

Queensland Health

General Terms and Conditions of Employment

August 2017

Acute Injury/Illness at work

Staff who are injured or ill at work should advise their Line Manager. If medical attention is necessary staff should present to the closest Emergency Department or their General Practitioner, as soon as possible, for assessment, treatment and investigation as necessary.

Appropriate Use of Communications and Information Devices

You must ensure that your use of Queensland Health information is lawful, respectful and responsible and that accurate and current information is maintained within your facilities information records and systems.

Inappropriate use of Queensland Health communication and information devices is unacceptable and employees using such facilities inappropriately may be subject to disciplinary action. It is the policy of the Queensland Government that any employee found to have used government owned communication or information devices to download, store or distribute pornography will be dismissed.

You must understand and comply with the security procedures in the area in which you work and take all reasonable precautions to protect information and systems against unauthorised access, use, disclosure, modification, duplication or destruction.

Assault in the Workplace

Queensland Health has zero tolerance of any form of assault in the workplace, whether directed at a patient, client, visitor, fellow employee, or other person. Disciplinary action will be taken against any employee found to have committed such an offence. Refer to the *Code of Conduct for the Queensland Public Service* www.psc.qld.gov.au/includes/assets/qps-code-conduct.pdf

Child Safety – Capability Requirements and Reporting Obligations:

All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety. All relevant health professionals are responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

Code of Conduct for the Queensland Public Service and Queensland Health Policy

The *Code of Conduct for the Queensland Public Service* contains the four principles of ethical behaviour which apply to all public service employees:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

The *Code of Conduct for the Queensland Public Service* is available online at www.psc.qld.gov.au/includes/assets/qps-code-conduct.pdf

Queensland Health also possesses a comprehensive suite of policies and procedures which are also available online. You are expected to understand and comply with both the *Code of Conduct for the Queensland Public Service* and policies, as failure to abide by the provisions may be grounds for disciplinary action including dismissal. If you have any questions about your obligations under the Code of Conduct or policies, or if you don't have access to the internet or intranet please talk to your manager or your local Human Resources unit.

Confidentiality & Privacy

Maintaining confidentiality and privacy of information are essential in health care. You are required to maintain the highest standards of confidentiality irrespective of the position to which you are appointed. Any breach of confidentiality provisions may constitute an offence under Part 7 of the *Hospital and Health Boards Act 2011* and the *Code of Conduct for the Queensland Public Service*. Privacy of information within Queensland Health is governed by the *Information Privacy Act 2009* which establishes a framework for the responsible collection and handling of personal information. You are required to comply with the privacy provisions of the *Information Privacy Act 2009* during your employment and failure to do so may result in disciplinary action.

Criminal History Checking

In accordance with chapter 5, part 6 of the *Public Service Act 2008*, Queensland Health has determined that criminal history checks will be conducted for all persons who are recommended for:

- permanent appointment; or
- temporary or casual appointment expected to continue for longer than three months.

Existing permanent employees of Queensland Health who were permanently appointed prior to 1 August 2006 and who have maintained continuous permanent employment with Queensland Health since that date are exempt from this requirement.

All persons recommended for appointment to positions funded under the *Aged Care Act 1997(Cth)* or the Commonwealth HACC Program are required to undertake a Queensland Health Aged Care criminal history check.

Disclosure of Previous Employment as a

Lobbyist Newly appointed employees are obliged to provide the Director-General, within one month of starting duty, with disclosure of employment as a lobbyist in the previous two years, as per the *Disclosure of Previous Employment as a Lobbyist Policy*.

www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf

Fringe Benefit Tax Liability (FBT)

In accordance with Clause 5 of the Queensland Health Salary Packaging Participation Agreement, the grossed-up taxable value of any non-salary sacrifice benefits is deducted from the \$17, 000 grossed-up taxable value

exemption cap before the grossed-up taxable value of salary sacrifice benefits. While FBT liability is the responsibility of the employer, if as a result of salary sacrifice benefits an employee exceeds the exemption cap, any resultant FBT liability will be recouped from the employee.

Identification Badges

It is a requirement that you display your ID badge on your person at all times when you are on duty. The ID badge must be displayed in a position from which it can be easily read by another person. If you transfer or resign, you are required to return your identification badge to your supervisor.

Intellectual Property Rights

Intellectual property rights created by you in the course of your employment with Queensland Health will be owned by the Queensland Government and managed by Queensland Health. Your role and responsibilities in regards to Intellectual Property created in the course of your employment will be set out in Queensland Health's Intellectual Property Policy and Procedures. For further information please email IP_Officer@health.qld.gov.au.

Payment of Salaries and Wages

Your salary or wages will be paid in arrears through an electronic funds transfer to your nominated bank account. Payments are made on the second Wednesday (or Thursday for some financial institutions) following the conclusion of the previous roster fortnight (i.e. 10 days after the roster period ends).

Performance Management

As a condition of your employment you are required to develop and participate in a performance appraisal and development process. On commencing your job, your supervisor will discuss with you the arrangements for your performance appraisal and development planning.

Personal Property

Queensland Health will not accept liability for any loss, theft or damage to clothing, belongings or private vehicles while they are used or stored on Departmental grounds. Insurance of these items is your responsibility.

Policy for Immunisation of Health Care Workers

Queensland Health is committed to providing a safe and healthy working environment for all health care workers and to ensuring the health and safety of all clients in health care settings. Immunisation guidelines for staff have been established and are managed through the [Queensland Health Policy for Immunisation of Health Care Workers](#). The policy involves assessing risk of employees in relation to direct or indirect contact with blood or body substances, laboratory environments or exposure to infectious diseases.

If you are working in a health care environment, you may be required to provide information about your immunisation status or previous infection with some diseases.

It is a mandatory condition of employment for roles in which the incumbent may be exposed to the risk of acquisition and/or transmission of a vaccine preventable disease (VPD) that the incumbent be vaccinated against, and remain vaccinated against, certain VPDs. Your offer of appointment to this role is therefore conditional upon your consent and agreement to maintain vaccination as required by Queensland Health policy.

Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different

Queensland Health entity (ie one HHS to another HHS, Department to a HHS, or HHS to Department)."

Probationary Period

If your appointment is permanent your appointment letter will indicate your probationary period. During this probationary period, your supervisor will discuss with you his/her expectations about the roles and responsibilities relating to your position. If you do not meet performance expectations, your probationary period may be extended once only by three (3) months or a recommendation may be made to terminate your employment.

Professional Registration/Academic Record

It is mandatory for certain employees (eg. Medical, Nursing/Midwifery, Dental and Allied Health Professionals) to maintain registration with the relevant National Board or the relevant Medical/ Professional authority in Queensland. You are required to provide a certified copy of your current registration to your supervisor before you commence clinical duties. You must continue to provide proof of registration on an annual basis. You must provide certified copies of any educational qualifications required by your position to your supervisor before you commence duty.

Your qualifications must be kept current. You must advise your supervisor immediately if a qualification, license or registration is suspended, expires, is modified or is cancelled as this may affect your on-going employment.

Recognition of Previous Service for Leave and Salary Purposes

Previous employment with certain Government institutions and public sector organisations may be recognised for Long Service Leave and Sick Leave purposes. Refer to Public Service Commission

Directive 10/10 *Recognition of Previous Service and Employment*.

<http://www.psc.qld.gov.au/publications/directives/assets/2010-10-recognition-of-previous-service.pdf>

Salary/previous employment with certain Government, Public Sector and private organisations may be recognised for salary increment purposes. Refer to HR Policy C59 *Determining Salary Levels Upon Appointment*.

www.health.qld.gov.au/system-governance/policies-standards/doh-policy/policy/gh-pol-123.pdf

If you think that you may be eligible for recognition of previous service, please forward evidence of previous service to Payroll Services.

Reporting Incidents/Injuries Occurring at Work

All work related incidents no matter how minor, must be reported on a 'Workplace Incident Report' form and forwarded to your Line Manager. The incident must be reported within 24 hours of the incident occurring.

Resignation/Termination/Transfer

When you terminate your employment you must give notice in accordance with the requirements of your Award. Before you leave employment, you must return all Queensland Health property (eg. uniform, laboratory coats, identification badges, library books, keys, live in/parking permits etc.) and complete a Separation Advice Form. Your Manager will be able to assist you with this process.

It is a condition that upon termination of your employment, Queensland Health will deduct any outstanding overpayments and/or interim cash loans in full from any entitlements due to you, including accrued leave entitlements at the date of separation. Where the value of the outstanding overpayment and/or interim cash loan is in excess of the total amount owing to you at termination, you will be required to repay the outstanding amounts to Queensland Health as soon as possible after the termination of your employment.

It is your responsibility to liaise with your local payroll hub prior to your termination date to resolve any outstanding matters relating to your overpayments and/or interim cash loans.

Rural and Remote Incentives

A range of allowances, bonuses and other incentives such as additional professional development leave entitlements exist for certain categories of employee working in rural and remote areas. If you are going to be working in a remote area please speak to your supervisor to see if these entitlements apply.

Salary Packaging

Salary packaging arrangements are available to all permanent and temporary full time and part time staff and to long term casual staff that are engaged on a regular and systematic basis for 12 months or more. The amount sacrificed must not exceed 50 percent of base salary and it is highly recommended that staff seek financial advice if full salary packaging is chosen. Please note, full salary packaging arrangements are not available to staff employed within FAMMIS or Public Health Services.

Salary Packaging Application forms and booklets are available by contacting RemServ on 1300 304 010 or visiting www.remserv.com.au Or Smart Salary on 1300 218 598 or visiting <https://smartsalary.com.au/>

Shift Work

In accordance with current Award conditions, all employees working on a continuous shift basis may be required to work all shifts on a roster. These shifts may vary in length across a 24 hour period, Monday to Sunday inclusive. Following consultation with relevant unions, an employee may be required to participate in new or varied roster arrangements including 24 hour shift work, on-call and weekend rosters.

Smoke-Free Workplace

In accordance with the Government requirements and Queensland Health's commitment to a healthier workplace, the Queensland Health Smoking Management Policy supports a smoke-free working environment.

Smoking is only permitted in a Nominated Smoking Place and during designated breaks. Queensland Health employees may obtain assistance to quit smoking through the staff program 'Quit Smoking for life'.

Superannuation

QSuper is the default superannuation fund for Queensland Government employees. If you are new to the Queensland public service and wish to use the default fund, you will be set up with a QSuper Accumulation account and are required to make contributions. You are able to choose another superannuation fund to which your superannuation contributions are paid. To do this, you will need to complete a choice of fund form. You'll also be required to make contributions.

Initially, employee contributions commence at 5% of gross salary, with a 12.75% employer contribution. Employees may request to contribute a minimum of 2%, but employer contribution will be 9.5%.

If you are employed on a casual basis, you are not required to make contributions to your superannuation account. The superannuation guarantee employer contribution (currently 9.5%) will be made to your account. Casual employees also have an option to make personal contributions and receive higher levels of employer contribution and insurance cover.

For further information about QSuper, contact QSuper on 1300 360 750 or visit www.qsuper.qld.gov.au

Use of a Private Motor Vehicle

Where an employee is required to use his or her private motor vehicle for official purposes, a motor vehicle allowance can be claimed.

The obligation for employees to meet the insurance requirements **must** be fulfilled **before** authorisation is given to use private motor vehicles for official purposes.

Work Location

Although your appointment to Queensland Health is to a particular location, you may be required to work at an alternative location. You will be consulted with respect to any change to your location of work.

Workplace Health and Safety

Queensland Health is committed to providing a safe, supportive and healthy environment for our staff, volunteers and other persons at the workplace. This commitment includes proactive continuous improvement in health and safety especially focussing on those issues that are preventable in nature.

Contributing to establishing a safety culture is the responsibility of **everyone** within Queensland Health.

Need more information?

The terms and conditions of employment provided in this document detail only the principal conditions and entitlements. Full details of the relevant award and Enterprise Bargaining Agreement can be found at <https://www.health.qld.gov.au/employment/conditions/awards-agreements/current>