

PATTERSON, Ryan

From: MORRIS, Nadine
Sent: Thursday, 22 December 2016 12:06 PM
To: MORRIS, Nadine
Subject: ATT: Managers of International Student and Homestay Coordinator employees - on call and recall payments.
Attachments: claim-payment-tss.docx; on-call-allowance-claim-form.xlsm

Dear managers of International Student and Homestay Coordinator employees,

I write in relation to *on call* and *recall to duty – from on call* entitlements for International Student and Homestay Coordinators.

ON CALL

1. International Student and Homestay Coordinators are entitled to an *on call* payment when they:
 - (a) Are instructed to be available *on call* outside ordinary or rostered working hours.
2. If you instruct an International Student and Homestay Coordinator to be *on call* during the Christmas Closure Period (or at any other time) please ensure that they receive an *on call* payment. You can do this by submitting an and approved *on call allowance claim form* to the payroll team (form attached).

RECALL TO DUTY - FROM ON CALL

3. International Student and Homestay Coordinators are entitled to a *recall to duty – from on call* payment when they:
 - (a) Have been instructed to be *on call* outside ordinary or rostered working hours; and
 - (b) Undertake or perform duties (either at work or from home).
4. If you instruct an International Student and Homestay Coordinator to be *on call* during the Christmas Closure Period (or at any other time) and they undertake duties at work or from home, please ensure that they receive a *recall to duty – from on call* payment in addition to their *on call* payment. You can do this by submitting an approved *claim for payment* form to the payroll team (form attached).

For more information about *on call*, *recall to duty – from on call* and *overtime* entitlements please contact your regional HR team.

Regards

Nadine Morris
Director

Workforce Relations, Performance & Safety
Department of Education and Training

P: 07 3513 6517
M: 0427 139 302
E: nadine.morris@det.qld.gov.au
Level 1 | Education House | 30 Mary Street | Brisbane QLD 4000



PO Box 15033 | City East QLD 4002

Inspiring minds. Creating opportunities. Shaping Queensland's future.

Please consider the environment before printing this email.