1 PURPOSE

To outline the process for the appointment of permanent relief staff to vacant positions of a non-relieving nature.

2 APPLICATION

This policy applies to permanently appointed administrative employees who have been employed as permanent relievers at the AO2 or AO3 classification level for a period of 12 months or greater.

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)
- In-house Relief Process for Administrative Staff at Classification AO3 and Above HR Policy B33
- Relief Pool - Administrative Stream – Guidelines HR Policy B34
- Transfers in Queensland Health HR Policy B41

6 SUPERSEDES

- IRM 1.13-9 Appointment of Permanent Relief Staff to Non-Relieving Positions – Administrative Stream

7 POLICY

Administrative staff employed as permanent relievers at AO2 or AO3 classification level for a period of 12 months or greater are to have first option to be placed in a vacant position in which they have relieved and gained appropriate experience, and is of the same classification level.
This is to occur prior to advertising or registering the vacancy with staff search for deployment/redeployment purposes.

When more than one permanent reliever expresses an interest in a vacant position, all are to have appropriate experience relevant to the vacant position in order to be considered further. A closed merit selection process is then to occur between all those permanent relievers who have expressed an interest in the vacancy. The unsuccessful candidate/s are to have first option of the next suitable position/s.

Relievers are to be appointed to the position through transfer at level (refer Transfers in Queensland Health HR Policy B41).

## 8 HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 2009</td>
<td>Protected IRM 1.13-9 reformatted as part of the HR policy consolidation project in accordance with EB7.</td>
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<tr>
<td>July 2003</td>
<td>IRM 1.13-9 Appointment of Permanent Relief Staff to Non-Relieving Positions – Administrative Stream</td>
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