

## Buyouts and Band I review update

August 2021

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# Who has been reviewed

- Review period 1 June 2014 to 20 June 2021
- Current and former employees
- 2064 employees in total
  - 1810 employees on a buyout arrangement
  - 259 employees who were on Band 1
- About 650 employees currently on a buyout
- 2 employees are currently Band 1
- Schedule D meal allowance transition

**Document 2** 

#### **Overall approach**



### Limitations on new buyouts

- Must buy out <u>all</u> of the following:
  - Overtime
  - Penalties
  - Meal allowance
  - Annual leave loading
  - Part time additional hours
- An employee can only be offered a buyout if:
  - Currently on a buyout, and the employee's contract is being extended; or
  - Director approval has been obtained.
- Calculations must be provided to the Director confirming the buyout has been calculated correctly and the employee will be better off overall.
- P&C Helpdesk will assist with the calculations.

Document 2

**Document 2** 

#### Salary arrangements

Employees should be paid:

- Base salary, plus any overtime, penalties and meal allowances under the EA.
- Overtime, penalties and meal allowances are paid in the pay period they are due.
- Timesheets must continue to be recorded for all employees.

Document 2

### Next steps on buyout phaseout

- 26 August CPO email to all impacted employees acknowledging underpayments have been identified although no individual amounts finalised.
- 2 September follow up email from Directors (News, R&L, E&S) confirming no more new buyouts unless exception criteria are met, with Director approval.
- Mid late September briefings before consultation commences
- End September outcome letters and consultation

#### **Timeline to consultation**S 47E(c)

#### Document 2

From 21 Jun 2021		Divisional briefings in commencing mid-Sept	ember			
From 21 Jun 2021: Ongoing monitoring and checks in place for buyout arrangements, Band 1 classifications and Schedule D		Outcome letters to be sent late September Letters also inform those underpaid will have their buyout cease, except in limited circumstances		Consultation for buyout employees expected to be for extended period. Cease insufficient buyouts		
Compliance controls		Consultation commences		Consulta	Consultation ends	
	July		Sept		Nov	2022 →
June		Aug		Oct		
	s 47E(c)		Consultation and payment processing		Review of all existing buyouts	
	CPO comms acknowledging underpayments identified Director comms to managers confirming no new buyouts to be offered		Schedule D and Band 1 underpayments likely to be processed earlier with 2 week consultation		All buyout arrangements to be reviewed over 12 month period	
			Longer 4 week period of consultation for buyout employees			
	s 47E(c					