1 PURPOSE

To outline commencing salaries of appointees within the administrative stream.

2 APPLICATION

This policy applies to internal and new appointees within the administrative stream.

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)
- Directive 2/03 – Recognition of Previous Service and Employment
- Advancement - Administrative Stream Level 1 to Level 2 HR Policy C37
- Determining Salary Levels Upon Appointment HR Policy

6 SUPERSEDES

- IRM 4.2-3 Commencing Rates Administrative Stream

7 POLICY

The classification and remuneration system provides that all internal appointees to a higher level must commence on the first paypoint of the level.

As from 1 July 2001, when an employee has been appointed to relieving in higher duties the relieving period is to be recognised as service for the purpose of determining the paypoint and increment date of an internal employee who is subsequently appointed to a ‘higher classification level’ when the following conditions are satisfied:
• Employees in a period of higher duties on 1 April 2000 are to have all time in that period of higher duties recognised and accumulated for the purpose of payment at the higher increment level (even that before 1 April 2000) when there has been no break in excess of 12 months.
• For periods of higher duties after 1 April 2000, all time at the higher level is to be recognised and accumulated for the purpose of payment at the higher increment level where there has been no break in excess of 12 months.
• The employee was selected for the relieving based on the applicable recruitment and selection processes.
• The employee has met the performance objectives of the higher classification level.
• The relieving was at the same or a higher level to the classification level to which the employee has been appointed.

Directive 02/03 – Recognition of Previous Service and Employment provides for external appointees to have previous relevant employment counted for the purpose of calculating salary payable (refer Determining Salary Levels Upon Appointment HR Policy). Caution is to be exercised to ensure that internal applicants are not disadvantaged in comparison to external applicants.

When appointing administrative officers, it has been determined that recognition of previous administrative experience outside of government be granted in whole months for salary purposes, provided that such experience is relevant and of a standard equivalent to or higher than that gained in Queensland Health.

External appointees to the administrative stream may have all outside experience recognised, provided:

• the experience is accepted to be equivalent or higher to the proposed level
• the appointment does not disadvantage existing employees with equivalent experience
• only relevant experience and the above disadvantage test are used to determine the commencing salary rate of an employee. Labour market forces, including the inception of market rates or attraction rates, are not to be used as they are inconsistent with current government policy.

7.1 Appointments - Under 21 Years of Age

Effective from 1 September 2008, new base grade appointees who are under 21 years of age having completed a relevant Australian Qualifications Framework (AQF) level 2 or higher qualification are to commence at no less than AO2(1). Existing employees under 21 years of age who hold or attain a relevant AQF level 2 or higher qualification are to be appointed to no less than AO2(1). Refer to Advancement - Administrative Stream Level 1 to Level 2 HR Policy C37.

New base grade appointees who possess a degree level qualification are to be appointed to paypoint 7 level 2 (AO2 (07)). Existing employees who complete an approved degree course of study are to be appointed to AO2 (07) from the date of attaining the degree, if their existing salary is below that level.
<table>
<thead>
<tr>
<th>Date</th>
<th>Change Description</th>
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<tbody>
<tr>
<td>June 2009</td>
<td>Protected IRM 4.2-3 reformatted as part of the HR policy consolidation project.</td>
</tr>
<tr>
<td>March 2007</td>
<td>IRM 4.2-3 Commencing Rates Administrative Stream amended (clause 2.2 Administrative Stream Employees (Queensland Health) Certified Agreement 2006).</td>
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<td>September 2002</td>
<td>IRM 4.2-3 Commencing Rates Administrative Stream</td>
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