

## Multiple Assignments Award Provisions for Various Groups

**Summary** This Information Bulletin advises of new award clauses regarding multiple assignments, which are effective from 13 August 2018.

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**Audience** Administration



## MULTIPLE ASSIGNMENTS AWARD PROVISIONS FOR VARIOUS GROUPS

### PURPOSE

This Information Bulletin advises of new award clauses regarding multiple assignments, which are effective from 13 August 2018.

### KEY INFORMATION

The multiple assignments provisions are contained in the following Awards:

- [Health Employees' Conditions of Employment \(State\) Award](#) – Clause 3A
- [Public Hospital \(Professional and Associated Staff\) Conditions of Employment \(State\) Award](#) – Clause 2A
- [Hospital Scientists \(State\) Award](#) – Clause 4A

The Awards prescribe benefits and the 'amalgamation' of multiple assignments for prescribed purposes e.g. leave, hours of work, ADOs.

These new provisions will only apply where the multiple assignments are covered by the same conditions of employment award; and meet all the requirements of the provisions. All other assignments that have different conditions of employment awards or that do not otherwise meet the requirements of the provisions will not be treated as multiple assignments and the assignments will remain completely separate. For example, the multiple assignment provisions do not apply where the classification of one assignment is based on 35 ordinary hours per week, and the classification of the other assignment is based on 38 ordinary hours per week.

Action is required in each Organisation in the Public Health System to develop local administrative arrangements to facilitate the new award provisions, identify affected staff and transition them into the new arrangements. Action should also be taken to inform and assist managers of staff on multiple assignments to understand the new requirements.

The award clauses are specific to each award however they were all developed on a similar basis to the provisions in the Public Health System Nurses' and Midwives' (State) Award. A general outline of the provisions is provided below.

#### 1. Multiple Assignments Within a Single Organisation in the Public Health System

- 1.1 The work performed in each of an employees' multiple assignments is aggregated for all purposes of the Award.
- 1.2 If the total hours of work in multiple assignments equate to full time ordinary hours as prescribed, the employee is entitled to:



- (a) Additional days off (ADO)
  - (b) Overtime is payable if the aggregate of ordinary hours exceeds the full time ordinary hours.
- 1.3 Staff who are engaged in full time or part time assignments cannot also be engaged as a casual employee. Any 'additional' hours worked by that employee would either be overtime or additional part time hours.
- 1.4 All hours worked count towards an employee's leave entitlements and they can take that leave in any assignment.
- 1.5 Where an employee has multiple assignments with different rates of pay:
- (a) Different ordinary rates will be paid in each assignment.
  - (b) Overtime will be paid against the assignment in which it is generated, at the rate relevant to that assignment.
  - (c) Leave taken in an assignment will be paid at the rate applicable to that assignment.
- 1.6 There are prescribed arrangements for incremental progression in multiple assignments.
- 1.7 There are some special arrangements to note regarding temporary and 'old part' employees.
- 1.8 Managers will need to collaborate to ensure:
- (a) Additional days off are rostered across the assignment cost centre on a proportionate basis of the hours worked across those cost centres.
  - (b) The rostering of hours across assignments complies with award provisions (eg minimum breaks between shifts).
  - (c) The working of any additional hours or overtime in one assignment does not negatively impact on the other assignment.
- 1.9 Employees applying for additional assignments must disclose that they are already employed and provide details on that employment. Before accepting additional assignments they must also advise their current manager of the details of that additional assignment. An Organisation in the Public Health System can elect to withhold approval of the additional assignment on reasonable grounds.

## **2. Multiple Assignments Across Different Organisations in the Public Health System**

- 2.1 Multiple assignments across Organisations in the Public Health System will have Award provisions applied separately to each assignment except in relation to some leave matters:
- (a) All service is combined for long service leave purposes.
  - (b) Service in an assignment in another Organisation in the Public Health System is recognised for the purposes of maternity, adoption and parental leave.



- (c) At the time an employee commences an assignment in another Organisation in the Public Health System their existing leave credits will be apportioned across their assignments. Employees can elect that this not occur. Employees in existing multiple assignments may also elect for this leave apportioning. The financial/accounting arrangements regarding leave transfers between Organisations in the Public Health System as per existing mobility provisions will apply.
- (d) Where an employee terminates an assignment, any leave credits held in that assignment are transferred to the remaining assignment/s.

2.2 If there are existing multiple assignments across more than one Organisation in the Public Health System that have been combined for all Award purposes such as additional days off, overtime etc, these arrangements are to remain in place until one of the assignments is terminated.

### **3. Casual Assignments**

- 3.1 Where employees are engaged in only casual assignments, the Award provisions are to be applied separately to each casual assignment.

### **4. Administrative Issues**

- 4.1 Employees who prior to 13 August 2018 are engaged in two assignments in one Organisation in the Public Health System, with ordinary hours of more than 38 per week, are to be approached with a proposal to reduce those hours to a maximum of 38 (this may include the taking of Allocated Days Off). However if this is not agreed, overtime will be payable in accordance with the Award overtime provisions (refer to 1.2(b) above).
- 4.2 Employees who prior to 13 August 2018 were engaged in two assignments in one Organisation in the Public Health System one being 'old part time' and the other being permanent part time, will continue to be managed as separate assignments, unless agreement is reached with the employee to change the 'old part time' position to permanent part time, allowing the assignments to be treated as a multiple assignment under the Award.
- 4.3 As indicated in 2.1(c) above, employees who prior to 13 August 2018 were engaged in more than one assignment across Organisations in the Public Health System may request through their Health Agency to have their leave apportioned across the assignments. This provision only applies to employees who meet all the Award requirements, with the exception that their arrangements were in place prior to 13 August 2018.