



## COVID-19 update

The health and safety of staff and clients is our top priority

18 May 2020

### **Chit chat with the CEO**

Join me on Wednesday 20 May 12.30-1pm for *Chit Chat with the CEO*.

Zoom Meeting ID: 945 9374 6201

Password: 771596

You are welcome to join the zoom call and ask me about anything. Hopefully I will have a ready response - if not, I can follow up for you.

*Vicki*

### **Flu vaccinations**

There has been an increase this year in the number of people getting flu vaccinations so many chemists and medical centres have run short.

If you didn't download a voucher, but have since decided to get a flu vaccination here's some good news – the Executive team has approved for State Library staff to be reimbursed for the cost of the flu vaccination this year. So if you've had a flu vaccination or intend on getting one, keep your receipt and State Library will reimburse you up to the value of \$25. You'll need to submit a claim for reimbursement through the Petty Cash procedure no later than 20 June 2020 (cost centre 195-B0000).

We are aware that some staff who downloaded a voucher for a flu vaccination through SMG Health, are waiting for supplies to arrive at their nominated chemist. SMG Health have recommended for these staff to keep checking in with the chemist. Vouchers are valid until 30 June 2020, and State Library is only charged once you use the voucher. If your nominated chemist is no longer offering flu vaccinations, please advise [peopleprojectsandlearning@slq.qld.gov.au](mailto:peopleprojectsandlearning@slq.qld.gov.au) and arrange your vaccination through your doctor or at a different chemist, then submit a claim for reimbursement through Petty Cash as above.

### **Increase in the spread of hours we can work**

To provide additional flexibility to our staff, State Library and Together Queensland have been planning how to increase the spread of hours for our staff to perform their roles, for the duration of the COVID-19 public health emergency.

Following consultation with Together Queensland, State Library is pleased to advise that an agreement has been reached regarding the *COVID-19 Hours of Work Arrangements for the State Library of Queensland* (refer attached).

In summary, the attached Hours of Work Arrangements allow eligible staff to enter into a flexible working agreement to temporarily schedule their daily ordinary working hours (e.g. 7:15 hours) in a more flexible manner than their current spread of hours allows.

The current spread of hours for State Library staff is 6am to 6pm, Monday to Friday. The COVID-19 Hours of Work Arrangements temporarily changes the spread of hours to **5am to 10pm**, Monday to Friday.

To be eligible to participate in the attached Hours of Work Arrangements you need to be:

- working 36.25 hours per week (or a proportionate amount for part-time workers), and
- engaged under the *Queensland Public Service Officers and Other Employees Award – State 2015 and the State Government Entities Certified Agreement 2015*.

Note: Employees working rostered hours when physically located at the Library are not eligible to participate

The introduction and application of the attached Hours of Work Arrangements will apply for the duration of the declared COVID-19 public health emergency, or unless otherwise determined. Participation in the COVID-19 Hours of Work Arrangements is completely voluntary.

If you are interested in participating in the COVID-19 Hours of Work Arrangements, you will need to express your interest to [People, Projects and Learning](#) by COB Thursday 21 May, ensuring you cc in your People Leader. Your expression of interest should include your:

- full name
- position title
- branch/portfolio
- requested hours of work

Staff who express their interest will be contacted with further information regarding how they can request a flexible working agreement under the COVID-19 Hours of Work Arrangements.

If you elect not to participate at this stage (e.g. you want more time to consider the attached Hours of Work Arrangements), you still may be able to participate in the future. To do so, you will need to email [People, Projects and Learning](#) requesting to

opt in to the COVID-19 Hours of Work Arrangements and include your details as listed above.

Thank you all for your ongoing efforts and support during this time and remember to look after yourselves and each other.