

RELIEVING

Approved: 
Chief Executive Officer

Date: 3/3/07

PURPOSE:

This policy documents when and how paid relieving is authorised

POLICY FRAMEWORK:

PCQ needs to maintain very flexible work arrangements and a co-operative and teamwork approach. It is expected that, regardless of what needs to be done, people will apply their skills to achieve organisational outcomes and assist others in achieving their outcomes irrespective of what remuneration arrangements exist. PCQ's programs to develop people's skills are enhanced by providing relief within the organisation, which encourages multi-skilling.

The policy seeks to recognise, by additional remuneration to employees, the benefit to the organisation by employees undertaking duties and functions not within the normal work scope of their appointed position and to recompense the employee for the period of disruption both in their normal work and whilst relieving.

APPLICATION:

This policy applies to all PCQ employees.

POLICY:

Relieving arrangements relating to the Chief Executive Officer's (CEO's) position are determined by the Board.

There will be no relieving paid when any Manager relieves any other PCQ employee, except as determined by the Board.

There will be no relieving paid where the duties of positions are substantially the same or where work assignments are shared. Specifically these situations include:

- Area Officers undertaking the duties of other Area Officers;
- Administrative Officer positions eg, Administrative Officer (Finance and Administration) and Administrative Officer (Engineering) when undertaking duties of any of those positions.

Relieving will be paid when -

- (ii) there is prior authorisation;
- (iii) the period is equal to or greater than five working days; and
- (iv) the decision is made to relieve that position in that particular instance.

The Corporate Relations and Northern Staff Manager can authorise relieving for field positions. The CEO will authorise all other relieving except for the CEO position. The CEO has discretion to waive the requirement for prior authorisation and the minimum of five working days before relief is paid.

For other positions, in each case of relief it will be determined, in consultation with the CEO, what percentage of duties of the relieved position will be fulfilled by the person relieving. This percentage will be recorded on the form approving the relieving. For calculating actual payments to the employee relieving, the percentage determined will be multiplied by the maximum relief payment.

Maximum relieving payments will be made at the rate of:-

- (i) \$500 per fortnight where the relieving officer relieves in a management position ; or
- (ii) \$400 per fortnight where the relieving officer relieves in a non-management Non-Collective Agreement employee's position ; or
- (iii) \$300 per fortnight where the relieving officer relieves in a Collective Agreement position at a higher level.

for each working day during the relief period provided the agreed duties during the relief were performed satisfactorily.

There will be no additional remuneration paid when the relieving officer takes annual, sick, long service or other leave during a period of relief.

The relieving amounts outlined above will be increased annually in accordance with collective agreement wage increases effective from 1 January 2008.

For the purpose of this policy, Management positions are:

- Business Development Manager, Environment and Safety Manager, Manager Corporate Strategy, Commercial Manager and Board Secretary, Engineering Manager, Manager Corporate Relations and Northern Staff, Manager Financial Services, Commercial Manager.

PROCEDURAL IMPLICATIONS:

Related policies:

- Anti-Discrimination
- Position Descriptions
- Organisational Structure
- Performance Agreements
- Grievance
- Training and Development

REVIEW DATE:

To be reviewed by June 2010.