



COVID-19 update

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

1 April 2020

Employee mobility

Some staff have asked about exemptions from redeployment to other parts of the public service during the COVID-19 emergency. Specific concern has been raised from employees who are living with elderly parents who may be at high risk. The Public Service Commission (PSC) advise if public servants chose not to participate in redeployment they may take:

- recreation leave or long service leave (if eligible), or
- carer's leave if they qualify under:
 - employment arrangements in the *Event of a Health Pandemic Directive* (i.e. caring for family/household member who is ill or suspected of being ill with the virus), or
 - the relevant Award for carer's leave. This is the usual arrangement where an employee needs to care for, or support, a member of their immediate family or household who is ill or when an emergency arises.

Immediate family include an employee's: spouse, child (ex-nuptial child, stepchild, adopted child, foster child, ex-foster child), parent, grandparent, grandchild, sibling or spouse's sibling.

If carer's leave exceeds two consecutive days, a doctor's certificate or statutory declaration (indicating the person is ill and requires the care or support of another person) will be required.

Finance

Security restrictions around the Converga program have changed.

Until now it has only been possible to access Converga from a recognised computer within the State Library, or by accessing that computer via a Remote Desktop. Now all users will be able to log into the program from any browser. [Login here](#) using your email address and password.

All invoices should be processed by coders and approvers within 5 days of their being assigned in the Converga system, where possible.

People Leaders

We understand that transitioning your team to flexible work requires a different way of working and even thinking. The Public Service Commission has developed some [handy tips](#) on how to manage remote teams, keeping in mind that a collaborative, connected and inclusive virtual work environment doesn't happen overnight!