

Incremental Salary Progression for Part-time Employees of the NSW Health Service

Summary This policy provides advice regarding salary progression for part-time employees of the NSW Health Service.

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Applies to Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, Ministry of Health, Public Health Units, Public Hospitals, NSW Health Pathology, Cancer Institute

Distributed to Public Health System, Divisions of General Practice, Health Associations Unions, NSW Ambulance Service, Ministry of Health

Audience Salaries;human resources;medical administration

INCREMENTAL SALARY PROGRESSION FOR PART-TIME EMPLOYEES OF THE NSW HEALTH SERVICE

PURPOSE

This Policy Directive provides advice regarding salary progression for part-time employees of the NSW Health Service.

MANDATORY REQUIREMENTS

Dating from the introduction of the 38 Hour Week into the health industry, incremental salary progression for all part-time staff shall be on the basis of employees having completed the equivalent of one year full time employment on each step of the scale, i.e. 1,826 hours - 35 hour week basis or 1,982 hours - 38 hour week basis (provided originally in Circular No 88/193).

Any paid leave is to be taken into account when determining part-time hours to years of service.

In respect to those part-time employees previously equated to a 40 hour week basis, the decision to apply 1,982 hours as a completed year of service will take effect from the date the employees' respective 38 Hour Week Agreements were made.

In applying this Policy Directive, regard should be given to the relevant Industrial Award. NSW Health Awards can be accessed on the NSW Ministry of Health intranet at:

<http://www.health.nsw.gov.au/careers/conditions/pages/default.aspx>

IMPLEMENTATION

Chief Executives are required to ensure that this Policy Directive is communicated and implemented by all staff involved in managing salary progression.

REVISION HISTORY

| Version | Approved by | Amendment notes |
|--------------------------------|--|---|
| PD2014_047 December 2014 | Deputy Secretary, Governance, Workforce and Corporate | Updated to new format. No substantive change in content. |
| PD2005_456 January 2005 | DDG | New Policy replacing Circular 88/193. |