The following conditions of employment are a summary provided for your information.

Please read the document to ensure you understand your entitlements and obligations. Where these conditions vary according to your employment status (Permanent, Temporary or Casual) the variance/s will be outlined under each employment condition heading.

Please note your employment conditions are specified in the relevant legislation, industrial instruments / instruments governing your employment.

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Registration

As a condition of employment you are required to register and maintain annual registration with the Queensland College of Teachers (QCT), to teach in Queensland Schools. A certified copy of the original certificate of registration must be provided to your Regional Office.

Further information on teacher registration can be obtained from:

The Queensland College of Teachers
Sherwood House
39 Sherwood Road
Toowong Queensland 4066

Telephone (07) 3377 4777 or at the Queensland College of Teachers website.

There is no requirement for Instrumental Music Instructors, Dance Instructors, and Community Teachers to be registered.

Blue Card

Teachers who are registered with the Queensland College of Teachers are not required to hold a blue card as equivalent checks are undertaken in the teacher registration process.

If you are appointed as an instructor/assistant teacher and you are not registered with the Queensland College of Teachers, your appointment will be subject to you providing a Blue Card from the Commission for Children and Young People and Child Guardian.

The application form for a Blue Card can be obtained from your Principal. Employees bear the costs associated with applying for a Blue Card. Further information is available from your Principal or by viewing the Commission for Children and Young People and Child Guardian website.

Employee number

You will be allocated a unique employee number when appointed. You retain this number for the entire period of your employment with the department. It should be quoted in all communications with the department.
Proof of date of birth

Verification of your date of birth is required for employment and superannuation purposes. Consequently, you are required to provide a certified copy or certified extract of your registration of birth along with your Commencement Advice (CMA). (NOTE: The CMA is only required for Permanent and Temporary engagements.) If it is not practical to obtain the required documents confirming your birth details, you should provide other documentation that satisfactorily establishes your age and place of birth e.g. Visa or Passport.

Notification of changes to personal details

It is your responsibility to keep your Regional Office informed of any changes in your personal details relevant to your employment with the Department. Personal details may be changed by accessing MyHR or by the completion of a Personal/Banking Details Advice form available from your school administration staff.

Release of personal details

Your name and the name of your workplace may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

Commencement advice

Permanent and Temporary Teacher

On the day you commence duty your supervisor will arrange for you to complete and sign a Commencement Advice Form (CMA). Completion should be attended to promptly as any delay in completing and forwarding the CMA may result in a delay in you receiving fortnightly payments. If the duties of your position require your attendance at more than one school, (for example as an Instrumental Music Instructor) you will be assigned a school as your administrative base and your commencement advice should be arranged by the base school.
Code of conduct

As a teacher of the department the Queensland Public Service Code of Conduct and the DET Standard of Practice applies to you. Mandatory training of the Code of Conduct applies and you are encouraged to see your supervisor for a copy of these documents.

Induction

The Department of Education, Training and Employment is committed to providing new and returning employees with timely information to enable you to understand your responsibilities, entitlements and intended work outcomes.

The department’s Induction website includes a mandatory online induction program designed to give you essential information you will need when you begin working in Education Queensland schools. The website gives you an overview of the department and how to access further information. It is a resource that you can return to as needed.

The most valuable induction you will receive as you begin your new role is the one your supervisor and colleagues will provide. This local induction provides you with the immediate information you need.

Colleagues will take you through local arrangements including emergency procedures, line management arrangements, computer access, facilities, phone directories, legislative requirements that may apply such as Blue Card... and so on.

Your supervisor will also arrange any training you need to complete.

You will be given an induction planner indicating those items you need to complete as part of your induction. What you need to complete will vary depending on your position and will be prioritised by your supervisor.

Your signature on this planner provides a record that you have completed your induction and that you are aware of your entitlements and the department’s expectations of you.

Feel free to ask your support person or supervisor if you have questions that have not been covered in your induction.

Access to IT Systems

The department provides access to Information Technology systems for permanent and temporary officers appropriate to the requirements of the position. Once an officer is no longer an active employee, access to those IT systems will be withdrawn in accordance with relevant policy.
Casual Engagements

Casual Teacher

You will be employed under the Teacher Relief Scheme on a day to day basis to replace teachers who are absent.

Whilst principals in the Schools in which you indicate an interest in working will be regularly advised that you are registered for casual teaching, it is your responsibility to advise the schools in your area of your availability.

New graduates only

Your appointment is conditional upon the successful completion of course requirements by your appointment date. Your final semester results must be forwarded to your Regional Office.

Probation

Permanent Teacher

You will be required to serve a fixed probationary period of eight months from the date of your commencement of duty.

Permanently appointed teachers with demonstrated prior satisfactory teaching experience may apply to have their probation reduced to six months, pursuant to departmental procedure *Probation – State School Teachers*. These applications should be directed to the Manager, Workforce Review, Human Resources Branch, PO Box 15033, City East, 4002.

On completion of your probationary period, your Principal is required to report on your work performance. Your Regional Office will notify your Principal in advance of the date for the report.

Subject to a satisfactory report, confirmation of your appointment will be approved by your Regional Office.

An unsatisfactory report will result in the Principal recommending that your appointment be terminated. You will have the opportunity to respond to an unsatisfactory report, and comments you may make will be considered by the Board of Review in the process of determining your future employment status.

In extenuating circumstances your probationary period may be extended.
Student Free Days

Permanent Teacher

You are expected to report for full day duty for the student free days for professional development activities during the school year or any other days substituted for or additional days declared by the employer as requiring the attendance of all permanent officers. You will be paid in full for your time.

The working of other full day student free days will occur in recognition of the teacher's normal work pattern.

Temporary Teacher

Subject to the term of engagement, your temporary engagement period may include fixed and/or flexible student free days. Your temporary engagement offer document will include any fixed student free days you are required to attend if they fall within the period of engagement. If you require clarification, please contact the Region's HR section.

Salary payments

While the department makes every effort to ensure the correctness of your salary payment, you also have a responsibility to verify that you receive your correct salary and allowance/s each fortnight. Any discrepancies should be reported to your Principal.

Permanent and Temporary Teacher

Your salary will be paid every second Wednesday by electronic funds transfer (EFT) to the financial institution you nominate. These details may be altered by accessing MyHR or by completing a Personal/Banking Details Advice Form available from the administration staff at your school.

The department's preferred method of salary advice is via MyHR Self Service. MyHR Self Service

- enables staff paid via the Department's payroll system (TSS) to view and update personal and bank details;
- project leave balances; and
- view/print their pay advice online.

Your school administration can provide advice should you wish to enable this on-line service.

If you do not enable self service, you will receive a fortnightly salary advice forwarded to the Principal of your school who is responsible for their distribution. The pay advice slip details your employee number, classification, fortnightly salary, any allowances that are payable, your gross and net salary for the fortnight, and any deductions.
including income taxation and superannuation contributions. Accumulated gross earnings and taxation deductions for the current financial year are also shown.

While payment is made into your nominated account every second Wednesday, this represents payment of salary up to and including the Friday of the week of deposit.

Every effort will be made to ensure your initial payment is received within three weeks of your commencing duty. If this does not occur you should direct your initial enquiries to your Principal.

Casual Teacher

Your salary will be claimed by your school submitting details of your employment. Payment will be by electronic funds transfer (EFT) in fortnightly cycles.

You should provide your EFT details with your first claim for payment. Every effort will be made to ensure that you receive prompt payment. If this does not occur you should direct your enquiry to your Principal.

Salary classification

Teaching service performed with educational authorities other than Education Queensland may be recognised for salary purposes. All applications for recognition of prior teaching or industry experience must be accompanied by a statement of service from the previous employer/s.

Statements of service must satisfy the following criteria:

- must be an original or certified copy of an original document
- must be on the letterhead of the organisation for the affiliated/certified school or institution
- must provide the location details of the institution
- must specify the exact nature of the employment performed and position held
- must specify the exact commencement and cessation dates of employment
- must indicate whether or not any periods of unpaid leave were taken. If no leave without pay was taken then the statement must show 'nil leave taken'
- must provide the commencement and cessation dates of any unpaid leave
- must indicate periods of fulltime or part time employment. If part time, hours worked per week must be provided. NB: casual day-to-day service on an irregular basis is not recognised by this department for classification purposes. To recognise casual service, 6+ consecutive days in one location is required, or a pattern of working consecutive weeks on same days at the one location needs to be established.

Applications for recognition of prior service are to be received within one (1) month of a teacher’s date of appointment. Further documentary evidence as required should be provided within a further three (3) month period. A teacher may seek recognition for multiple categories of prior employment in one application.

Upon receipt of an application for recognition of prior teaching service the approving officer considers the merits of the application. While not intending to make this
process burdensome, the application should indicate that the duties performed by the applicant were directly related to educating in an appropriately affiliated or nationally registered educational institution.

Failure to meet the timelines will result in no retrospectivity for salary purposes. The salary classification will be adjusted from the date the full and correct finalised documentation is received by the Teacher Classification Team.

On resumption of duties following leave without pay, recognition of service performed while on leave from Education Queensland will be payable only from the date the final documentation is received in the Teacher Classifications Team.

Please forward statements of service, which meet the above criteria to: email to Teachers Classification Team or to Teacher Classifications Team, PMB 15158, City East, Brisbane, Qld, 4002. All enquiries are to be directed to 1300 365 718.

Permanent and Temporary Teacher

Your classification is based on your qualifications and experience. You should notify your Regional Office if you gain any additional qualifications.

Further information on salaries and allowances is set down in the Teachers' Award-State or the Community Teachers, Assistant Teachers - Aboriginal & Torres Strait Islander Community Schools Award - State, as appropriate to your position.

Casual Teacher

From 1 January 1999, in accordance with a decision of the Queensland Industrial Relations Commission, Casual Teachers are paid at Band 3, Step 1 of the Teachers' Award - State.

Salary increments

Four year trained teachers are paid a salary increment after the completion of each twelve months' satisfactory service from band 2 step 1 to a maximum classification of band 3 step 4 following 8 years of service.

Three year trained teachers' progress as above to classification band 2 step 5 following 8 years of service. Three year trained teachers have access to band 3, however, they must complete two years of service on steps 1, 2 and 3 of Band 3 before progressing to a maximum classification of Band 3 step 4.

The Department of Education and Training Teachers' Certified Agreement 2010 provides for three year trained teachers to apply for progression by annual increment through band 3 subject to the following conditions:

- Completion of at least 12 months service on band 2 step 5.
- Participation in 150 hours of accredited professional development activities to be achieved at an annual average rate of not less than 50 hours and to be undertaken outside the hours engaged in teaching.
Part-time teachers must complete the equivalent of twelve months satisfactory service before progressing to the next incremental step.

Casual day-to-day service within the department is not recognised for classification purposes for a temporary or permanent teacher.

Casual service for an external agency may be recognised if five (5) or more consecutive days in one location are worked or a pattern of working consecutive weeks on the same days at the one location can be established. This needs to be detailed in a statement of service for recognition purposes.

**Temporary Teacher**

For temporary teachers if you have not reached the maximum step of your related salary level, you are entitled to a salary increment after satisfactorily completing 200 teaching days of satisfactory service, with the proviso that you receive only one salary increment in any twelve month period.

In the case of two or three year trained teachers within band 3 of the Teachers’ Award - State, increments are paid on completion of 400 school days unless in-service progression hours are completed and approved.

**Taxation**

Your salary will attract a current taxation rate of 46.5% unless you complete a Tax File Number Declaration form to advise the department of your Tax File Number. Administration staff at your school are usually able to provide you with this form for your completion, or they are available from newsagents displaying an 'N' sign. The completed form should be forwarded promptly to the appropriate Payroll Services team in your region as follows:
If you do not have a Tax File Number or cannot locate it, you may avoid paying the higher tax rate by completing a Tax File Number Application form. Under taxation legislation you then have 28 days in which to advise the department of your Tax File Number.

Failure to provide the department with your tax file number within the 28 day period will result in your salary being taxed at the current rate of 46.5%.

You should complete a Withholding Declaration form to advise the department of any tax rebate or Family Tax Benefit that you wish to claim as a reduced rate of tax or if you wish to vary your rate of rebate. Completed forms should be forwarded to the Payroll Services Unit.

### Superannuation

#### Permanent and Temporary Teacher

As a new employee, you will have a QSuper Accumulation Account opened for you. Contributions to the account are commenced automatically in your first pay fortnight and show on your pay advice slip as a deduction from your salary. The standard contribution rate is 5% of your basic pay. If the standard contribution rate is deducted, the Department of Education, Training and Employment also contributes 12.75% of your gross salary to your account in the fund.
Should you choose not to contribute at this rate, you can elect to reduce your contributions down as low as 2% of your salary and receive the corresponding lower level of employer subsidy.

QSuper Ltd will forward a 'Welcome Package' to you which will provide further information on the Accumulation Plan as well as providing additional information regarding other superannuation options available.

If you require further clarification or advice you may visit the QSuper website, email, telephone 1300 360 750 or by calling in at either, 63 George Street, Brisbane or 70 Eagle Street, Brisbane.

**Casual Teacher**

The department contributes 9% of your salary for superannuation purpose. You are not required to make standard member contributions although you may choose to contribute to Cash Accumulation Casual.

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**Leave entitlements**

**Permanent Teacher**

When you are prevented for any reason from attending work, you must report the fact to your principal at the earliest possible time. If your duties require you to work at more than one school, absences should be reported to the principal at your base school.

**Long Service Leave** - You become eligible for long service leave after the completion of ten years' continuous service, however you may be eligible to access Long Service Leave after 7 years. Continuous service shall include service and periods of leave which have been recognised for long service leave purposes under the relevant directive. Leave applications may be approved subject to departmental convenience.

You cannot work for the department in any capacity while on long service leave.

**Sick Leave** - On taking up duty as a permanent teacher you are credited with an advance of ten days' sick leave on full pay for absences because of illness, which occur during your first year of service. If you work part-time you receive a proportionate allocation. After the completion of your first year of service, sick leave accrues on an hourly basis based on your employment fraction. A medical certificate must support applications for sick leave in excess of 3 consecutive working days.

Information on leave entitlements is available on the DETE Policy and Procedure Register.
Vacation leave

**Permanent Teacher**

Vacation leave is as follows:

**Easter, Winter and Spring Vacation** - If your employment spans these vacation periods you will be paid at your normal fortnightly salary rate over that time.

**Summer Vacation** - The Summer vacation is 28 days except for those schools west of the 144 meridian of east longitude or north of the 16th parallel of south latitude and those schools situated at the following centres: Alpha, Aramac, Augathella, Barcaldine, Blackall, Cameron Downs, Charleville, Cunnamulla, Eulo, Hughenden, Ilfracombe, Isisford, Jericho, Longreach, Muttaburra, Prairie, Quilpie, Tambo, Wyandra and Yaraka, where it is 33 days.

Leave loading of 17.5% is payable on twenty days.

Departmental policy precludes payment to teaching staff for the full Summer Vacation in circumstances where:

- The employee has been admitted/re-admitted after the commencement of the school year. Temporary engagements immediately prior to re-admission are included in the entitlement calculation. Any lump sum on termination payments previously made for these engagements are recovered from the Summer Vacation entitlement.
- Any period of unpaid special leave (special, study, maternity etc) without pay for a continuous period of more than thirty (30) working days within the school year.
- Any fraction changes during the year.

Pro-rata holiday entitlement is calculated using the following formula:

**Salary:**

Number of days teaching service \( \times \) 28 or 33 days vacation

Number of days in school year

**Loading:**

Number of days teaching service \( \times \) 20 days loading

Number of days in school year

**Temporary Teacher**

Vacation leave is as follows:

**Easter, Winter and Spring Vacation** - If your employment spans these vacation periods you will be paid at your normal fortnightly rate over that time.

**Mid-Summer Vacation** – There are three (3) types of payment that may apply to payment for the summer vacation:
• **Pro Rata** – Temporary teachers who are employed for a full school year and are then re-employed from the first day of the following school year may qualify for payment of the mid-summer vacation. Entitlement is based on the 28/33 day summer vacation period.

• **Lump Sum Summer Payment (LSSP)** – Temporary teachers who work a minimum service period of 100 days in the school year and at least ten (10) days in temporary employment during Term 4 are eligible for a LSSP payment for the summer vacation. Entitlement is based on 20 day summer vacation.

• **Lump Sum on Termination (LSOT)** – Lump Sum on Termination is the cash equivalent of accrued annual leave and annual leave loading based on a notional entitlement of twenty (20) days per annum. LSOT is paid for each temporary engagement during the year to Temporary Teachers who do not meet the entitlement to Pro Rata OR Lump Sum Summer Payment.

Part-time employees will be paid their entitlement at their normal fortnightly rate.

Vacation periods paid during the school year are subtracted from the accrued annual leave calculated. A leave loading of 17.5% is payable on the number of hours calculated. Vacation periods are not deducted for loading purposes. Unless requested otherwise, LSOT is paid in December.

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**Transfer**

**Permanent Teacher**

Permanent teachers may be required to teach anywhere in the State. You should also expect, as part of your teaching career, that you may be required to teach in locations not necessarily of your choice as all teachers are likely to be required to transfer at some stage. This requirement applies irrespective of whether you expressed restricted initial appointment location preferences on your Application for Teacher Employment.

Transfers are arranged in accordance with the [Teacher Transfer Guidelines](#) which are also available in all schools. The guidelines provide an open and manageable process which facilitates the equitable staffing of all State schools.

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**Salary packaging**

**Permanent and Temporary Teacher**

You are eligible to participate in the salary packaging scheme operating in the department. You can choose to receive your remuneration as either cash salary or a combination of cash salary and remuneration benefits. The scheme is voluntary and if you decide to participate you will continue to receive your award rate of pay. The cost of packaged items will be deducted - or sacrificed - from the award rate thereby reducing your taxable income.
For more information about salary packaging contact either of the administrators of the scheme:

- Remuneration Services (Qld) Pty Ltd (Remserv) on Ph: 1300 304 010 or the Remserv website.
- Smartsalary Pty Ltd on Ph: 1300 218 596 or the Smartsalary website.

To login to the providers’ websites you will require a username and password. For security reasons these are not available on this website but are published on the department’s intranet.

**Separation of employment**

**Permanent and Temporary Teacher**

You can cease your permanent appointment by the giving of two weeks written notice.

Temporary employees who have been engaged with the Department for less than 1 year can terminate their employment by giving one weeks written notice. Notice periods for employees who have been engaged for longer than 1 year are stipulated in the Termination, Change and Redundancy Provisions as provided for under the Teachers’ Award - State 2003.

Before an employee can be terminated, Workforce Review Unit must be contacted on telephone (07) 3235 4610.

A request to withdraw a notice to cease employment must be made in writing to the Director, Strategic Human Resources within 21 days of submitting the notice to cease employment. Wherever possible the decision to grant or not to grant an application to withdraw a notice to cease employment will be provided within seven days of the lodging of that application.

**Casual Teacher**

The engagement of a Casual teacher can be terminated at any time.

To ensure monies owing to you is paid promptly at the completion of your employment with the Department, you should complete a Notice of Intention to Cease Employment (obtainable from the administrative staff at your location) and forward it to the relevant payroll team at least two weeks prior to your last day of duty.
Travel and removal arrangements

Permanent Teacher

If your appointment/transfer is to a town other than the one in which you currently reside you may need to make travel and removal arrangements. Your letter of appointment/transfer indicates whether travel and removal expenses are granted. You should make immediate contact with your Regional Office on the telephone number shown on your letter if you have any concerns with the details contained in the letter.

If you are newly appointed, the payment of travel and removal expenses is made on the condition that, should you resign or otherwise cease duty in the Queensland Public Service (except by reason of retirement, death or medical unfitness) within three years of taking up duty, you are required to refund to Education Queensland costs involved in your taking up duty to the following extent:

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<td>Under one year’s service</td>
<td>Full cost</td>
</tr>
<tr>
<td>One year after taking up duty and before completing two years’ service</td>
<td>Two-thirds cost</td>
</tr>
<tr>
<td>Two years after taking up duty and before completing three years’ service</td>
<td>One-thirds cost</td>
</tr>
</tbody>
</table>

Locality allowance

Locality allowance is a payment made to staff employed in a range of identified locations. The allowance is paid to offset the extra costs associated with living in remote localities and may vary based on location. Where you are eligible and not a part-time teacher, you will automatically receive an amount equal to half the full rate of locality allowance in your fortnightly salary.

To apply for the full rate of locality allowance you must complete a Locality Allowance Form available from your school.

The full rate is payable to a teacher with a dependent child and/or dependent spouse/defacto spouse provided that the spouse/defacto spouse is not already receiving a State locality allowance by virtue of their employment. A dependant is defined as one who earns less than the Queensland Minimum Wage.

You must advise the department when there is a change in the conditions on which your allowance payments are based.

Part-time teachers must follow the above procedures, but will receive payment of the allowance based on the rate of their employment fraction.
Departmental housing

Permanent and Temporary Teacher

Education Queensland provides some housing for eligible employees:

- Where there is a recognised shortage of private rental housing; or
- To ensure that employees have access to a standard of housing that is commensurate with local community standards and/or established policy; or
- Where the rent charges by private landlords to individuals for housing equivalent to the government housing standard is more than the median rent in Brisbane as determined by the Residential Tenancies Authority.

Departmental employees can rent housing on a sole-tenancy basis depending on the household circumstances of the employee. Sole-tenancy dwellings are usually provided for the exclusive use of one tenant and his or her family. Multi-tenancy housing is provided for the shared use of a number of tenants. The actual housing itself varies widely in type, design, age and standard.

Who is eligible for Departmental housing?

To be eligible for the allocation or continued occupancy of government housing at subsidised rental rates, an applicant must meet all the following criteria:

a. be a government employee of Education Queensland
b. be an employee who has been transferred (or appointed) into a location (from outside the centre) to meet a government service or need
c. be an employee (and/or related household member) who does not own a private dwelling within 50 kilometres by road of the centre of employment at any time during the period of employment in that centre.

How do you apply for Departmental housing?

Employee housing is not automatically provided. You must apply using an Education Queensland Application for Departmental Housing form, which will be included with your appointment papers or is obtainable from the Local Accommodation Officer.

How much rent must you pay?

All occupants of Departmental housing are required to pay rent.

The amount of rent payable is determined according to Government approved policy. Eligible staff occupying departmental housing pay a subsidised rent.

Tenants must begin rental payments from the time they move into their accommodation. If you are newly appointed or transferred into a centre, your residency begins on the date you are handed the keys to the dwelling. Your residency ends from the date you have:

- removed all your furniture and effects from the dwelling
- cleaned the dwelling to a satisfactory standard
• returned the keys of the dwelling to an approved person - for example, the principal or local accommodation officer.

Rent

On completion of an Occupancy/Vacating Notification Advice form, rental will, where possible, be collected through the payroll system. In the case of those employees with short-term engagements, alternative arrangements for the payment of rental will be implemented by Central Housing Services.

Re-employment

If you have previously received a grant under the Department’s Career Change program for teachers you are not eligible for employment as a teacher in a Queensland state school.

Employees who have received a Voluntary Early Retirement (VER) package or retrenchment entitlement specified in a directive issued by the Minister for Industrial Relations or Commission Chief Executive, and, who are subsequently re-employed in a Queensland Government entity as a consultant, or on a casual, part time or full time basis for a total cumulative period of more than twenty (20) working days, in one or more Queensland Government entities, shall be entitled to retain only that portion of the severance benefit applicable to the period of time for which they were not employed in a Queensland Government entity, or a minimum of 20 days salary, whichever is the greater.

A tenured part-time employee who receives a severance benefit for the loss of one tenured part time job and who retains another part time job in the Queensland public service, shall be required to refund the portion of severance benefit to which they are not entitled should they subsequently increase their part time hours during the period to which the severance benefit applies.

As a condition of re-employment, an appointee paid a severance benefit is required to refund that portion of the severance benefit to which they are not entitled.

Employees who have received a Voluntary Separation Payment (VSP) will not be eligible to be re-employed in a Queensland Government entity for a period of three years from the date of their separation.

Further information

Most of the conditions governing your employment are stated in the following documents, copies of which should be available for perusal from your Principal or a Corporate Services Officer at your regional office:

- The Public Service Act 2008
- The Public Service Regulation 2008
- Industrial Relations Act 1999
- Industrial Relations Regulation 2000
- Code of Conduct For the Queensland Public Service 2011
- Department of Education and Training Standard of Practice to support the Code of Conduct 2011
- Directives made under the Public Service Act 2008
- Anti-Discrimination Act 1991
- Teacher's Award - State
- Community Teachers and Assistant Teachers - Aboriginal and Torres Strait Islander Community School Award - State
- Queensland Public Service Award - State 2003
- Commission for Children and Young People and Child Guardian Act 2000

Permanent Teacher

- Queensland Public Service Award - State 2003
- Part-Time Teaching Policy
- Teacher Transfer Policy
- Education Queensland Employee Housing Management Guidelines and Procedures

Temporary Teacher

- Temporary Teacher Engagements Policy
- Education Queensland Employee Housing Management Guidelines and Procedures

Casual Teacher

- Management of the Teacher Relief Scheme (TRS) Guidelines
- Teacher Relief Scheme - Sick/Special/Emergent Guidelines

You can access additional information regarding your general conditions of employment through the Department of Education, Training and Employment Policy and Procedure Register (DETE PR), by visiting the department's One Intranet site (One Portal), or by contacting your Principal/Officer-in-Charge or a Corporate Services Officer at your regional office.