

## Commencing rates – Administrative stream

- Policy Number:** C36 (QH-POL-114)
- Publication date:** June 2022
- Purpose:** To outline the commencing salaries of appointees within the administrative stream.
- Application:** This policy applies to internal and new appointees within the administrative stream working for Queensland Health.
- This policy does not apply to Queensland Ambulance Service employees. Instead, Queensland Ambulance Service employees are to refer to their local policy/procedure.
- Delegation:** The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

### Legislative or other authority:

- Queensland Public Service Officers and Other Employees Award – State 2015
- Hospital and Health Services General Employees (Queensland Health) Award – State 2015
- Queensland Public Health Sector Certified Agreement (No. 10) 2019 (EB10)
- Minister for Industrial Relations Directive No. 12/18: Recognition of Previous Service
- Minister for Industrial Relations Directive No. 04/20 – Higher Duties
- Public Service Commission Directive No. 13/20: Appointing a public service employee to a higher classification level
- Public Service Commission Directive No. 08/20 – Casual employment
- Public Service Commission Directive No. 09/20 – Fixed term temporary employment.
- Public Service Commission Directive No. 12/20 – Recruitment and Selection
- Office of Industrial Relations Circular C3-11, Junior Rates of Remuneration

### Related policy or documents:

- Recruitment and Selection HR Policy B1 (QH-POL-212)
- Fixed term temporary employment HR Policy B25 (QH-POL-243)
- Casual Employment HR Policy B26 (QH-POL-110)
- Higher duties HR Policy B30 (QH-POL-260)
- Advancement - Administrative stream level 1 to level 2 HR Policy C37 (QH-POL-097)
- Determining salary levels upon appointment HR Policy C59 (QH-POL-123)
- Targeted training for administrative officers (AO2-AO4) – Administrative training allowance HR Policy G14 (QH-POL-238)
- Targeted training for administrative officers (AO2-AO5) – approved qualifications list (QH-POL-238-Att2)

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## 1 Policy

The classification and remuneration system provides that all applicants appointed to a position may, at the discretion of the employer, be offered and appointed to any paypoint of the classification level based on recognition of skills, knowledge and abilities.

## 2 New appointees

Minister for Industrial Relations Directive No. 12/18: Recognition of Previous Service provides for external appointees to have previous relevant employment counted for the purpose of calculating salary payable (refer to Determining Salary Levels Upon Appointment HR Policy C59). An external appointee, previously employed as an officer in the Queensland public service, who is reappointed within 12 months of cessation of employment, shall have their previous service as an officer counted for the purpose of determining their commencing paypoint and calculation of their salary increment, provided that the officer's previous employment was terminated other than by way of disciplinary action.

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.

Relevant experience and the above disadvantage test may be 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.

### 2.1 Base Grade Appointments – under 21 years of age

Employees appointed to an AO1 or AO2 role must be paid the appropriate salary for the classification level, regardless of their age. For example:

- An 18 year old appointed to an AO1 role shall commence on an AO1 salary.
- An 18 year old appointed to an AO2 role shall commence on an AO2 salary.

In both of the above examples, the age of the employee is not a consideration. The only factor to be considered in determining the salary for employees being appointed to AO1 or AO2 roles is the classification level of the role.

Note - new base grade appointees who are under 21 years of age, who having completed a relevant Australian Qualifications Framework (AQF) level 2 or higher qualification, as per the list approved for the purposes of the administrative targeted training allowance, are to commence at no less than a minimum of AO2(1).

### 2.1.1 Employees engaged at level 1 of the administrative stream – without experience

An employee engaged at the AO1 level of the administrative stream who is under 21 years of age, without any previous administrative experience, is appointed as follows:

- AO1 (1) - 18 years of age or under
- AO1 (2) - 19 years of age
- AO1 (3) - 20 years of age

### 2.1.2 Employees engaged at level 1 of the administrative stream – experience based

An employee engaged at the AO1 level of the administrative stream who is under 21 years of age, who has relevant previous administrative experience is to have such experience recognised in whole months for salary purposes, and is appointed as follows:

- AO1 (1) - less than one year relevant experience
- AO1 (2) - one year, but less than two years relevant experience
- AO1 (3) - two years and more relevant experience.

The following matrix is used to determine the appropriate commencing level.

Age	EXPERIENCE			
	Nil	< 1 year	< 2 years	≥ 2 years
18	AO1(1)	AO1(1)	AO1(2)	AO1(3)
19	AO1(2)	AO1(2)	AO1(2)	AO1(3)
20	AO1(3)	AO1(3)	AO1(3)	AO1(3)

### 2.1.3 Employees engaged at level 1 of the administrative stream – advancement

Despite section 2.1.1 and 2.1.2, existing employees engaged at the AO1 level of the administrative stream, who are under 21 years of age, can advance to AO2(1) level:

- Upon attaining the age of 21 years
- having completed a relevant Australian Qualifications Framework (AQF) level 2 or higher qualification, as per clause 11.2 of the Queensland Public Health Sector Certified Agreement (No. 10) 2019 (EB10)  
or
- with three years relevant experience

## 2.2 Recognition of qualifications – AO2 classification

New appointees to the AO2 classification, who possess a degree level qualification are to be appointed to 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.

## 3 Higher duties

When an employee has been appointed to relieve in higher duties, the relieving period is to be recognised as service for the purpose of determining the paypoint and increment date of an employee who is subsequently appointed to a 'higher classification level' when the following conditions are satisfied:

- All time at the higher level is to be recognised for the purpose of payment at the higher increment level where there has been no break in excess of six years. Refer Higher duties HR Policy B30.
- The employee was selected for the relieving period based on the applicable recruitment and selection process.
- 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.

### History:

June 2022	<ul style="list-style-type: none"> <li>• Policy:               <ul style="list-style-type: none"> <li>– formatted as part of the HR Policy review</li> <li>– amended to update references and naming conventions.</li> <li>– merged Advancement – Administrative Stream Level 1 to Level 2 HR Policy B37 into this policy</li> <li>– incorporate components of the Office of Industrial Relations Circular C3-11, Junior Rates of Remuneration</li> </ul> </li> </ul>
June 2009	<ul style="list-style-type: none"> <li>• Protected IRM 4.2-3 reformatted as part of the HR policy consolidation project.</li> </ul>
March 2007	<ul style="list-style-type: none"> <li>• IRM 4.2-3 Commencing Rates Administrative Stream amended (clause 2.2 Administrative Stream Employees (Queensland Health) Certified Agreement 2006).</li> </ul>
September 2002	<ul style="list-style-type: none"> <li>• IRM 4.2-3 Commencing Rates Administrative Stream.</li> </ul>