engagement. Please refer to Allowances HR Policy C15 for relevant allowances, e.g. foul linen, clinical coder, locality, on-call.

8.5 Superannuation

Employees who are engaged in aggregated employment will have employer and employee superannuation contributions based on their total fortnightly salary, i.e. the combined salary worked across both locations/work sites.

Employees who are engaged in concurrent employment will have employer and employee superannuation contributions calculated and paid based on each separate engagement.

8.6 Taxation

Employees who are engaged in either aggregated or concurrent employment will have their fortnightly earnings treated as one total wage and taxed as per Australian Taxation Office (ATO) prescribed rates.

Employees who are engaged in concurrent employment will have their tax value split against each engagement based on the earnings of the respective engagements.

The ATO will not see concurrent employees as holding two separate jobs.

8.7 Employee initiated deductions

Employees who are engaged in aggregated employment will have all employee initiated fortnightly deductions, e.g. garnishees, salary sacrifice, union fees, etc processed from their fortnightly salary.

Employees who are engaged in concurrent employment will have all employee initiated fortnightly deductions, e.g. garnishees, salary sacrifice, union fees, etc processed from a nominated engagement. Nomination is made through the concurrent employment deduction and fixed deposit notification form located on the Payroll and Rostering Intranet Site (PARIS).

If a new employee enters Queensland Health and a concurrent employment arrangement simultaneously, deductions will be processed from the engagement with the highest hours. If the engagements are of equal hours, the deductions will be processed from the engagement they performed duties in first.

It is the sole responsibility for employees who are engaged in concurrent employment to ensure there is sufficient money available in the nominated engagement for deductions to be processed. If there is insufficient money, some or all deductions will not be processed.

8.8 Leave balances

Employees who are engaged in aggregated employment will have a singular leave balance.

Employees who are engaged in concurrent employment will have a leave balance for each individual and separate engagement they hold. Even though they will be displayed separately, sick, recreational, long service and accrued day off (ADO) leave balances will be combined when accessed. This will allow leave to be transferred when a particular balance has become exhausted. Leave will accrue as per the individual engagement's award conditions, but will be paid at the rate it is taken in.

8.9 Application for leave

Employees who are engaged in either aggregated or concurrent employment are required to complete leave application forms and have them authorised by the respective line manager/supervisor for each location/worksite/engagement. Employees with multiple line managers/supervisors will require multiple leave application forms to be submitted.

8.9.1 Recreation leave

Employees who are engaged in aggregated employment arrangements accrue recreation leave as per their award. Recreation leave accrued under aggregated employment will appear under one leave balance on the employee's payslip.

Employees who are engaged in concurrent employment will accrue recreation leave as per award conditions for each engagement. Recreation leave accrued will appear on the payslip of the respective engagement.

8.9.2 Sick leave

Employees who are engaged in aggregated employment are to comply with legislative provisions, industrial instruments and agency specific policies and guidelines for providing a medical certificate as per Sick Leave HR Policy C64. The total of consecutive sick leave taken across separate locations/work sites is to be considered in determining whether a medical certificate is required.

Employees who are engaged in concurrent employment are to comply with legislative provisions, industrial instruments and agency specific policies and guidelines for providing a medical certificate as per Sick Leave HR Policy C64 for each of their separate engagements.

Example – aggregated

An employee is engaged under provisions requiring a medical certificate to be provided for absences greater than three days. The employee is employed two days in one location/work site and two days in another location/work site and takes sick leave for four days. The application for sick leave is to be accompanied by a medical certificate as the employee has exceeded three days' absence in total.

Example – concurrent

Both engagements come under the same award provisions and the requirement is to provide a medical certificate for absences greater than three days. The employee is employed two days in one engagement and two days in another engagement and takes sick leave for the full four days. The employee is not required to obtain a medical certificate as they have not exceeded three days' absence in any one engagement.

8.9.3 Leave without pay

Employees who are engaged in either aggregated or concurrent employment can request leave without pay in one or more of their locations/work sites/engagements providing the leave is authorised by the relevant delegated authority. This request is to be processed in accordance with departmental guidelines.

8.9.4 Time off in lieu (TOIL)

Employees who are engaged in aggregated employment and participate in TOIL arrangements in each location/work site can negotiate with the respective line

manager/supervisor as to when this time can be utilised.

Employees who are engaged in concurrent employment and participate in TOIL arrangements are to take TOIL against the engagement in which the hours were accumulated. TOIL hours are not transferable between engagements.

8.9.5 Accrued day off (ADO)

Employees who are engaged in either aggregated or concurrent employment, when their contracted engagements total one full-time equivalent (1.0 FTE) and who participate in an ADO arrangement across all engagements, can negotiate with the respective line manager/supervisor as to when this time can be utilised.

Employees engaged in concurrent employment, will accrue ADO hours proportionately between their engagements. All engagements held, excluding casual positions, are to have an ADO entitlement assigned against them. When one individual engagement has an ADO entitlement and another individual engagement does not, no entitlement will exist.

8.9.6 Workers' compensation (WorkCover)

Employees who are engaged in either aggregated or concurrent employment can apply for worker's compensation irrespective of which location/work site/engagement the work-related injury occurred. The completion of the appropriate documentation is to be undertaken by the employee and the line manager/supervisor of the location/worksite/engagement in which the injury occurred.

When an employee sustains an injury in one engagement it may affect the employee's ability to perform duties in another engagement. The employee is responsible for communicating with their line manager/supervisor at their other engagement to advise of any absences that may result from the work-related injury.

Employees are encouraged to contact their local Occupational Health and Workplace Safety unit for specific case related advice.

Workers' compensation claims for employees are managed on an individual basis, in close association with WorkCover and the relevant agency representative.

Employees with multiple line managers/supervisors will be required to submit multiple claim forms.

8.9.7 Fatigue leave

Employees who are engaged in either aggregated or concurrent employment have responsibility for notifying their line manager/supervisor of their employment arrangements 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/worksite/engagement.

Employees who are engaged in concurrent employment and perform overtime or on-call arrangements that can entitle them to fatigue leave/pay in their next separate engagement are to ensure they complete an attendance variation and allowance form

(AVAC) and have their respective line manager/supervisor approve fatigue leave/pay for processing.

8.10 Compliance with award requirements

In the interest of workplace health and safety/duty of care to the employee, line managers/supervisors need to be aware of the employee's rostered shifts across all locations/worksites/engagements to ensure hours worked and/or shift arrangements comply with the relevant award, e.g. breaks between shifts. It is the responsibility of the employee to communicate with their respective line managers/supervisors and advise them of their rostered shifts.

Employees who are engaged in aggregated employment will have their engagements combined together when applying award requirements.

Employees who are engaged in concurrent employment will have award requirements applied to each individual and separate engagement and positions will be regarded as stand alone.

8.11 Separation of employment

Employees who are engaged in aggregated employment and separate from Queensland Health are to complete a separation advice form or provide another equivalent form of written notification, e.g. formal letter.

Employees who are engaged in concurrent employment and who wish to separate from one or more engagements are to complete a separation advice form or provide another equivalent form of written notification, e.g. formal letter, for each applicable engagement.

Both aggregated and concurrent employees are to follow the process as per Separation of Employment HR Policy H1.

Upon separation from one concurrent engagement the accrued recreation leave balance from that engagement will be paid out as a cash equivalent, or if notification is received in writing, transferred to the employee's remaining engagement. Notification is made through the separation advice form.

Upon separation from one concurrent engagement any TOIL balance from that engagement can either be paid out as a cash equivalent or transferred to the employee's remaining engagement. TOIL can only be transferred to another engagement when the same entitlement applies. The employee is to discuss transferring any TOIL balance with the line manager/supervisor of their other engagement to seek their agreement. For TOIL to be paid out as a cash equivalent, notification in writing and signed by an appropriate delegate is to be submitted to the local Payroll and Establishment Services unit.

Upon separation from one concurrent engagement any accrued sick leave is transferred to the employee's remaining engagement. No cash entitlement exists.

Upon separation from one concurrent engagement, when there is an entitlement to a cash equivalent for long service leave upon separation, the long service leave accrued whilst in the relevant engagement can either be paid out as a cash equivalent to the

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employee or if notification is received, transferred to the employee's remaining engagement. Notification is made through the separation advice form. The period(s) of service that do not overlap with other service are transferred to the employee's remaining engagement and recognised towards the qualifying period for taking long service leave.

9 HISTORY

December 2010	Amended to reflect updated aggregated and concurrent employment arrangements following union consultation and system reconfigurations.
March 2010	Implemented to align with new payroll and rostering systems.
October 2008	Developed to provide guidance on the treatment of aggregated and concurrent employment arrangements in Queensland Health following release of the whole-of-government Standard Practice No. 16.

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Aggregated and Concurrent Employment

Human Resources Policy

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Guidelines may be developed to help facilitate the implementation of this policy. The guidelines must be consistent with this policy.

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The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

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7.1 Aggregated employment

An employee is in an aggregated employment arrangement Refers to the situation when the an-employee has one engagement with Queensland Health which is split across multiple locations/work sites or cost centres. The one engagement cannot exceed one full-time equivalent (1.0 FTE).

To be deemed aggregated employment 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. 22.92% and 56 weeks per annum)
- the show holiday or locally gazetted public holiday is the same for each separate work location.

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Example

An employee is appointed by the Metro North Health Service District as a permanent registered nurse at 1.0 FTE. 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 Redcliffe Hospital each fortnight.

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The combined total work hours of the multiple engagements cannot exceed one full-time equivalent (1.0 FTE).

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, classification levels and pay points
- employed under **different** employment status, e.g. part-time, casual
- in receipt of **different** annual leave loading and/or accrual rates, e.g. 44% loading and 5 weeks per annum, or 22.92% loading and 6 weeks per annum
- the show holiday or locally gazetted public holiday is **different** for each separate engagement.

Example 1

An employee is appointed under two different contracts of employment. One engagement is as a permanent part-time registered nurse for three days per week (0.6 FTE) at the Royal Brisbane and Women's Hospital. The other engagement is as a temporary part-time AO5 Project Officer for two days per week (0.4 FTE) at The Prince Charles Hospital.

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Employees who are engaged in aggregated employment will have employer and employee superannuation contributions based on their total fortnightly salary, i.e. the combined salary worked across both locations/work sites.

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The ATO will not see concurrent employees as holding two separate jobs.

8.7 Employee initiated deductions

Employees who are engaged in aggregated employment will have all employee initiated fortnightly deductions, e.g. garnishees, ~~wage overpayment recovery~~, salary sacrifice, union fees, etc processed from their fortnightly salary.

Employees who are engaged in concurrent employment will have all employee initiated fortnightly deductions, e.g. garnishees, ~~wage overpayment recovery~~, salary sacrifice, union fees, etc processed from a nominated engagement. Nomination is made through the concurrent employment deduction and fixed deposit notification form located on the Payroll and Rostering Intranet Site (PARIS).

If a new employee enters Queensland Health and a concurrent employment arrangement simultaneously, deductions will be processed from the engagement with the highest hours. If the engagements are of equal hours, the deductions will be

processed from the engagement they performed duties in first.

It is the sole responsibility for employees who are engaged in concurrent employment to ensure there is sufficient money available in the nominated engagement for deductions to be processed. If there is insufficient money, some or all deductions will not be processed.

8.8 Leave balances

Employees who are engaged in aggregated employment will have a singular leave balance.

Employees who are engaged in concurrent employment will have a leave balance for each individual and separate engagement they hold. Even though they will be

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displayed separately, sick, recreational, long service and accrued day off (ADO) leave balances will be combined when accessed. This will allow leave to be transferred when a particular balance has become exhausted. Leave will accrue as per the individual engagement's award conditions, but will be paid at the rate it is taken in.

8.9 Application for leave

Employees who are engaged in either aggregated or concurrent employment are required to complete leave application forms and have them authorised by the respective line manager/supervisor for each location/worksite/engagement. Employees with multiple line managers/supervisors will require multiple leave application forms to be submitted.

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~~Employees who are engaged in concurrent employment will have a leave balance for each individual and separate engagement they hold. Even though they will be displayed separately, sick, recreational, long service and accrued day off (ADO) leave balances will be combined when accessed. This will allow leave to be transferred when a particular balance has become exhausted. Leave will accrue as per the individual engagement's award conditions, but will be paid at the rate it is taken in.~~

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8.9.1 Recreation leave

Employees who are engaged in aggregated employment arrangements accrue recreation leave as per their award. Recreation leave accrued under aggregated employment will appear under one leave balance on the employee's payslip.

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~~Employees who are engaged in aggregated employment arrangements accrue recreation leave as per their award. Recreation leave accrued under aggregated employment will appear under one leave balance on the employee's pay advice.~~

Employees who are engaged in concurrent employment will accrue recreation leave as per award conditions for each engagement. Recreation leave accrued will appear on the payslip advice of the respective engagement.

8.9.2 Sick leave

Employees who are engaged in aggregated employment are to comply with legislative provisions, industrial instruments and agency specific policies and guidelines for providing a medical certificate as per Sick Leave HR Policy C64. The total of consecutive sick leave taken across separate locations/work sites is to be considered in determining whether a medical certificate is required.

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Employees who are engaged in concurrent employment are to comply with legislative provisions, industrial instruments and agency specific policies and guidelines for providing a medical certificate as per Sick Leave HR Policy C64 for each of their separate engagements.

Example – aggregated

An employee is engaged under provisions requiring a medical certificate to be provided for absences greater than three days. The employee is employed two days in one location/work site and two days in another location/work site and takes sick leave for four days. The application for sick leave is to be accompanied by a medical certificate as the employee has exceeded three days' absence in total.

Example – concurrent

Both engagements come under the same award provisions and the requirement is to provide a medical certificate for absences greater than three days. The employee is employed two days in one engagement and two days in another engagement and takes sick leave for the full four days. The employee is not required to obtain a medical certificate as they have not exceeded three days' absence in any one engagement.

8.9.3 Leave without pay

Employees who are engaged in either aggregated or concurrent employment can request leave without pay in one or more of their locations/work sites/engagements providing the leave is authorised by the relevant delegated authority. This request is to be processed in accordance with departmental guidelines.

8.9.4 Time off in lieu (TOIL)

Employees who are engaged in aggregated employment and participate in TOIL arrangements in each location/work site can negotiate with the respective line manager/supervisor as to when this time can be utilised.

Employees who are engaged in concurrent employment and participate in TOIL arrangements are to take TOIL against the engagement in which the hours were accumulated. TOIL hours are not transferable between engagements.

8.9.5 Accrued day off (ADO)

Employees who are engaged in ~~either both~~ aggregated ~~and~~ concurrent employment, when their contracted engagements total one full-time equivalent (1.0 FTE) and who participate in an ADO arrangement across all engagements, can negotiate with the respective line manager/supervisor as to when this time can be utilised.

Employees engaged in concurrent employment, will accrue ADO hours proportionately between their engagements. All engagements held, excluding casual positions, are to have an ADO entitlement assigned against them. When one individual engagement

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has an ADO entitlement and another individual engagement does not, no entitlement will exist.

8.9.6 Workers' compensation (WorkCover)

Employees who are engaged in either aggregated or concurrent employment can apply for worker's compensation irrespective of which location/work site/engagement the work-related injury occurred. The completion of the appropriate documentation is to be undertaken by the employee and the line manager/supervisor of the location/worksites/engagement in which the injury occurred.

When an employee sustains an injury in one engagement it may affect the employee's ability to perform duties in another engagement. The employee is responsible for communicating with their line manager/supervisor at their other engagement to advise of any absences that may result from the work-related injury.

Employees are encouraged to contact their local Occupational Health and Workplace Safety unit for specific case related advice.

Workers' compensation claims for employees are managed on an individual basis, in close association with WorkCover and the relevant agency representative.

Employees with multiple line managers/supervisors will be required to submit multiple claim forms.

8.9.7 Fatigue leave

Employees who are engaged in either aggregated or concurrent employment have responsibility for notifying their line manager/supervisor of their employment arrangements 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/worksites/engagement.

Employees who are engaged in concurrent employment and perform overtime or on-call arrangements that can entitle them to fatigue leave/pay in their next separate engagement are to ensure they complete an attendance variation and allowance form (AVAC) and have their respective line manager/supervisor approve fatigue leave/pay for processing.

8.9.7 Fatigue leave

~~Employees who are engaged in either aggregated or concurrent employment have responsibility for notifying their line manager/supervisor of their employment arrangements 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/worksites/engagement.~~

~~Employees who are engaged in concurrent employment and perform overtime or on-call arrangements that can entitle them to fatigue leave/pay in their next separate engagement are to ensure they complete an attendance variation and allowance form~~

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(AVAC) and have their respective line manager/supervisor approve fatigue leave/pay for processing.

8.10 Compliance with award requirements

In the interest of workplace health and safety/duty of care to the employee, line managers/supervisors need to be aware of the employee's rostered shifts across all locations/worksites/engagements to ensure hours worked and/or shift arrangements comply with the relevant award, e.g. breaks between shifts. It is the responsibility of the employee to communicate with their respective line managers/supervisors and advise them of their rostered shifts.

Employees who are engaged in aggregated employment will have their engagements combined together when applying award requirements.

Employees who are engaged in concurrent employment will have award requirements applied to each individual and separate engagement and positions will be regarded as stand alone.

8.11 Separation of employment

Employees who are engaged in aggregated employment and separate from Queensland Health are to complete a separation advice form or provide another equivalent form of written notification, e.g. formal letter.

Employees who are engaged in concurrent employment and who wish to separate from one or more engagements are to complete a separation advice form or provide another equivalent form of written notification, e.g. formal letter, for each applicable engagement.

Both aggregated and concurrent employees are to follow the process as per Separation of Employment HR Policy H1.

Upon separation from one concurrent engagement the accrued recreation leave balance from that engagement will be paid out as a cash equivalent, or if notification is received in writing, transferred to the employee's remaining engagement. Notification is made through the separation advice form.

Upon separation from one concurrent engagement any TOIL balance from that engagement can either be paid out as a cash equivalent or transferred to the employee's remaining engagement. TOIL can only be transferred to another engagement when the same entitlement applies. The employee is to discuss transferring any TOIL balance with the line manager/supervisor of their other engagement to seek their agreement. For TOIL to be paid out as a cash equivalent, notification in writing and signed by an appropriate delegate is to be submitted to the local Payroll and Establishment Services unit.

Upon separation from one concurrent engagement any accrued sick leave is transferred to the employee's remaining engagement. No cash entitlement exists.

Upon separation from one concurrent engagement, when there is an entitlement to a cash equivalent for long service leave upon separation, the long service leave accrued whilst in the relevant engagement can either be paid out as a cash equivalent to the

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employee or if notification is received, transferred to the employee's remaining engagement. Notification is made through the separation advice form. The period(s) of service that do not overlap with other service are transferred to the employee's remaining engagement and recognised towards the qualifying period for taking long service leave.

9 HISTORY

December 2010	Amended to reflect updated aggregated and concurrent employment arrangements following union consultation and system reconfigurations.
March 2010	Implemented to align with new payroll and rostering systems.
October 2008	Developed to provide guidance on the treatment of aggregated and concurrent employment arrangements in Queensland Health following release of the whole-of-government Standard Practice No. 16.

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Excerpt from HR Policy progress report spreadsheet regarding Concurrent and Aggregated Employment HR Policy C47, for the period January to December 2010.

The screenshot shows an Excel spreadsheet with the following data:

Cluster	New Policy Number	Policy	IRMs consolidated into the policy	Current Status
C. Pay, Leave & Benefits	C47	Concurrent and Aggregated Employment	New policy	<p>23.02.10 file sent to records</p> <p>19.04.10 LM emailed Emma Bailey to find out about progressing policy</p> <p>Union negotiations continuing around ADOs. System required reconfiguration - hopefully Sept.</p> <p>08.10.10 CB emailed policy for edit and progress to unions.</p>