



CONDITIONS OF EMPLOYMENT

Classroom Teachers

This document summarises the conditions of employment for classroom teachers employed in Queensland state schools.

Please read the document to ensure that you understand your entitlements and obligations. Where these conditions vary according to your employment status (permanent, temporary or casual) the variance/s are outlined.

Employment conditions are specified in the relevant legislation, industrial instruments/instruments governing your employment.

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Registration

As a condition of employment, to teach in Queensland schools, you are required to register and maintain annual registration with the Queensland College of Teachers (QCT). A principal or their delegate can request to sight your registration documentation at any time.

Further information on teacher registration can be obtained from:

Queensland College of Teachers [website](#) or
Telephone: (07) 3377 4777

There is no requirement for Instrumental Music Instructors (those without an education qualification) and Community Teachers to be registered.

Blue card

Teachers who are registered with the QCT are not required to hold a blue card as equivalent checks are undertaken in the teacher registration process.

If you are appointed as an instructor/assistant teacher and you are not registered with the Queensland College of Teachers, your appointment will be subject to you providing a blue card from the Queensland Family & Child Commission.

The application form for a blue card can be obtained from your principal. Employees bear the costs associated with applying for a blue card. Further information is available from your principal or the [Blue Card website](#).

Employee number

You will be allocated a unique employee number when appointed. 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 your regional office informed of any changes in your personal details relevant to your employment with the department. Personal details may be changed by accessing MyHR or by the completion of a Personal/Banking Details Advice form available from your school administration staff.

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. In other circumstances your personal details will only be released by the department to a third party where required to do so by law or where you provide written consent for the department to do so.

Code of conduct

As a teacher of the department the [Queensland Public Service Code of Conduct](#) and the [DoE Standard of Practice](#) applies to you. Mandatory training of the Code of Conduct applies and you are encouraged to see your supervisor regarding the department's Mandatory All-Staff Training.

Induction

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

The employee induction process is a key element to the department's [Valuing Performance policy statement](#). The [induction and mandatory training](#) is designed to help people to become familiar with the workplace and ensure understanding of compliance with legislation and policy.

The most valuable induction you will receive as you begin your new role is the one your supervisor and colleagues will provide. 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... and so on.

Your supervisor will also arrange any training you need to complete.

You will be given a checklist indicating those items you need to complete in your first few weeks. What you need to cover from this list will vary depending on your position and will be prioritised by your supervisor.

Your signature on this checklist 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 teachers appropriate to the requirements of the position. Once an officer is no longer an active employee, access to those information technology systems will be withdrawn in accordance with relevant [policy](#).

Casual engagements

Casual teacher

You may be employed as a replacement teacher under the Teacher Relief Scheme on a day to day basis to replace teachers who are absent.

Whilst principals in the schools in which you indicate an interest in working are able to access your applicant details via a TRACER report, it is your responsibility to keep your TRACER profile, contact details and availability up to date.

To maintain your TRACER details login to your account or contact us on TRACER@qed.qld.gov.au or 1300 TRACER (1300 872 237).

New graduates only

Your appointment is conditional upon the successful completion of course requirements by your appointment date. Your final semester results must be forwarded to the [Teacher Applicant Centre](#).

Probation

Permanent teacher

You will be required to serve a fixed probationary period of eight months from the date of your commencement of duty.

Newly appointed teachers may apply to serve a reduced probationary period of six months, pursuant to departmental procedure [Probation – State School Teachers](#). These applications should be directed to your local [regional HR team](#).

An extension of probation may be granted in exceptional circumstances in accordance with clause 8.6.1(g) of the Award.

During or prior to the completion of your probationary period, your principal is required to report on your work performance. Your regional office will notify your principal in advance of the date for the relevant reports.

Subject to a satisfactory report, confirmation of your appointment will be approved by your regional office.

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.

Student free days

Permanent teacher

You are expected to report for a full day of duty on the student free days nominated for professional development activities during the school year, or any other days substituted for such days, or any addition days declared by the Minister as requiring the attendance of all permanent teachers. You will be paid in full for the time worked.

Temporary teacher

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 include 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 human resources 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 teacher

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/Banking Details 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 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 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 your commencing duty. If this does not occur you should direct your initial enquiries to your principal.

Casual teacher

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

Teaching service performed with educational authorities other than the department may be recognised for salary purposes. 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 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
- must indicate periods of fulltime or part time employment. If part time, hours worked per week must be provided. NB: 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 teaching service 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 will be payable only from the date the final documentation is received in the Teacher Classifications Team.

Please forward statements of service, which meet the above criteria to: email to [Teachers Classification Team](#).

If you have specific enquiries regarding your prior service and how that may affect your pay levels or service, please email [Teachers Classification Team](#) or contact them by phone on 1300 365 718.

Permanent and temporary teacher

Your classification is based on your qualifications and experience. You should notify your regional office if you gain any additional qualifications.

Further information on salaries and allowances is set down in the [Teaching in State Education Award – State 2016](#), as appropriate to your position.

Casual teacher

From 1 January 1999, in accordance with a decision of the Queensland Industrial Relations Commission, Casual Teachers are paid at Band 3, Step 1 of the [Teaching in State Education Award – State 2016](#).

Salary increments

A **4 year trained teacher** commences on Band 2 Step 1 and increment to the next step after each year of full time equivalent service.

A **3 year trained teacher** commences on Band 1 Step 1 and increment to the next step after each year of full time equivalent service until they reach Band 3, where they must complete 2 years of full time equivalent service on each step of Band 3. (In-Service progression may reduce this to 1 year where conditions are met).

Part-time teachers must complete the equivalent of twelve months satisfactory service before progressing to the next incremental step.

Casual service in Queensland state schools is not recognised for classification purposes for a temporary or permanent teacher.

Casual service for an external/non-state education employer 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 teacher

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 inservice progression hours are completed and approved.

Taxation

Your salary will attract a current taxation rate of 46.5% unless you complete a Tax File Number Declaration form to advise the department of your Tax File Number. Administration staff at your school are usually able to provide you with this form for your completion, or they are available from newsagencies displaying an 'N' sign. The completed form should be forwarded promptly to the appropriate [Payroll Services](#) team in your region as follows:

| Payroll Teams | | |
|-------------------------------------|--|--|
| Central Queensland Region | <ul style="list-style-type: none">• Emerald• Gladstone• Longreach• Mackay• Rockhampton | <ul style="list-style-type: none">• PayrollCQ@qed.qld.gov.au• Phone: 1300 365 918 |
| Darling Downs and South West Region | <ul style="list-style-type: none">• Warwick• Roma• Toowoomba• Kingaroy | <ul style="list-style-type: none">• PayrollDDSW@qed.qld.gov.au• Phone: 1300 367 296 |
| Far North Queensland Region | <ul style="list-style-type: none">• Atherton• Cairns | <ul style="list-style-type: none">• PayrollFNQ@qed.qld.gov.au• Phone: (07) 4037 3966 |
| Metropolitan Region | <ul style="list-style-type: none">• Brisbane Northside• Brisbane Southside• Ipswich and Brisbane West | <ul style="list-style-type: none">• PayrollMetro@qed.qld.gov.au• Phone: (07) 3028 8133 (Bris North)• Phone: (07) 3028 8111 (Bris South)• Phone: (07) 3028 8140 (Ipswich) |
| North Coast Region | <ul style="list-style-type: none">• Bundaberg• Maryborough• Nambour North• Nambour South• Murrumba | <ul style="list-style-type: none">• PayrollNC@qed.qld.gov.au• Phone: 1300 368 197 |
| North Queensland Region | <ul style="list-style-type: none">• Mount Isa• Townsville | <ul style="list-style-type: none">• PayrollNQ@qed.qld.gov.au• Phone: 1300 300 749 |
| South East Region | <ul style="list-style-type: none">• Eagleby• Robina | <ul style="list-style-type: none">• PayrollSE@qed.qld.gov.au• Phone: (07) 3028 8195 (Eagleby)• Phone: (07) 3028 8193 (Robina) |

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 current rate of 46.5%.

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 teacher

As a new employee, you will have a QSuper Accumulation Account opened for you. Contributions to the account are commenced automatically in your first pay fortnight and show on your pay advice slip as a deduction from your salary. The standard contribution rate is 5% of your basic pay. If the standard contribution rate is deducted, the department also contributes 12.75% of your gross salary to your account in the fund.

Should you choose not to contribute at this rate, you can elect to reduce your contributions down as low as 2% of your salary and receive the corresponding lower level of employer subsidy.

QSuper Ltd will forward a 'Welcome Package' to you which will provide further information on the Accumulation Plan as well as providing additional information regarding other superannuation options available.

If you require further clarification or advice you may visit the QSuper [website](#), [email](#), or telephone 1300 360 750.

Casual teacher

The department contributes 9% of your salary for superannuation purpose. You are not required to make standard member contributions although you may choose to contribute to Cash Accumulation Casual.

Leave entitlements

Permanent teacher

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 ten years' continuous service, however you may be eligible to access long service leave after 7 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 while on long service leave.

Sick leave - On taking up duty as a permanent teacher you are credited with an advance of ten days' sick leave on full pay for absences because of illness, which occur during your first year of service. 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 3 consecutive working days.

Information on [leave entitlements](#) is available on the DoE Policy and Procedure Register.

Vacation leave

Permanent Teacher

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, Muttaborra, Prairie, Quilpie, Tambo, Wyandra and Yaraka, where it is 33 days.

Leave loading of 17.5% is payable on twenty 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 re-admission are included in the entitlement calculation. Any lump sum on termination payments previously made for these engagements are recovered from the Summer Vacation entitlement.
- Any period of unpaid special leave (special, study, maternity etc) without pay for a continuous period of more than thirty (30) working days within the school year.
- Any fraction changes during the year.

Pro-rata holiday entitlement is calculated using the following formula:

Salary:

$$\frac{\text{Number of days teaching service} \times 28 \text{ or } 33 \text{ days' vacation}}{\text{Number of days in school year}}$$

Loading:

$$\frac{\text{Number of days teaching service} \times 20 \text{ days loading}}{\text{Number of days in school year}}$$

Temporary Teacher

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.

Mid-Summer vacation – There are three (3) types of payment that may apply to payment for the 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.

- 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) – 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 Teacher

Permanent teachers may be required to teach anywhere in the state. You should also expect, as part of your teaching career, that you may be required to teach in locations not necessarily of your choice 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.

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 teacher

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 Ph: 1300 304 010 or the Remserv [website](#).
- Smartsalary Pty Ltd on Ph: 1300 218 596 or the Smartsalary [website](#).

To login to the providers' websites you will require a username and password. For security reasons these are not available on this website but are published on the department's intranet.

Separation of employment

Notice of termination by the teacher

Permanent teachers can cease their employment by the giving of two weeks' written notice.

Temporary employees who have been engaged with the department for less than 1 year can terminate their employment by giving one week's written notice.

A request to withdraw a notice to cease employment must be made in writing to the Employee Relations team via email at employeerelations.humres@qed.qld.gov.au within 21 days of submitting the notice to cease employment. Wherever possible, the decision to grant or not grant an application to withdraw a notice to cease employment will be provided within seven days of lodging of that application.

Notice of termination by the department

Notice of termination by the department is provided for under the [Teaching in State Education Award – 2016](#) and the [Queensland Employment Standards](#) contained within Division 13 of the *Industrial Relations Act 2016*.

Casual teacher

The engagement of a casual teacher can be terminated at any time.

To ensure monies owing to you is paid promptly at the completion of your employment with the department, you should complete a Notice of Intention to Cease Employment and forward it to the relevant payroll team at least two weeks prior to your last day of duty.

Travel and removal arrangements

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. The department's human resource procedures on [relocation entitlements](#) outlines the responsibility and entitlements of department employees with regards to transfers or appointments.

Teachers should familiarise themselves with the department's relocation entitlements procedures, including the [relocation entitlements booklet](#) and the [transfer and appointment expenses directive](#) prior to making any claims.

Permanent teacher

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 costs involved in your taking up duty to the following extent:

| | |
|---|-----------------|
| Under one year's service | Full cost |
| One year after taking up duty and before completing two years' service | Two-thirds cost |
| Two years after taking up duty and before completing three years' service | One-thirds cost |

Temporary teacher

Payment of relocation expenses is on the condition that if the employee ceases duty in the Queensland public service prematurely (except for medical unfitness or termination of the contract), the employee is required to refund costs involved in taking up duty to the following extent:

| | |
|--|-----------------|
| Under one third of the contract period | Full cost |
| After one third of the contract period and before completing two thirds of the contract period | Two-thirds cost |
| Two thirds of contract period and before completing the entire contract period | One-thirds cost |

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 may vary 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 Form available from your school.

To estimate your potential benefits use the [Rural and Remote incentives calculator](#). For specific information about these benefits, download the [Choose your teaching adventure brochure](#) or the [Remote Area Incentive Scheme \(RAIS\) Procedure](#) which contains detailed policy information as well as application and declaration forms.

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.

Departmental housing

Permanent and temporary teacher

The department may provide some housing 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.

Departmental employees can rent housing on a sole tenancy basis depending on the household circumstances of the employee. Sole tenancy dwellings are usually provided for the exclusive use of one tenant and their family. Multi-tenancy housing is provided for the shared use of a number of tenants. The actual housing itself varies widely in type, design, age and standard.

Who is eligible for departmental 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:

- be a government employee of the Department of Education
- be an employee who has been transferred (or appointed) into a location (from outside the centre) to meet a government service or need
- be an employee (and/or related household member) who does not own a private dwelling within 50 minutes 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?

Employee housing is not automatically provided. You must apply using an Application for Departmental Housing form, which will be included with your appointment papers or provided by the Local Accommodation Officer.

How much rent must you pay?

All occupants of departmental housing are required to pay rent.

The amount of rent payable is determined according to government approved policy. Eligible staff occupying departmental 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
- returned the keys of the dwelling to an approved person - for example, the principal or local accommodation officer.

Rent

On completion of an Occupancy/Vacating Notification Advice form, rental will, where possible, be collected through the payroll system. In the case of those employees with short-term engagements, alternative arrangements for the payment of rental will be implemented by Infrastructure Services Branch.

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 (or in some cases in non-teaching roles) 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 twenty (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:

- [Public Service Act 2008](#)
- [Public Service Regulation 2008](#)
- [Industrial Relations Act 2016](#)
- [Industrial Relations Regulation 2018](#)
- [Code of Conduct For the Queensland Public Service](#)
- [DoE Code of Conduct - Standard of Practice \(February 2016\)](#)
- [Directives](#)
- [Anti-Discrimination Act 1991](#)
- [Teaching in State Education Award – State 2016](#)
- [Working with Children \(Risk Management and Screening\) Act 2000](#)
- [Department of Education State School Teachers' Certified Agreement 2019](#)

Permanent teacher

- [Part-Time Teaching Policy](#)
- [Teacher Transfer Guidelines](#)
- [Employee Housing](#)

Temporary teacher

- [Employee Housing](#)

Casual teacher

- [Supply Teachers \(TRACER\)](#)

You can access additional information regarding your general conditions of employment through the [Department of Education Policy and Procedure Register](#), by visiting the department's Intranet site (OnePortal), or by contacting your principal/officer-in-charge of your regional human resources team.