

Education Officer – Special Duties (EOSD) Secondment

An Education Officer – Special Duties (EOSD) secondment applies in circumstances where a non-teaching role mandatorily requires the employee to hold qualifications, registration, contemporary knowledge and school based-experience in areas of curriculum, teaching and learning or school management issues for completion of the responsibilities of the non-teaching role.

An Education Officer – Special Duties (EOSD) secondment is applicable to employees of the Department of Education engaged as Teachers, Heads of Program and School Leaders under the [Teaching in State Education Award - State 2016](#) (Award) and the [Department of Education State School Teachers' Certified Agreement 2019](#) (Agreement).

AN EOSD SECONDMENT

An EOSD secondment is:

- (a) to a non-teaching role that requires mandatory teaching experience e.g. a teaching / education qualification, teacher registration, teacher expertise or skill set;
- (b) for a defined period of time up to three years, except in exceptional circumstances as approved by the relevant Deputy Director-General; and
- (c) applicable to employees engaged as teachers, including School leaders and Heads of Program.

SALARY

Employees will be entitled to be paid at the employee's substantive classification level and pay point or the designated classification level and pay point under the Award for an EOSD position. In most circumstances, an employee is paid at their substantive classification level and pay point.

Incremental progression for an employee engaged on an EOSD secondment will be in accordance with the Award. This should be read in conjunction with cl.5.9.3 of the Agreement which clarifies that cl.12.9.5 of the Award (requirement for full-time equivalent service) does not apply to part-time employees.

EMPLOYMENT CONDITIONS

The ordinary hours of work are a minimum of 7.25 hours within the daily spread of hours of 6:00am to 6:00pm, Monday to Friday.

Schedule 3 (Organisational Hours of Work Arrangements) of the *Queensland Public Service Officers and Other Employees Award – State 2015* and cl.15.7 of the Award do not otherwise apply.

An employee on an EOSD secondment will not be eligible to accrue accumulated day/s off or recreation leave.

An employee on an EOSD secondment will be entitled to paid school vacations (which includes their entitlement to annual leave during the summer vacation) that occur while they are on secondment. In exceptional circumstances, where the position requires work to be performed over the school holiday period/s, the employee will be entitled to commensurate time off at an agreed time in lieu of the days required to work during the school holidays, to be taken during an EOSD secondment. This arrangement is to be determined between the EOSD work unit and the employee prior to the completion of an EOSD secondment, in consultation with the Principal of their releasing school location.

Teachers, Heads of Program and School Leaders on an EOSD secondment for a period of less than 12 months and who return to teaching duties prior to, or by the end of the school year are entitled to full payment for the summer vacation.

The requirement of timesheets to be completed is determined by the receiving work area (EOSD work unit).

The EOSD work unit is required to release the employee prior to the end of an EOSD secondment period to facilitate attendance at professional development activities designed to maintain teaching currency, to be funded by the EOSD work unit. The activities may also include reorientation to classroom/teaching profession at the employee's releasing school location.

The EOSD work unit is to negotiate any extension to an EOSD secondment period with the releasing school, providing appropriate notice (recommended at least 4 weeks). For a teacher, it is recommended that the request to extend an EOSD secondment be made no less than one term prior to the end date of the original EOSD secondment period to ensure minimal disruption to students and school communities.

It is reasonable for an EOSD secondment to align with school terms, providing sufficient time for the releasing school to effectively manage resources.

NOTIFICATION TO PAYROLL

Once an EOSD secondment has been approved, the EOSD work unit is to complete the [appointment and roster variation form](#) and forward to Payroll services in a timely manner to ensure the employee's records are



updated and salary payments are correct. Per above, in most circumstances, an employee will continue to receive their substantive classification level and pay point.

If the employee is extended on an EOSD secondment or the period is shortened, the EOSD work unit must advise Payroll Services of any change to the original end date either through the temporary engagement management portal (TEMP) or [appointment and roster variation form](#).

KEEPING IN TOUCH

It is recommended that all employees seconded as an EOSD remain in contact with their releasing school to enable participation in professional development opportunities designed to maintain teaching currency (where offered).

The releasing school should facilitate participation for the teacher in professional development opportunities designed to maintain their teaching currency where the EOSD secondment is for an extended period.

Mandatory professional development hours for teachers are aligned to Student Free Days / Staff Professional Development Days and are considered working days.

Employees on an EOSD secondment and their releasing school should discuss any impacts that accepting an EOSD secondment may have on the return to their substantive teaching role.

RETURN FROM AN EOSD SECONDMENT

Employees returning from an EOSD secondment will resume duty at their releasing school location unless transferred to another location or negotiated with regional human resources.

Unattached employees will be advised of their return location at least one term prior to an EOSD secondment end date.

For all enquiries, please contact:

Employee Relations – Human Resources

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