

## **JOB APPLICANTS GUIDE**

### **OUR CONDITIONS**

#### **GENERAL INFORMATION**

**Under the *Police Integrity Commission Act 1996* applicants who are current or former sworn NSW Police Officers are not eligible for employment with the Commission.**

Police Integrity Commission (PIC) Division staff are generally employed on a contract basis through the Government Service of New South Wales under Chapter 1A of the *Public Sector Employment and Management Act 2002*. Some positions are offered on a short term basis and special arrangements can be made between public sector agencies for the engagement of staff on a leave without pay basis. Staff employed by the PIC Division are initially appointed on a probationary period of either three or six months. Prior to the expiration of the probationary period a performance assessment will be undertaken in accordance with the Commission's Performance Development System. Depending on the outcome of the performance report the Commission may confirm the staff member's appointment, extend the period of probation or terminate the contract.

#### **PROFESSIONAL &/OR ACADEMIC QUALIFICATIONS**

Where an advertised position includes amongst its' selection criteria, specific professional &/or academic qualifications as a requirement of the position, applicants invited for interview will be required to provide either original certificates or certified (by the appropriate institution) academic transcripts.

Applicants for such a position, who are invited for interview, will be required to sign a declaration confirming the authenticity of the qualifications quoted in their applications, acknowledging that any falsely claimed qualifications can lead to their dismissal, and, authorising the Commission's Human Resources staff to contact the relevant educational institutions for the purpose of verifying their qualifications.

In the event that it becomes apparent to the Commission that a position has been secured by an applicant on the basis of falsely claimed qualifications and/or other false assertions, the applicant will be deemed guilty of misconduct and subject to instant dismissal without notice.

In the case of vacant positions that specifically require professional &/or academic qualifications as part of their selection criteria, the quoted qualifications of the preferred applicant or applicants will be verified with the appropriate institution, by the Commission's Human Resources staff.

In all other cases, the Commission's Human Resources staff will conduct random verification searches of quoted qualifications with the appropriate institutions.

## **5. REMUNERATION**

Employees are remunerated by a total remuneration package that includes salary, and employer's contribution to superannuation. Due to the nature of the work undertaken by some positions within the Commission, a composite remuneration package may be offered to staff selected for appointment to these positions.

A composite remuneration package includes, in addition to salary and employer's contribution to superannuation, allowances for overtime, meal allowances and other penalty payments. Positions where a composite remuneration package is offered will be identified in the advertisement for the position.

All staff are paid on a fortnightly basis via direct credit into an account nominated by the staff member.

## **6. LEAVE**

Staff employed by the PIC Division are entitled to apply for various types of leave, both paid and unpaid.

Shown below are the types of leave available and a brief description of each.

### **Annual (Recreation) Leave**

Four (4) weeks paid annual (recreation) leave per annum, in accordance with the *Annual Holidays Act 1944* plus one (1) additional day paid annual (recreation) leave per annum. Annual leave accrues on a daily basis and may be taken as and when sufficient leave has been accrued.

### **Long Service (Extended) Leave**

Long service (Extended) leave, in accordance with clause 1 of Schedule 3 of the *Public Sector Employment & Management Act 2002* and, where applicable, the *Transferred Officers Extended Leave Act 1961*.

### **Parental Leave**

Parental leave, in accordance with Part 4 of the *Industrial Relations Commission Act 1996*. Fourteen (14) weeks leave on full pay, or twenty-eight (28) weeks on half pay, for employees entitled to maternity leave in accordance with Part 4 of the *Industrial Relations Commission Act 1996*. One (1) week paid leave for employees entitled to paternity leave in accordance with Part 4 of the *Industrial Relations Commission Act 1996*.

### **Sick Leave**

Fifteen (15) days paid sick leave per annum. Sick leave is granted on 1 January each year and is fully cumulative from year to year.

### **Family and Community Service Leave**

Two and one half (2½) days family and community service leave during the first year of employment with the Commission and five (5) days family and community service leave in any two (2) year period after the completion of one year's continuous employment with the Commission. This leave type is granted for reasons relating to family responsibilities, performance of community service or in cases of pressing necessity.

### **Accrued Days Off**

Ten (10) Accrued Days Off (ADO's) per service year for staff employed on composite salary arrangement Employment Agreements. ADO's are designed to compensate composite salary staff for those occasions when excessive hours are required to perform the necessary duties of their position.

### **Study Time**

Up to one half (1/2) hour study leave for every hour of lectures attended per week up to a maximum of four (4) hours. Studies must be relevant to the employee's position within the Commission and improve the employee's ability to perform their duties.

In addition to the leave types set out above, the Employee may, at the discretion of the Commission, be permitted to take leave without pay, either on a full-time or part-time basis, for such period as determined by the Commission.

In accordance with the provisions of the *Public Sector Employment and Management Act 2002*, the Commission may give recognition to any leave entitlements that may have been accrued by the Employee during a prior period of service with another NSW public sector service.