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Public Service Commission

DIRECTIVE 10/17
Supersedes 23/16

Commission Chief Executive Directive: Senior Executive Service - Employment conditions

1. Purpose

To set out the requirements for appointment and the employment conditions for officers appointed to the Senior Executive Service (SES).

2. Effective date

27 October 2017. Schedule 1 has an effective date of 1 September 2017, provided the employee is employed with the Queensland Government as at the effective date of this directive.

3. Legislative provisions

Section 53(1) of the *Public Service Act 2008* (PSA).

4. Application

This directive applies to senior executive service officers appointed under Chapter 4, Part 2 of the PSA.

5. Previous references

Directives 23/16, 14/16, 3/14, 12/13, 02/13, 05/09, 07/06, 03/06, 06/00, 01/00, 29/99, 01/99, 09/98 and 15/97.

6. Related information

- Directive relating to executive remuneration package - motor vehicles
- Directive relating to relocation expenses for executives
- Senior Executive Service Profile Management Procedures
- Senior Executive Service Officer Contract of Employment.

Directive

7. Profile of and appointment to SES

- 7.1. The establishment and maintenance of the SES profile and appointment to SES roles is in accordance with Chapter 4, Part 2 of the PSA.
- 7.2. The Public Service Commission (PSC) will determine, from time to time, the administrative arrangements required to support the establishment and maintenance of the SES profile and appointment to SES roles.
- 7.3. Unless otherwise determined by the Commission Chief Executive (CCE) of the PSC, vacant SES roles must be advertised in accordance with the directive relating to recruitment and selection. In all instances, the salary quoted in vacancy advertisements must be the Total Fixed Remuneration shown in Schedule 1 of this directive.



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8. Attendance and hours of duty

- 8.1. The ordinary hours of duty of an SES officer may be determined by their chief executive, having regard to the health, well-being and work-life balance of the SES officer.
- 8.2. Chief executives may approve part-time work arrangements for SES officers. These part-time work arrangements constitute the ordinary hours of the SES officer and may be varied by the chief executive as required. Part-time officers are entitled to the benefits and entitlements of full-time SES officers on a pro-rata basis.
- 8.3. SES officers are not entitled to additional compensation for work performed outside of ordinary hours (including public holidays).

9. Remuneration package and benefits

- 9.1. Subject to clauses 13.1 and 13.2 below, an SES officer will receive remuneration in accordance with the assessed classification level and work value range of their role and the applicable remuneration rates as specified in Schedule 1 of this directive.
- 9.2. In exceptional circumstances a contract may prescribe a variation to the remuneration and other benefits of the SES officer within the appointed classification level. Any variation must be approved by the CCE following endorsement by the chief executive.
- 9.3. The chief executive will determine the package point within the work value range for the role that the SES officer will receive. Unless exceptional circumstances apply, the SES officer will receive remuneration at the minimum package point on initial appointment. Exceptional circumstances will require support of the CCE for remuneration above the minimum package point.
- 9.4. Any package point progression within the work value range must be **approved by the chief executive** and based on documented high performance in the role **or** any change to role characteristics.
- 9.5. A re-evaluation of a role changing the assessed work value within the same classification level from:
 - a) 'low' to 'high' - the SES officer may, at the discretion of the chief executive, receive remuneration at the minimum package point of the 'high' range unless already being paid in that range; or
 - b) 'high' to 'low' - maintenance of the SES officer's existing 'high' package point may be approved by the CCE following endorsement by the chief executive.
- 9.6. An SES officer may also access the following remuneration package benefits via in-house salary packaging arrangements at no cost to the officer. The benefits must be specified in a signed agreement and cannot exceed the percentage of superannuable salary that would apply if the SES officer had been covered by the agency's fee-for-service salary packaging scheme:
 - a) the payment of employee superannuation contributions;
 - b) the payment of subscriptions for membership of professional or occupational associations; and
 - c) a benefit of another kind approved by the CCE.
- 9.7. An SES officer may also access other salary packaging items from their agency's provider in accordance with the rules and charges associated with using that service.
- 9.8. A person acting as an SES officer (i.e. higher duties or temporary placement) may access the remuneration package benefits in clause 9.6 above, provided their initial placement in the SES role exceeds 12 months.

10. Telephone and other technology benefits

- 10.1. Unless otherwise determined by the chief executive, SES officers are to be provided with an official mobile telephone with internet / email capacity (smart phone) and are entitled to reasonable personal use of the smart phone, in accordance with departmental policy.
- 10.2. Where no official mobile telephone is provided and the chief executive considers it necessary for the SES officer to be contactable outside of hours or conduct business from home, the officer is entitled to be reimbursed for the cost of the standard base rental on one nominated telephone line in the officer's residence, and at the discretion of the chief executive, up to 50 per cent of local calls on that line.
- 10.3. All official STD and ISD calls made from the SES officer's home telephone are to be reimbursed on production of a receipt and certification by the officer that the call was work related.
- 10.4. At the discretion of the chief executive, an SES officer may be entitled to have installed at the officer's private residence other technology necessary (e.g. computer, laptop, notebook, tablet, printer, scanner) to discharge the officer's responsibilities. These devices may be used by the SES officer for reasonable private use but remain Government property and must be returned by the officer on cessation of employment as an SES officer. The employing department will bear the costs of installation and, as determined by the chief executive, ongoing maintenance and operation.
- 10.5. A chief executive may approve variations to the above arrangements where the chief executive considers they are insufficient for business communication needs of the SES officer. Any such variations must be clearly documented.

11. Application of award provisions and directives of the minister responsible for public sector industrial relations

- 11.1. SES officers are entitled to the benefits and allowances set out in the following award provisions and directives of the minister responsible for public sector industrial relations, as though SES officers were covered by such award provisions and directives, subject to the amendments and/or conditions noted below:
 - a) clauses 20 (Personal leave) and 21 (Parental leave) of the *Queensland Public Service Officers and Other Employees Award – State 2015*;
 - b) only that part of the directive relating to hours, overtime and excess travel in relation to overtime meal allowance;
 - c) the directive relating to the recognition of previous service and employment for long service, sick and paid parental leave purposes;
 - d) the directive relating to leave without salary credited as service, but excluding provisions dealing with salary increments;
 - e) the directives relating to recreation (excluding clauses relating to Christmas/New Year compulsory closure), sick, study and examination, special and paid parental leave;
 - f) the directive relating to long service leave, provided that where the employment of an SES officer is:
 - (i) terminated by the chief executive prior to the contract expiry date (other than for disciplinary action or retirement on grounds of mental or physical incapacity); or
 - (ii) terminated by mutual agreement prior to the contract expiry date; or
 - (iii) ended by non-renewal of the contract past the contract expiry date,the number of years of continuous service required to have been completed by that officer before being entitled to proportionate payment of salary in lieu of an entitlement to long service leave is one year;

- g) the directive relating to higher duties, except that:
 - (i) the minimum period for relieving as an SES officer or for an SES officer acting as a chief executive, means 'more than two calendar weeks';
 - (ii) the relevant percentage for relieving as an SES will be 100 per cent unless otherwise agreed to by the CCE;
 - (iii) the relevant percentage for an SES officer acting as a chief executive will be 75 per cent of the chief executive's superannuable salary unless otherwise determined with the approval of the CCE;
 - (iv) the clauses dealing with payment of increments during relieving periods and the recognition of higher duties on appointment do not apply;
 - (v) the low and high work value ranges of the SES 2, SES 3 and SES 4 levels are deemed different classification levels for the purposes of calculating higher duties allowances for an officer acting in an SES role;
 - (vi) the calculation of the higher duties allowance will be to the minimum package point of the work value range unless otherwise determined, in exceptional circumstances, by the chief executive. A decision to pay above the minimum package point must be documented;
 - (vii) the higher duties allowance of an SES officer approved to act in a higher SES role is to be calculated on the difference in superannuable salaries, with the SES officer continuing to receive the executive vehicle allowance of their substantive SES role; and
 - (viii) the higher duties allowance of a non-SES officer approved to act in an SES role is to be calculated on the difference between the employee's superannuable salary and the remuneration package value of the SES role;
- h) the directive relating to court attendance and jury service;
- i) the directives relating to travelling and relieving expenses;
- j) the directive relating to locality allowances;
- k) the directive relating to critical incident entitlements and conditions, other than clauses relating to overtime, flexitime or time off in lieu; and
- l) the directive relating to leave and travel concessions for isolated centres, provided that motor vehicle allowance payments do not apply where travel is undertaken in a government owned and maintained motor vehicle provided for the private use of the SES officer.

11.2. Tenured SES officers are entitled to voluntary early retirement, redundancy and retrenchment entitlements in accordance with the relevant directive.

12. Christmas/New Year compulsory closure

12.1. SES officers participating in the Christmas/New Year compulsory closure, including those on recreation leave and long service leave, are granted leave on full pay without debit to any leave account for those days during the compulsory closure period that are not public holidays or weekend days (granted leave days). SES officers on any other form of leave do not qualify for the granted leave days.

12.2. Where an SES officer is on approved recreation or long service leave on any of the granted leave days, the SES officer's relevant leave balance is to be adjusted to reflect the granted leave days instead of the recreation or long service leave.

12.3. A chief executive may, in exceptional circumstances, determine that individual SES officers do not qualify for the granted leave days. Where a chief executive makes such a determination, but that SES officer is not required for duty, the SES officer is required to apply for leave.



13. SES 4 High Work Value Range Transitional Arrangement

- 13.1 An SES 4 level role existing at the effective date of this directive, with a work value assessment acceptable to the CCE of 1,720 points or higher, may be transitioned into SES 4 high only with the chief executive's endorsement and CCE approval.
- 13.2 Unless exceptional circumstances apply, an existing SES 4 officer transitioning into SES 4 high will receive remuneration at the minimum package point on transition. Exceptional circumstances will require approval of the CCE for remuneration above the minimum package point of SES 4 high.

Schedule 1: SES remuneration rates - Effective from 1 September 2017 2.5%

Assessed Work Value	Work Value Range	Level	Package Point	\$ per F/N	\$ per annum					
				Superannuable Salary	Superannuable Salary	Executive Vehicle Allowance	Remuneration Package	Superannuation 12.75%	Leave Loading	Total Fixed Remuneration
1,720 +	High	SES 4	4.5	9,845.10	256,852	27,000	283,852	32,749	3,446	320,047
			4.4	9,388.80	244,946	27,000	271,946	31,231	3,286	306,463
			4.3	8,932.40	233,040	27,000	260,040	29,713	3,126	292,879
1,520 – 1,719	Low		4.2	8,549.00	223,038	27,000	250,038	28,437	2,992	281,467
			4.1	8,110.30	211,592	27,000	238,592	26,978	2,839	268,409
1,280 – 1,519	High	SES 3	3.5	7,803.70	203,594	27,000	230,594	25,958	2,731	259,283
			3.4	7,547.40	196,907	27,000	223,907	25,106	2,642	251,655
			3.3	7,266.80	189,585	27,000	216,585	24,172	2,543	243,300
1,120 – 1,279	Low		3.2	6,986.50	182,272	27,000	209,272	23,240	2,445	234,957
			3.1	6,706.00	174,955	27,000	201,955	22,307	2,347	226,609
940 – 1,119	High	SES 2	2.5	6,610.90	172,473	25,500	197,973	21,990	2,314	222,277
			2.4	6,330.40	165,155	25,500	190,655	21,057	2,216	213,928
			2.3	6,050.00	157,840	25,500	183,340	20,125	2,117	205,582
820 – 939	Low		2.2	5,809.60	151,568	25,500	177,068	19,325	2,033	198,426
			2.1	5,569.10	145,295	25,500	170,795	18,525	1,949	191,269
770 – 819	High	SES 1	1.4	5,434.20	141,773	21,000	162,773	18,076	1,902	182,751
			1.3	5,193.70	135,499	21,000	156,499	17,276	1,818	175,593
720 - 769	Low		1.2	4,953.30	129,227	21,000	150,227	16,476	1,734	168,437
			1.1	4,752.90	124,000	21,000	145,000	15,810	1,664	162,474

Per Annum = 26.0892857142 Fortnights (F/N)