

**From:** Lorraine Dowell  
**Sent:** 29 Oct 2013 15:19:07 +1000  
**To:** Giles, Michelle  
**Subject:** AH meeting notes - 28/10/13  
**Attachments:** Full time-self-assessment-calculator.xls, Part time-self-assessment-voluntary-redundancy.xls, 2012-11-Early-Retirement-Redundancy-and-Retrenchment1.pdf, 2013-6-employees-requiring-placement-directive.pdf, 2013-11\_Transfer\_within\_and\_between\_classification\_levels\_and\_systems.pdf

Thank you to everyone for attending the meeting

Present:

Kim Hoang, Megan Hayes, Angela Clarke, Danielle Corbett, Ashleigh Trinder, Carol Hughes, Michelle Giles, Lorraine Dowell

Guest: Kathryn White

### **Employment options for consideration**

Thank you to Kathryn for the directive information pertaining to:

- > Early Retirement, Redundancy, Retrenchment
- > Employees Requiring Placement
- > Transfer within and between classification levels and systems

- Initially consideration will be given to absorption into the West Moreton workforce where possible
- Voluntary Redundancy is available for permanent employees once a position becomes abolished.
- Generally the package will involve 12 weeks of payment in addition to 2 weeks for every full-time equivalent year of service. May also include rec leave and long service leave.
- Letter of offer for a redundancy will be sent out once positions are abolished. This will include an exit date.
- Kathryn will provide the calculation tools to assist personal deliberations
- Payroll won't do calculations until a position is abolished and the person becomes an employee requiring placement.
- Employees will have 2 weeks during which to accept the letter of offer or not. If they do not accept or do not reply, they will automatically become an employee requiring placement
- Some components of the offer are tax free, but rec and LSL components will be taxed at the usual rate.
- When an employee becomes an Employee Requiring Placement, WM will try to match them at level and contracted hours. This part of the process will last for 4 months from the date of rejection of a voluntary redundancy.
- Once registered as an ERP, the employee will need to have meaningful employment and will be involved in choosing potential work areas and options.
- Qld Health has a placement team which will be devolved to the HHS level soon.
- Communication is via email or phone.
- Employees requiring placement will need to update their CV and include a referee report.
- They will be suitability matched against any positions which may involve an interview process. Must meet 50% of the competencies and within a short period of time meet the remaining competencies.
- Employees have the right to refuse up to 3 offers, but must take the 4th offer.
- After 4 months a review will occur. The employee will be asked to justify why an extension of time may be required, prior to retrenchment happening. This process may take a month.
- Meaningful employment will in the first instance involve the same discipline. Pay will be at the same level, but the work may vary. Employees can be expected to travel up to 1 hour from where they live to engage in meaningful employment.

- Attempts will be made to match people against positions in the geographical areas of their choice..
- The employment relationship with the organisation ceases at the date of acceptance of a voluntary redundancy.
- At the end of the 4 months, retrenchment will include 2 weeks pay for every year of work plus other leave entitlements. If employed for 7 years, then LSL can be paid out.
- After receiving a voluntary redundancy --> if return to work in the severance payment period, then the employee will need to give money back for the period of time payment was made, but now working. No need to pay back the incentive payment though.
- Mater Public counts towards Qld Government time, but not Mater Private.
- If working in 2 part-time positions with the govt, it is possible to be retrenched from one position while retaining the other. During the severance payment period though, hours must not be increased in the unaffected position
- ERPs are given priority to be matched against available positions that become available
- ADvice to Centrelink - payroll provide us with a separation certificate. It is the employee's responsibility to provide it to Centrelink. There is an option to tick on the separation form for a certificate.
- When will positions at BAC be declared surplus for the process to start? It will likely depend on patient numbers and progress with transition work.
- Please make sure your mobile phone number and email addresses are available with the team leader if you are going to be on leave.
- Letters of offer are hand delivered to people. Once an offer is rejected, it is not made a second time.

#### Transfer at Level

- Health Practitioner status only exists with Qld Health but may select to work in the PO stream or be deployed to a lower level position
- If selecting re-deployment, wages are retained at the higher level for a period of 12 months before decreasing to the pay level of the new position.

#### Transition Panel

- Accommodation options are proving to be difficult
- Stakeholder meetings are happening to try to address the issues
- Attempting to move [REDACTED] into [REDACTED] without success.
- Consumers need to be 18 years of age to sign off on accommodation agreements.
- [REDACTED]

#### Personal Plans

- It may be useful to set targets pertaining to Phase 1 --> uploading reports to CIMHA, PHase 2 --> Summarising care and uploading to CiMHA and Phase 3 --> Relocation of resources.
- If taking leave or if contracts may be ending, please calculate how much time is left and what needs to be achieved week by week by each of us individually.