Conditions of Employment – Classroom Teachers

The following provides a summary of the employment conditions for teachers employed with the Department of Education and Training. Please read the document to ensure you understand your entitlements and obligations. Where these conditions vary according to your employment status (Permanent, Temporary or Casual) the variance/s will be outlined under each employment condition heading.

Please note your employment conditions are specified in the relevant legislation, industrial instruments including awards and other relevant provisions governing your employment.

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Registration

As a condition of employment to teach in a Queensland school you are required to be registered and maintain annual registration with the Queensland College of Teachers (QCT). You may be also be required to provide evidence of your registration to a school on request.

Enquiries regarding registration matters should be directed to:
Queensland College of Teachers
www.qct.edu.au
Telephone (07) 3377 4777

Blue Card

Teachers who are registered with the Queensland College of Teachers are not required to hold a blue card as equivalent checks are undertaken during the teacher registration process. If you are appointed as an instrumental music instructor or assistant teacher and you are not registered with the Queensland College of Teachers, your appointment will be subject to you being issued with and continuing to hold a Blue Card from the Public Safety Business Agency Queensland.

Applicant/Employee number

You will be allocated a unique applicant/employee number when your application for teacher employment has been accepted. You retain this number for the entire period of your employment with the Department. It should be quoted in all communications with the Department.

Proof of date of birth

Verification of your date of birth is required for employment and superannuation purposes. Consequently, you are required to provide a certified copy or certified extract of your registration of birth. If it is not...
practical to obtain the required documents confirming your birth details, you should provide other documentation that satisfactorily establishes your age and place of birth e.g. Visa or passport.

**Notification of changes to personal details**

It is your responsibility to keep the Department informed of any changes in your personal details relevant to your employment. Personal details may be changed by accessing MyHR or by the completion of a Personal Details and Deduction Advice form available from any school.

**Release of personal details**

Your name and the name of your workplace may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership. Additionally, the Department is able to release personal details as required under relevant legislation.

**Commencement of duty**

**Permanent and Temporary Teachers**

On the day you commence duty your supervisor will arrange for you to sign the Department of Education and Training (DET) Appointment and Roster Variation form. If the duties of your position require your attendance at more than one school, (for example as an Instrumental Music Instructor) you will be assigned a school as your administrative base and your Personal Details and Deduction Advice form should be arranged by the base school.

**Code of Conduct**

As an employee of the Department the *Queensland Public Service Code of Conduct* and the *DET Standard of Practice* applies to you. Mandatory training applies and you are encouraged to see your supervisor regarding accessing the training modules online.

**Induction**

The Department of Education and Training is committed to providing new and returning employees with timely information to enable you to understand your responsibilities, entitlements and intended work outcomes.

The Department’s [induction website](#) includes a mandatory online induction program designed to provide essential information you will need when you begin working in Queensland state schools. The website gives you an overview of the Department and how to access further information. It is a resource that you can return to as needed.

The most valuable induction you will receive as you begin your new role is the one your supervisor and colleagues will provide. This local induction provides you with the immediate information you need. Colleagues will take you through local arrangements including emergency procedures, line management arrangements, computer access, facilities, phone directories, legislative requirements that may apply such as Blue Card etc. Your supervisor will also arrange any training you need to complete.

You will be given an induction planner indicating those items you need to complete as part of your induction. What you need to complete will vary depending on your position and will be prioritised by your supervisor. Your signature on this planner provides a record that you have completed your induction and that you are aware of your entitlements and the Department's expectations of you.

Feel free to ask your support person or supervisor if you have questions that have not been covered in your induction.

**Access to IT Systems**

The Department provides access to Information Technology systems for permanent and temporary officers appropriate to the requirements of the position. Once an officer is no longer an active employee, access to those IT systems will be withdrawn in accordance with the relevant policy.
Casual Engagements
Casual Teachers
You will be employed on a day to day basis to replace teachers who are absent. You are able to update your availability and nominated school locations linked to your TRACER profile.

Probation
Permanent Teachers
Once employed permanently you will be required to serve a fixed probationary period of eight months from the date of your commencement of duty.

Permanently appointed teachers with demonstrated prior satisfactory teaching experience may apply to have their probation reduced to six months, pursuant to Departmental procedure Probation – State School Teachers. These applications should be directed to the Manager, Workforce Review, Human Resources Branch, PO Box 15033, City East, 4002.

On completion of your probationary period, your Principal is required to report on your work performance. This will be notified to your Principal in advance of the due date for the report.

Subject to a satisfactory report, confirmation of your appointment will be approved. An unsatisfactory report will result in the Principal recommending that your appointment be terminated. You will have the opportunity to respond to an unsatisfactory report, and comments you may make will be considered by the Board of Review in the process of determining your future employment status. In extenuating circumstances your probationary period may be extended.

Student Free Days
Permanent Teachers
You are expected to report for full day duty for the student free days to participate in professional development activities during the school year or any other days substituted for or additional days declared by the employer as requiring the attendance of all permanent officers. You will be paid in full for your time. The working of other (non-mandatory) professional development days will occur in recognition of the teacher's normal work pattern.

Temporary Teachers
Subject to the term of engagement, your temporary engagement period may include fixed and/or flexible student free days. Your temporary engagement offer document will outline any fixed student free days you are required to attend if they fall within the period of engagement. If you require clarification, please contact your regional HR team.

Salary payments
While the Department makes every effort to ensure the correctness of your salary payment, you also have a responsibility to verify that you receive your correct salary and allowance/s each fortnight. Any discrepancies should be reported to your Principal.

Permanent and Temporary Teachers
Your salary will be paid every second Wednesday by Electronic Funds Transfer (EFT) to the financial institution you nominate. These details may be altered by accessing MyHR or by completing a Personal Details and Deduction Advice form available from the administration staff at your school.

The Department’s preferred method of salary advice is via MyHR Self Service. MyHR Self Service:
- enables staff paid via the Department’s payroll system (TSS) to view and update personal and bank details;
- project leave balances; and
- view/print their pay advice online.
Your school administration can provide advice should you not wish to enable this online service. If you do not enable self-service, you will receive a fortnightly salary advice forwarded to the Principal of your school who is responsible for their distribution. The fortnightly pay advice slip details your employee number, classification, fortnightly salary, any allowances that are payable, your gross and net salary for the fortnight, and any deductions including income taxation and superannuation contributions. Accumulated gross earnings and taxation deductions for the current financial year are also shown.

While payment is made into your nominated account every second Wednesday, this represents payment of salary up to and including the Friday of the week of deposit. Every effort will be made to ensure your initial payment is received within three weeks of commencing duty. If this does not occur you should direct your initial enquiries to your Principal.

Casual Teachers
Your salary will be claimed by your school submitting details of your employment. Payment will be by Electronic Funds Transfer (EFT) in fortnightly cycles. You should provide your EFT details with your first claim for payment. Every effort will be made to ensure that you receive prompt payment. If this does not occur you should direct your enquiry to your Principal.

Salary classification
Permanent and Temporary Teachers
Your classification is based on your qualifications and experience. Teaching service performed with educational authorities other than the Department of Education and Training may be recognised for salary purposes. In addition to this, applications for recognition of previous employment in private enterprise relating to employment in an industry that is relevant to their initial appointment as a teacher may also be considered. All applications for recognition of prior teaching or industry experience must be accompanied by a statement of service from the previous employer/s.

Statements of service must satisfy all of the following criteria:
- must be an original or certified copy of an original document;
- must be on the letterhead of the organisation for the affiliated/certified school or institution;
- must provide the location details of the institution;
- must specify the exact nature of the employment performed and position held;
- must specify the exact commencement and cessation dates of employment;
- must indicate whether or not any periods of unpaid leave were taken. If no leave without pay was taken then the statement must show nil leave taken;
- must provide the commencement and cessation dates of any unpaid leave; and
- must indicate periods of full-time or part-time employment. If part-time, hours worked per week must be provided. N.B. casual day-to-day service on an irregular basis is not recognised by this Department for classification purposes. To recognise casual service, 6+ consecutive days in one location is required, or a pattern of working consecutive weeks on same days at the one location needs to be established.

Applications for recognition of prior service are to be received within one (1) month of a teacher’s date of appointment. Further documentary evidence as required should be provided within a further three (3) month period. A teacher may seek recognition for multiple categories of prior employment in one application. Upon receipt of an application for recognition of prior service, as mentioned above, the approving officer considers the merits of the application. While not intending to make this process burdensome, the application should indicate that the duties performed by the applicant were directly related to educating in an appropriately affiliated or nationally registered educational institution.

Failure to meet the timelines will result in no retrospectivity for salary purposes. The salary classification will be adjusted from the date the full and correct finalised documentation is received by the Teacher Classification Team.
On resumption of duties following leave without pay, recognition of service performed while on leave from the Department in state and non-state schools or institutions in another Australian state or overseas, will be payable only from the date the final documentation is received in the Teacher Classifications Team.

Please forward statements of service and classification requests, which meet the above criteria to teachersclassificationteam.humanres@det.qld.gov.au or phone 1300 365 718.

During the period of review of your request you should notify the Teachers Classification Team by email if you gain any additional qualifications. Once employed you are required to notify the Department of additional qualifications via your school.

Further information on salaries and allowances is set down in the Teaching in State Education Award – State 2016.

**Casual Teachers**

Casual Teachers are paid at Band 3, Step 1 of the Teaching in State Education Award - State 2016.

**Salary increments**

Four year trained teachers are paid a salary increment after the completion of each twelve months’ full time equivalent satisfactory service from Band 2, Step 1 to a maximum classification of Band 3, Step 4 following seven years of service.

Three year trained teachers' progress as above to classification B and 3, Step 4 following five years of service. Three year trained teachers have access to Band 3, however, they must complete two years of full time equivalent service on steps 1, 2 and 3 of Band 3 before progressing to a maximum classification of Band 3, Step 4.

The current Department of Education and Training State School Teachers' Certified Agreement 2016 provides for three year trained teachers to apply for progression by annual increment through Band 3 subject to the following conditions:

- Completion of at least 12 months service on Band 2, Step 4; and
- Participation in 150 hours of accredited professional development activities to be achieved at an annual average rate of not less than 50 hours and to be undertaken outside the hours engaged in teaching.

Part-time teachers must complete the equivalent of twelve months satisfactory service before progressing to the next incremental step. Casual day-to-day service within the Department is not recognised for classification purposes for a temporary or permanent teacher.

Casual service for an external agency may be recognised if five (5) or more consecutive days in one location are worked or a pattern of working consecutive weeks on the same days at the one location can be established. This needs to be detailed in a statement of service for recognition purposes.

**Temporary Teachers**

For temporary teachers if you have not reached the maximum step of your related salary level, you are entitled to a salary increment after satisfactorily completing 200 teaching days of satisfactory service, with the proviso that you receive only one salary increment in any twelve month period.

In the case of two or three year trained teachers within Band 3 of the Teaching in State Education Award - State 2016, increments are paid on completion of 400 school days unless in-service progression hours are completed and approved.

**Taxation**

Your salary will attract the highest marginal tax rate unless you complete a Tax File Number declaration form to advise the Department of your Tax File Number. This form can be electronically downloaded from the Australian Taxation Office (ATO) website. The completed form should be forwarded promptly to the
appropriate Payroll Services team in your region. For all matters relating to Payroll services, please refer to the list of Payroll contacts.

If you do not have a Tax File Number or cannot locate it, you may avoid paying the higher tax rate by completing a Tax File Number application form. Under taxation legislation you then have 28 days in which to advise the Department of your Tax File Number.

Failure to provide the Department with your Tax File Number within the 28 day period will result in your salary being taxed at the highest marginal tax rate. You should complete a Withholding Declaration form to advise the Department of any tax rebate or Family Tax Benefit that you wish to claim as a reduced rate of tax or if you wish to vary your rate of rebate. Completed forms should be forwarded to the Payroll Services Unit.

Superannuation
Permanent and Temporary Teachers
Effective from July 2017 the Queensland Government has made legislative changes that allow employees to elect a superannuation fund of their choice. If you have an existing superannuation fund, and would like the Department to make contributions into a fund of your choice, you will need to complete the required form which is available on the Department’s Oneportal intranet page.

The default fund for Queensland Government Departments is QSuper. If you do not elect a superannuation fund of your choice, your superannuation contributions will be managed by QSuper. Once QSuper receive your first super contribution from the Department, a QSuper Accumulation Account will be opened for you. Contributions to this account commence automatically in your first pay fortnight and will show on your pay advice slip as a deduction from your salary.

As either a permanent or temporary employee, you will automatically have your personal superannuation contribution set at 5% of your salary. You have the option to reduce this contribution to a minimum 2%. As part of our commitment to help you grow your super, the Department will match your personal contribution and add 7.75% as the employer contribution to your superannuation account.

For example, if you choose to contribute;
- 5% the Department will contribute 5% + 7.75% (total 12.75%)
- 3% the Department will contribute 3% + 7.75 (total 10.75%)

Casual Teachers
If you are a casual employee, you can choose to contribute 0%. In this case, the Department will pay the standard super guarantee contribution (9.5%). Electing a fund of your choice does not affect the level of superannuation contributions from the Department.

The Department cannot provide advice about which superannuation fund is right for you. In comparing superannuation funds, the Department recommends you seek independent financial advice in determining the fund that best suits your needs.

Leave entitlements
Permanent Teachers
When you are prevented for any reason from attending work, you must report the fact to your Principal at the earliest possible time.

If your duties require you to work at more than one school, absences should be reported to the Principal at your base school.

Long Service Leave - You become eligible for long service leave after the completion of 10 years' continuous service, however you may be eligible to access long service leave after seven years.
Continuous service shall include service and periods of leave which have been recognised for long service leave purposes under the relevant directive. Leave applications may be approved subject to Departmental convenience.

You cannot work for the Department in any capacity on your normally rostered days while on long service leave or any other type of paid leave.

**Sick Leave** - On taking up duty as a permanent teacher you are credited with an advance of 10 days sick leave on full pay for absences because of illness. If you work part-time you receive a proportionate allocation. After the completion of your first year of service, sick leave accrues on an hourly basis based on your employment fraction. A medical certificate must support applications for sick leave in excess of three consecutive working days. You can be requested to provide a medical certificate for periods less than three days.

Information on leave entitlements is available on the Department of Education and Training Policy and Procedure Register.

**Vacation leave**

**Permanent Teachers**

**Vacation leave is as follows:**

**Easter, Winter and Spring Vacation:**
- If your employment spans these vacation periods you will be paid at your normal fortnightly salary rate over that time.

**Summer Vacation:**
- The Summer vacation is 28 days except for those schools west of the 144 meridian of east longitude or north of the 16th parallel of south latitude and those schools situated at the following centres: Alpha, Aramac, Augathella, Barcaldine, Blackall, Cameron Downs, Charleville, Cunnamulla, Eulo, Hughenden, Ilfracombe, Isisford, Jericho, Longreach, Muttaburra, Prairie, Quilpie, Tambo, Wyandra and Yaraka, where it is 33 days.
- Leave loading of 17.5% is payable on 20 days.

Departmental policy precludes payment to teaching staff for the full Summer vacation in circumstances where:
- The employee has been admitted/re-admitted after the commencement of the school year. Temporary engagements immediately prior to readmission are included in the entitlement calculation.
- Any period of unpaid special leave (special, study, maternity etc.) without pay for a continuous period of more than 30 working days within the school year.
- Any fraction changes during the year.

Pro rata holiday entitlement is calculated using the following formula:

- **Salary:**
  \[
  \text{Salary} = \frac{\text{Number of days teaching service} \times 28 \text{ or } 33 \text{ days vacation}}{\text{Number of days in school year}}
  \]

- **Loading:**
  \[
  \text{Loading} = \frac{\text{Number of days teaching service} \times 20 \text{ days loading}}{\text{Number of days in school year}}
  \]

**Temporary Teachers**

**Vacation leave is as follows:**

**Easter, Winter and Spring Vacation:**
If your employment spans these vacation periods you will be paid at your normal fortnightly rate over that time.

**Summer Vacation:**

- **Pro rata** – Temporary teachers who are employed for a full school year and are then re-employed from the first day of the following school year may qualify for payment of the mid-summer vacation. Entitlement is based on the 28/33 day summer vacation period (see above).
- **Lump Sum Summer Payment (LSSP)** – Temporary teachers who work a minimum service period of 100 days in the school year and at least ten (10) days in temporary employment during Term 4 are eligible for a LSSP payment for the summer vacation. Entitlement is based on 20 day summer vacation.
- **Lump Sum on Termination (LSOT)** – Lump Sum on Termination is the cash equivalent of accrued annual leave and annual leave loading based on a notional entitlement of twenty (20) days per annum. LSOT is paid for each temporary engagement during the year to temporary teachers who do not meet the entitlement to pro-rata OR Lump Sum Summer Payment.

Part-time employees will be paid their entitlement at their normal fortnightly rate. Vacation periods paid during the school year are subtracted from the accrued annual leave calculated. A leave loading of 17.5% is payable on the number of hours calculated. Vacation periods are not deducted for loading purposes. Unless requested otherwise, LSOT is paid in December.

**Transfer**

**Permanent Teachers**
Permanent teachers may be required to teach anywhere in the State. You should expect, as part of your teaching career that you may be required to teach in locations not necessarily of your choosing as all teachers are likely to be required to transfer at some stage. This requirement applies irrespective of whether you expressed restricted initial appointment location preferences on your application for teacher employment.

Permanent teachers are eligible to apply for transfer to another school location upon completion of a minimum service period relevant to that location.

Transfers are arranged in accordance with the Teacher Transfer Guidelines which are also available in all schools. The guidelines provide an open and manageable process which facilitates the equitable staffing of all State schools.

**Salary packaging**

**Permanent and Temporary Teachers**
You are eligible to participate in the salary packaging scheme operating in the Department. You can choose to receive your remuneration as either cash salary or a combination of cash salary and remuneration benefits. The scheme is voluntary and if you decide to participate you will continue to receive your Award rate of pay. The cost of packaged items will be deducted - or sacrificed - from the Award rate thereby reducing your taxable income.

For more information about salary packaging contact either of the administrators of the scheme:
- Remuneration Services (Qld) Pty Ltd (Remserv) on 1300 304 010 or visit the Remserv website.
- Smartsalary Pty Ltd on 1300 218 598 or the Smartsalary website.

**Novated leasing services arrangement**
Queensland Government Procurement has established a new SOA QGP0026-16 for Salary Packaging Novated Leasing Services.

This new arrangement will commence from 7 November 2016, the suppliers who have been awarded this arrangement are:
On commencing a new lease or re-financing an existing lease, employees must select a supplier from the
arrangement.

Separation of employment

Permanent and Temporary Teachers
You can cease your permanent appointment by giving two weeks written notice. Temporary employees
who have been engaged with the Department for less than one (1) year can terminate their employment by
giving one week written notice. Notice periods for employees who have been engaged for longer than one
(1) year are stipulated in the Termination, Change and Redundancy Provisions as provided for under the
Teaching in State Education Award - State 2016.

Casual Teachers
The engagement of a casual teacher can be terminated at any time. To ensure monies owing to you are
paid promptly at the completion of your employment with the Department, you should complete a Notice to
Cease Employment form (obtainable from the administrative staff at your school location) and forward it to
the relevant payroll team at least two weeks prior to your last day of duty.

Travel and removal arrangements

Permanent Teachers
If your appointment/transfer is to a town other than the one in which you currently reside you may need to
make travel and removal arrangements. Your letter of appointment/transfer indicates whether travel and
removal expenses are granted. You should make immediate contact with your Regional Office on the
telephone number shown on your letter if you have any concerns with the details contained in the letter.

If you are newly appointed, the payment of travel and removal expenses is made on the condition that,
should you resign or otherwise cease duty in the Queensland Public Service (except by reason of
retirement, death or medical unfitness) within three years of taking up duty, you are required to refund to the
Department of Education and Training costs involved in your taking up duty to the following extent:

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<tr>
<td>Two years after taking up duty and before completing</td>
<td>One-thirds cost</td>
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<tr>
<td>three years' service</td>
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Locality allowance
Locality allowance is a payment made to staff employed in a range of identified locations. The allowance is paid to offset the extra costs associated with living in remote localities and varies based on location. Where you are eligible and not a part-time teacher, you will automatically receive an amount equal to half the full rate of locality allowance in your fortnightly salary.

To apply for the full rate of locality allowance you must complete a Locality Allowance Declaration form available from your school. The full rate is payable to a teacher with a dependent child and/or dependent spouse/defacto spouse provided that the spouse/defacto spouse is not already receiving a State locality allowance by virtue of their employment. A dependant is defined as one who earns less than the Queensland Minimum Wage.

You must advise the Department when there is a change in the conditions on which your allowance payments are based.

Part-time teachers must follow the above procedures, but will receive payment of the allowance based on the rate of their employment fraction.

Managing furniture removals for Departmental housing
If you have been allocated a tenancy in Departmental housing in a rural or remote location, you are required to coordinate any furniture removal with the Local Accommodation Committee or employing school. Please refer to the Government Housing section regarding managing furniture.

Government Housing
Permanent and Temporary Teachers
The Department is able to provide access to limited government owned housing in some rural and all remote locations for eligible employees:

- Where there is a recognised shortage of private rental housing; or
- To ensure that employees have access to a standard of housing that is commensurate with local community standards and/or established policy; or
- Where the rent charges by private landlords to individuals for housing equivalent to the Government housing standard is more than the median rent in Brisbane as determined by the Residential Tenancies Authority.

These residences vary widely in type, size, design, age and standard, and may be owned by Queensland Government or private owners. All housing stock is sub-let by the Department as lessor.

The local management of Government housing is by volunteer local staff in Local Accommodation Committees or by Principals in small locations. Please respect the volunteer efforts of these staff and cooperate with their management of available accommodation. You may wish to volunteer yourself.

Who is eligible for Government housing?
To be eligible for the allocation or continued occupancy of Government housing at subsidised rental rates, an applicant must meet all the following criteria:

a. be a Government employee of the Department;
b. be an employee who has moved to take up a transfer (or appointment) into a new location (from outside the centre) to meet a Government service or need; and
c. be an employee (and/or related household member) who does not own a private dwelling within 50 kilometres by road of the centre of employment at any time during the period of employment in that centre.
How do you apply for Departmental housing?
Departmental housing is not automatically provided. You must apply using an Application for Departmental Housing form, which will be included with your appointment papers or is available from the Local Accommodation Officer or your employing school.

Allocation and tenancy for Government housing
After application, you may be offered an allocation of housing depending on your eligibility and household circumstances. All employees are required to advise the Local Accommodation Committee of any change to their personal circumstances which may affect their initial or continued eligibility or allocation for Government housing. Your allocation for housing may be for one of the following tenancies:

- Sole tenancy - the exclusive use of a residence for an eligible employee and their household (partner and dependants, please refer to guidelines);
- Multi-tenancy - the shared use of a residence for a single eligible employee without a partner or other dependant household member/s; or
- Individual tenancy – a small number of single bed residences are available in limited locations for single employees and couples.

All employees are responsible for complying with the Department’s policy with regard to the management and administration of Departmental housing, and need to abide by the provisions of the Residential Tenancies and Rooming Accommodation Act 2008 and the terms and conditions of their tenancy agreement.

Managing furniture in Government housing
If you have been allocated to a tenancy in a Government house, you must coordinate any furniture removal with the Local Accommodation Committee or employing school. There is a wide variety of residence types, sizes and styles and the Department may provide a minimum of housing (e.g. 2 bed unit for a couple or small family, multi-tenancy for a single employee). The Department may provide some furniture to all tenants in remote locations serviced by sea, and some furniture for all multi-tenancies. You may need to store or dispose of furniture you own when transferring to a new location or when allocated to a different residence at the same location.

Managing electricity and gas accounts for Government housing
All tenants pay for power and gas either directly to the supplier or in their rental. Most multi-tenancies have the power and gas paid for, and a consideration for the recovery of this cost to the Department is included in the rental. Sole tenancies pay for their own power or gas directly from the supplier. For all sole tenancies and after allocation of housing, please contact the relevant power or gas supplier to commence your account. In a small number of residences where the account cannot be split for the residence, the Department pays the account and a consideration for the recovery of this cost to the Department is included in the rental.

In many locations the supplier will not have ceased the supply to a vacant residence, however, your use of the power or gas is subject to their charges and supply conditions. In some remote locations power is paid by pre-paid power cards.

How much rent must you pay?
It is the responsibility of all occupants of Government housing to ensure they pay rent. The amount of rent payable is determined according to Government approved policy. Eligible staff occupying government housing pay a subsidised rent.

Tenants must begin rental payments from the time they move into their accommodation. If you are newly appointed or transferred into a centre, your residency begins on the date you are handed the keys to the dwelling. Your residency ends from the date you have:

- removed all your furniture and effects from the dwelling;
- cleaned the dwelling to a satisfactory standard; and
• returned the keys of the dwelling to an approved person - for example, the Principal or Local Accommodation Officer.

On completion of an Occupancy/Vacating Notification Advice form, rent will, where possible, be collected through the payroll system. This form is an auditable document and is required to be completed accurately, signed by the relevant employees and presented promptly at the time of an occupy or vacate.

Employees with short-term engagements or who are on unpaid leave, will need to advise their Local Accommodation Committee and contact Central housing on 1800 677 580 to make alternative arrangements for the payment of rent.

Re-employment
If you have previously received a grant under the Department’s Career Change program for teachers you are not eligible for employment as a teacher in a Queensland state school. In some cases the Deed of Agreement you signed may mean you are not eligible for employment in any role in a Queensland state school.

Employees who have received a Voluntary Early Retirement (VER) package or retrenchment entitlement specified in a directive issued by the Minister for Industrial Relations or Commission Chief Executive, and, who are subsequently re-employed in a Queensland Government entity as a consultant, or on a casual, part-time or full-time basis for a total cumulative period of more than 20 working days, in one or more Queensland Government entities, shall be entitled to retain only that portion of the severance benefit applicable to the period of time for which they were not employed in a Queensland Government entity, or a minimum of 20 days salary, whichever is the greater.

A tenured part-time employee who receives a severance benefit for the loss of one tenured part-time job and who retains another part-time job in the Queensland Public Service, shall be required to refund the portion of severance benefit to which they are not entitled should they subsequently increase their part-time hours during the period to which the severance benefit applies.

As a condition of re-employment, an appointee paid a severance benefit is required to refund that portion of the severance benefit to which they are not entitled. Employees who have received a Voluntary Separation Payment (VSP) will not be eligible to be re-employed in a Queensland Government entity for a period of three years from the date of their separation.

Further information
Most of the conditions governing your employment are stated in the following documents, copies of which should be available for perusal from your Principal or a Corporate Services Officer at your Regional Office:

• The Public Service Act 2008
• The Public Service Regulation 2008
• Industrial Relations Act 2016
• Industrial Relations Regulation
• Code of Conduct For the Queensland Public Service
• Department of Education and Training Standard of Practice to support the Code of Conduct
• Directives made under the Public Service Act 2008
• Anti-Discrimination Act 1991
• Teaching in State Education Award - State 2016
• Queensland Public Service Officers and Other Employees Award – State 2015
• Public Safety Business Agency Bill 2014

Permanent Teachers
• Part-Time Teaching Policy
• Teacher Transfer Guidelines
• Education Queensland Employee Housing Management Guidelines and Procedures
Temporary Teachers

- *Temporary Teacher Engagements Policy*
- *Education Queensland Employee Housing Management Guidelines and Procedures*

Casual Teachers

- *Management of the Teacher Relief Scheme (TRS) Guidelines*

You can access additional information regarding your general conditions of employment through the Department of Education and Training *Policy and Procedure Register* (DET PPR) at [www.education.qld.gov.au](http://www.education.qld.gov.au), by visiting the Department's intranet site (One Portal), or by contacting your Principal/Officer-in-Charge or Regional Office.