Multiple Assignments - Staff Specialists

Summary This Information Bulletin advises of a new clause in the Staff Specialists (State) Award regarding multiple assignments (Clause 4A).

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Audience Staff, Administration
MULTIPLE ASSIGNMENTS - STAFF SPECIALISTS

PURPOSE

This Information Bulletin advises of a new clause in the Staff Specialists (State) Award regarding multiple assignments (Clause 4A), effective from 13 August 2018.

KEY INFORMATION

The new provisions in the Award provide for the ‘amalgamation’ of multiple assignments for prescribed purposes e.g. leave and normal duties.

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 clause is specific to this Award however it was 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 Public Health Organisation

1.1 The work performed in each of an employee’s multiple assignments is aggregated for all purposes of the Award.

1.2 All hours worked count towards an employee’s leave entitlements and they can take that leave in any assignment.

1.3 There are prescribed arrangements for incremental salary progression in multiple assignments.

1.4 Managers will need to collaborate to ensure:
   (a) The rostering of hours across assignments is consistent with award provisions
   (b) The working of any additional hours in one assignment does not negatively impact on the other assignment.

1.5 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 Public Health Organisations**

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) Service in all assignments will be recognised for the purposes of entitlements to Family and Community Services Leave.
   (d) 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.
   (e) 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, these arrangements are to remain in place until one of the assignments is terminated.

3. **Administrative Issues**

3.1 An employee can only enter into a multiple assignment where the subsequent assignment is at the same grade and level within the Award.

3.2 Additional annual leave can only apply in the assignment where the employee qualifies for additional annual leave due to working weekends and public holidays as per rostered shifts in the specialty of Emergency Medicine.

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.