

Employer Guide

Data Dictionary and Rules



as at 20 February 2018



Table of Contents

Contact and support information	2
Dictionary	4
Rules	9



Contact and support information

The below provides information on where employers, unions and associations can receive additional support, and who to contact if you have a general or urgent request.

Initial lines of enquiry

RBF Enquiry Line

1800 622 631

The RBF Enquiry Line is open from 8am to 7pm Monday to Friday except national public holidays. RBF Enquiry Line staff can assist employers, unions and associations with general information about RBF products, RBF fund rules, how to make applications, benefit entitlements, and much more. RBF Enquiry Line staff are also able to record member complaints.

Employer Enquiry Line

1800 622 631 option 3

The Enquiry Line is also available to field queries regarding submitting new or existing member information via employer files. They are available 9am to 5pm Monday to Friday except national public holidays.

Team Administration Support

(Hobart office)

03 6166 4150

TeamAdminSupport@treasury.tas.gov.au

Team Administration Support is available to provide employers and other key stakeholders with any additional super related administrative support to assist employers in meeting their RBF super obligations and provides high quality service to all stakeholders including members, employers, unions, RBF administration (AAS) and other outsourced service providers. We can assist with:

- ▶ general super, administrative, process, product or insurance enquiries;
- ▶ complaints;
- ▶ strategic matters;
- ▶ issues or concerns for both individuals and groups of members;
- ▶ technical or payroll issues with Employer Access; and
- ▶ any of the above that you wish to escalate to us to ensure your request is being managed appropriately, is being progressed, or you are receiving regular ongoing updates in relation to your requests until resolved.

Team Administration Support in conjunction with the Principal Employer Support and Education Officer can provide face-to-face services, workshops and seminars.

Contact Team Administration Support and speak to one of our Team members directly.

Dictionary

Agency means (employer)

- ▶ a Government department or a statutory authority or other organisation specified in column 1 of Schedule 1 to the State Service Act; or
- ▶ a prescribed authority that is not such an organisation; or
- ▶ the controlling authority of any industry or undertaking carried on by or on behalf of the state.

Anti-detriment benefits (Contributory Scheme)

The term given to the benefits provided to members who joined the Contributory Scheme prior to 1 July 1994. Anti-detriment is designed to provide contributors to the Contributory Scheme established under the Retirement Benefits Act 1982 the option of taking their benefit under the rules of that scheme. Anti-detriment benefits include the Superannuation Accumulation Scheme (SAF) benefit.

Basic contribution rate (Contributory Scheme)

Is a rate of contribution equal to 5% of salary.

Casual employee (Contributory Scheme)

Is a person who is paid only for the hours worked and is not eligible for paid leave regardless of the term of his or her employment.

Concessional contributions

These are pre-tax employer contributions (additional/voluntary), that may include:

- ▶ productivity contributions (State Fire Service); and
- ▶ salary sacrifice contributions.

Contributory Scheme CPA (Contributory Scheme)

The account used to maintain details of unfunded employer contributions. Compulsorily preserved contributions may occur as a result of resignation/redundancy or the transfer of members between RBF schemes and must be preserved (retained) with RBF until the member reaches preservation age.

Contributory Scheme (defined benefits scheme)

The Contributory Scheme is a defined benefits scheme. Defined benefits schemes are different to accumulation schemes in that the benefits payable are based on a formula specified in terms of years of contributory service, salary and contribution rate(s). The Contributory Scheme was closed to new employees on 15 May 1999.

Contributory Scheme Life Pension

The standard pension paid from the Contributory Scheme is a Contributory Scheme Life Pension. Contributory Scheme Life Pensions are:

- ▶ fortnightly payments of fixed amounts;
- ▶ payable for life;
- ▶ indexed in line with Consumer Price Index (CPI)
- ▶ unable to be commuted to a lump sum; and
- ▶ is reversionary in most instances to a surviving partner.

Contributory Scheme Life Pensions are recognised as complying pensions by the Australian Taxation Office.

Employee personal contributions

These are post tax member personal contributions and may qualify members for the Government super co-contribution.

FAS(1) (Contributory Scheme)

The average full-time equivalent (100% FTE) salary received during the 12 months immediately prior to cessation of employment. If a member ceases employment with less than 12 months service, the salary is averaged over the actual period of service.

FAS(3) (Contributory Scheme)

The average full-time equivalent (100% FTE) salary received during the three years immediately prior to cessation of employment. If a member ceases employment with less than three years of service, the salary is averaged over the actual period of service.

FTE means: full-time equivalent employment percentage (Contributory Scheme)

The period of service that a member who has been employed at any time otherwise than on a full-time basis, would have attained if that person had always been employed on a full-time basis.

Full actuarial cost (Contributory Scheme)

Is the amount that members are required to pay when they upgrade or purchase past service. Full actuarial cost requires the member to pay both the employee and employer share of the purchase.

Head of Agency

The person responsible for the administration of a public sector employer.

Ill health (Insurance)

Contributory Scheme offers self-insured benefits including Interim invalidity, Partial and Permanent invalidity, Total and Permanent invalidity and Terminal illness.

Long leave of absence without pay

Is a period of leave without pay that exceeds 20 continuous working days.

Minister

Is the Tasmanian Minister for Finance located at the Department of Treasury and Finance.

Non-concessional contributions

These are personal (after-tax) contributions, such as the automatic salary deduction for Contributory Scheme members.

Parental leave (Contributory Scheme)

Is any period not exceeding 12 months on any one occasion of unpaid maternity leave, unpaid paternity leave or unpaid adoption leave.

Permanent employee (Contributory Scheme)

For the purpose of the Contributory Scheme is a person aged 15 years or over and who was employed in a permanent capacity on 14 May 1999.

Preservation age

The age at which a member can access preserved benefits, provided the member has permanently retired from the workforce. The preservation age is detailed below:

Date of birth	Preservation age
After 30 June 1964	60
After June 1963 and before July 1964	59
After June 1962 and before July 1963	58
After June 1961 and before July 1962	57
After June 1960 and before July 1961	56
Before 1 July 1960	55

Preservation standards

The regulatory requirements for certain superannuation benefits to be held in a superannuation fund until the permanent retirement of a member after reaching preservation age. Preserved amounts may be paid early in the event of death, permanent disability, financial hardship or on compassionate grounds. Early payout may also occur where the total benefit is less than the prescribed minimum.

Redundancy (Contributory Scheme)

Is termination of employment for reasons that:

- the member's service, office or position is unnecessary;
- the work for which the member was engaged is finished;
- the amount of work available necessitates a reduction in the number of employees;
- the member is retired under a voluntary redundancy programme or prescribed arrangement; and

- the member, being a contract employee, ceases to be a contract employee by reason of the non-renewal of the contract by the employer.

Resignation

A member is deemed to have resigned when they cease gainful employment for any reason other than death, ill health or redundancy prior to attaining their preservation age.

For the purpose of the Contributory Scheme: an employee who ceases employment before preservation age.

There may at times be other exit reasons created through rationalisation to workforces. It is important to understand what impact these programs may have on the calculation of members RBF entitlements. Recent examples of programs treated as a redundancy for RBF purposes:

- VTESA - Voluntary Targeted Employment Separation Arrangement
- TVRA - Targeted Voluntary Redundancy Arrangement Programs NOT treated as redundancy for RBF purposes:
- WRIP - Workplace Renewal Incentive Program

If employees are unsure of the implication of a particular program, please contact your Principal Employer Support and Education Officer .

Retirement

A member is deemed to have retired when they cease gainful employment on or after attaining preservation age for any reason other than death, ill health, resignation, dismissal or redundancy.

Responsible Officer

The legislation governing the administration of the Retirement Benefits Fund requires that the Responsible Officer for an Agency, Employing Authority or Government Business Enterprise is either the Organisational Head or an employee assigned the duty of administering RBF's requirements for the organisation.

Duties may include:

- ▶ providing the Primary Employer Contact with information to allow for the annual review of the joint stakeholder plan priorities;
- ▶ being the go to person for the Employer for any matter relating to the Agencies RBF superannuation obligations;
- ▶ escalating systemic operational system issues or queries to RBF; and
- ▶ identifying any training needs.

Salary (Contributory Scheme)

Any amount paid by an employer to a complying superannuation scheme on behalf of an employee who has the option of receiving the amount as salary or in another form of benefit; and

- ▶ any amount paid for, or value assessed of non-salary benefits received by, an employee who has the option of receiving the amount as salary or in another form of benefit;

but does not include –

- ▶ any bonus or payment for special circumstances of an occasional nature; or
- ▶ any payment in respect of travelling or other work-related expenses; or
- ▶ any payment in respect of accrued recreation leave or long service leave that is not taken as leave but for which a lump sum payment is made; or
- ▶ any wages, allowances or discretionary benefits in respect of which contributions have not been paid by a person while an employee; or
- ▶ any increase in salary ratified after cessation of employment.

Note: From 1 July 2007 RBF was not able to accept personal contributions (non-concessional contributions) unless the member had provided their tax file number.

Salary sacrifice

An agreement made between the employer and employee where the employee foregoes part of their pre-tax salary in exchange for the employer making superannuation contributions on their behalf. Salary sacrifice does not affect the level of member or employer contributions required to be paid to the Contributory Scheme.

From 1 July 2005, Contributory Scheme members were able to salary sacrifice to the Contributory Scheme.

State Service Accumulated Leave Scheme (SSALS)

SSALS is an arrangement where employees work full-time over an agreed period but are paid a proportion of their normal salary. The unpaid hours are banked and taken as accumulated leave.

Scheme

Schemes administered by RBF are:

- ▶ Contributory Scheme
- ▶ Tasmanian Ambulance Service Superannuation Scheme
- ▶ State Fire Commission Superannuation Scheme
- ▶ Parliamentary Retiring Benefits Fund
- ▶ Parliamentary Superannuation Fund (no active members)

Short leave of absence without pay (Contributory Scheme)

Is a period of leave without pay consisting of 20 continuous working days or less.

Supplemental lump sum (Contributory Scheme)

The supplemental lump sum for each eligible member has been indexed since 30 June 1994 in line with the greater movements in Average Weekly Ordinary Time Earnings (AWOTE) and the Consumer Price Index (CPI). This is only payable in certain circumstances for pre 1994 members.

Surviving partner

A person determined by the Commission to be the surviving partner of an RBF member.

Workers compensation

Is a form of disablement benefit that all employers are required by law to have to cover accidents in the workplace. Workers compensation provides employees with a series of step down payments.

Rules

- 1. Payroll details**
- 2. Leave without pay**
- 3. Advance pay**
- 4. Employment status**
- 5. Backpay**
- 6. Workers compensation**
- 7. Salaries**
- 8. Contributions**
- 9. Membership**
- 10. Apportionment**
- 11. State Service Accumulation Leave Scheme**
- 12. Secondment**
- 13. Ill health (Insurance)**

Rule 1	Payroll details (Employer's are required to provide RBF with the following payroll information for each member)	Category	Scheme type
BR.1.1	Employee's details must be entered: <ul style="list-style-type: none"> - Name (full name) - Date of birth - Postal address - RBF membership number/s - Tax file number¹ 	Administration	All
BR.1.2	Salary details must be entered including any shifts, penalties and allowances (refer to the salary definition)	Administration	All
BR.1.3	Employment status must be notified as: <ul style="list-style-type: none"> - Permanent - Temporary/Fixed Term - Casual and - Employment percentage must be notified. 	Administration	All
BR.1.4	Contributions must be paid in line with the Contribution section below	Administration	All
BR.1.5	Any amendments, changes to employment must be notified to RBF. This may include: <ul style="list-style-type: none"> - personal contact details (if applicable) - contributions - leave without pay/advance pay - adjustments back pay/advance pay/ contributions - termination advice (if applicable) - return to work details (if applicable) - changes to FTE% (if applicable) 	Administration	All
BR.1.6	Employers must notify RBF when an employee terminates employment. Termination details must be notified: <ul style="list-style-type: none"> - exit date - reason for termination e.g. retirement, resignation, redundancy² <p>It is important to use the correct code as it can vary a members benefit options and entitlements.</p>	Administration	

¹ Employers are required by law to provide an employee's tax file number to the superannuation fund. Once notified it does not need to be provided on a fortnightly basis. ATO penalties up to \$1,100 per employee may apply. Where a tax file number is not provided to RBF any personal member contributions may be refunded if it is not supplied within 30 days.

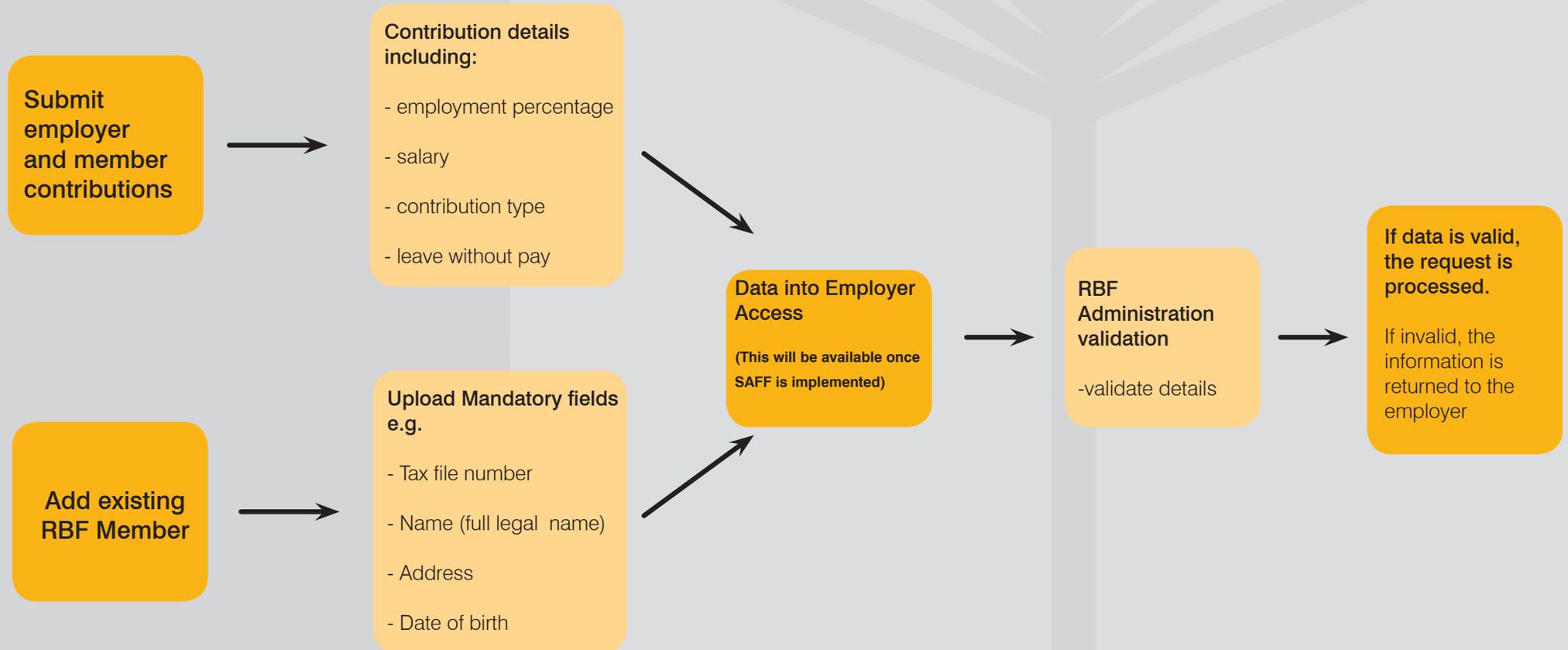
² Redundancy - support and information for employers

RBF is committed to providing the highest level of service to employers and members during redundancies.

We've developed a simple **6 step process** to assist employers as well as a range of supporting **fact sheets**, information packages and seminars for members.

For further information on the services we are offering to employers please contact our Principal Employer Support and Education Officer.

Payroll Details



Rule 2		Leave without pay (20 working days or less)	Category	Scheme type
	BR.2.1	The leave start date must be entered.	Administration	Contributory Scheme
	BR.2.2	The leave end date must be entered.	Administration	Contributory Scheme
	BR.2.3	The reason for leave must be entered as either: <ul style="list-style-type: none"> - parental leave (unpaid maternity leave, unpaid paternity leave, unpaid adoption leave) and cannot exceed 12 months; - sick leave (includes sick leave on less than full pay); - other (any leave without pay other than parental or sick leave); or - short leave (leave of absence of 20 working days or less). 	Administration	Contributory Scheme
	BR.2.4	All allowances received prior to commencement of leave must be maintained during the period of leave for benefit calculation purposes.	Salary	Contributory Scheme
	BR.2.5	Employment percentage of the member's substantive position must be maintained at the rate prior to the commencement of leave.	Administration	Contributory Scheme
	BR.2.6	The salary of the employee's substantive position immediately prior to commencement to leave must be notified to RBF.	Salary	Contributory Scheme
	BR.2.7	Where an employee reduces their hours due to invalidity, this must be notified to RBF.	Administration	Contributory Scheme
	BR.2.8	Rate of contribution must be maintained at the previous rate prior to leave inclusive of penalties or allowances for the following reasons: <ul style="list-style-type: none"> - leave with full pay; - short leave of absence without pay; - sick leave on less than full pay or without pay; - receiving an Interim Invalidity pension; or - participating in an accumulated leave scheme. 	Salary	Contributory Scheme
	BR.2.9	An employee who is in receipt of an Interim Invalidity pension must have the leave type notified as sick leave without pay.	Administration	Contributory Scheme
	BR.2.10	An employee who is on: <ul style="list-style-type: none"> - sick leave on less than full pay; - sick leave without pay; - Interim Invalidity pension. <p>May elect to defer contributions for up to a maximum of two years.</p>	Administration	Contributory Scheme
	BR.2.11	An employee who is on parental leave may elect to pay contributions: <ul style="list-style-type: none"> - at the rate prior to taking parental leave including any eligible salary increases; or - may elect to not pay contributions while absent from duty. 	Administration	Contributory Scheme

BR.2.12	A member on a period of long leave of absence without pay other than sick leave is not permitted to make contributions.	Administration	Contributory Scheme
BR.2.13	A member who is absent from work as a result of non-sanctioned industrial action is not considered to be leave without pay. The member's employment percentage needs to be adjusted to reflect the period of absence.	Administration	Contributory Scheme
BR.2.14	For short leave/periods of 20 working days or less, the member is required to maintain the payment of contributions at the rate applicable to the salary of their substantive position.	Administration	Contributory Scheme
BR.2.15	Short leave or periods less than 20 days are to be calculated using only Mondays to Fridays regardless of 10 or 14 day fortnight and public holidays are to be included as leave without pay days.	Administration	Contributory Scheme

Leave without pay - Administration

Parental leave and leave 20 working days or less

- maintain employee contributions and where applicable, adjust in line with any salary increases
- maintain any allowances prior to leave
- maintain employment percentage
- notify employee salary including allowances received prior to taking leave
- leave period 20 continuous working days or less must be calculated using only Monday to Friday's

Enter:

- start date of leave
- end date of leave
- reason for leave

Other leave

- Cease employee contributions

Sick leave

- maintain employee contributions and where applicable, adjust in line with any salary increases
- maintain any allowances prior to leave
- maintain employment percentage and where hours may reduce due to Interim Invalidity pension, this must be notified
- notify employee salary including allowances received prior to taking leave

Enter any changes
in end date of leave

Employee
takes leave
without pay

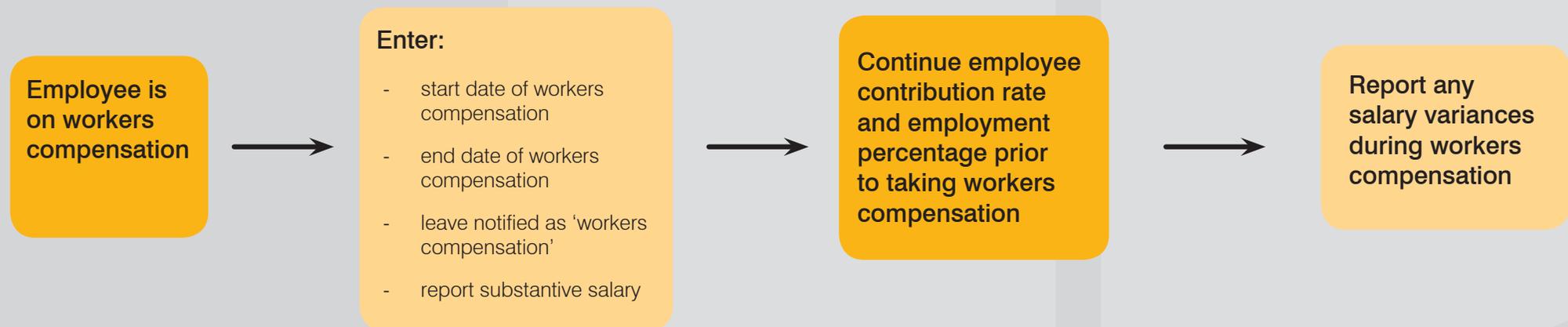
Rule 3		Advance pay	Category	Scheme type
	BR.3.1	Where advance pay has been paid, any following fortnights where salary is not paid a \$0 salary must be entered until the employee actually gets paid.	Administration	Contributory Scheme
	BR.3.2	Where advance pay has been paid, the start and end date of the applicable period must be entered.	Administration	Contributory Scheme
	BR.3.3	The contribution rate must be applied to the total salary paid including advance payments of salary.	Administration	All Defined Benefits Schemes

Rule 4		Employment status (permanent, fixed term, casual or temporary)	Category	Scheme type
	BR.4.1	Casual salaries are not to be included as salary.	Salary	All Defined Benefits Schemes
	BR.4.2	Any payments for casual salaries must be paid to the employee's account in a complying superannuation fund of their choice.	Salary	All Defined Benefits Schemes
	BR.4.3	Where a permanent employee of the Contributory Scheme is assigned additional roles/duties/position, it is not considered of casual nature and they remain eligible to contribute as a permanent employee.	Administration	Contributory Scheme
	BR.4.4	Where a permanent employee of the Contributory Scheme has a subsequent or additional employment (fixed term, temporary), they are not considered to be eligible to contribute for the second or subsequent position or role.	Administration	Contributory Scheme
	BR.4.5	<p>Change of employment status to casual</p> <p>Where a Contributory Scheme member changes employment status to casual, they are not permitted to remain a member of the Contributory Scheme. On termination of Contributory Scheme membership, the employer should:</p> <ul style="list-style-type: none"> - cease deducting member contributions to the Contributory Scheme; - advise RBF with written advice of the changes of employment status through EmployerAccess; and - advise the employee that they have fund choice for employer Superannuation Guarantee contributions and provide the employee with a ATO 'Superannuation (super) standard choice' form. 	Administration/ membership	Contributory Scheme
	BR.4.7	<p>Permanent full-time to permanent part-time</p> <p>A Contributory Scheme member who changes employment status from permanent full-time to permanent part-time is required to remain a member of the Contributory Scheme and to pay the necessary contributions.</p>	Administration	Contributory Scheme

Rule 5	Back pay	Category	Scheme type
BR.5.1	The back pay start date must be entered for which it applies to.	Administration	All Defined Benefits Schemes
BR.5.2	The back pay end date must be entered for which it applies to.	Administration	All Defined Benefits Schemes
BR.5.3	The reason of back pay must be stated.	Administration	All Defined Benefits Schemes
BR.5.4	Where back pay varies an employee's hours, then the employment percentage must be updated.	Administration	All Defined Benefits Schemes
BR.5.5	Contributions must be paid on all back pay (that meets the definition of salary) at the employee's applicable contribution rate.	Administration	All Defined Benefits Schemes
BR.5.6	Zero contribution must be reported on a fortnightly basis where no salary has been earned.	Administration	All Defined Benefits Schemes

Rule 6	Workers compensation	Category	Scheme type
BR.6.1	The workers compensation start date must be entered.	Administration	All
BR.6.2	The workers compensation end date must be entered.	Administration	All
BR.6.3	The reason for leave must be entered as workers compensation.	Administration	All
BR.6.4	The salary of the employee's substantive position immediately prior to commencement of workers compensation must be notified to RBF (including any penalties and allowances).	Salary	All
BR.6.5	Rate of contribution must be maintained at the previous rate prior to commencing workers compensation and is inclusive of penalties or allowances.	Administration	All Defined Benefit Schemes
BR.6.6	The value and effective dates of any increases to gross salary resulting from pay increments must be notified to RBF.	Salary	All
BR.6.7	The dates on which salary step-downs to 95% and 90% become effective and the value of the stepped-down salary or any other drops must be notified to RBF.	Salary	All

Workers compensation - Administration



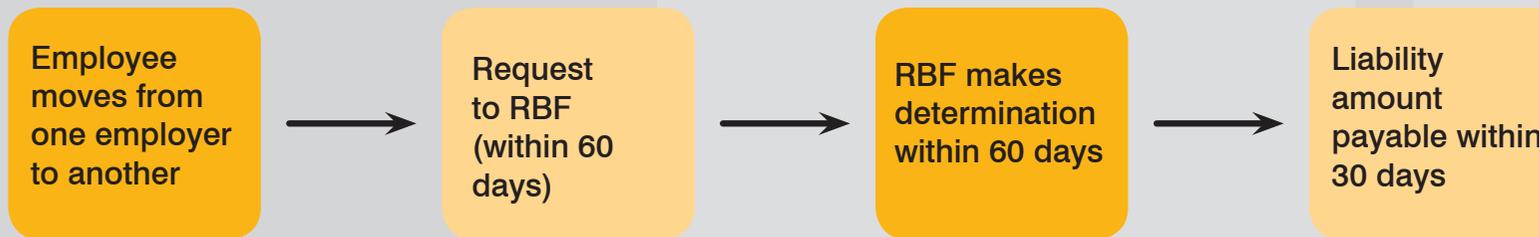
Rule 7	Salaries	Category	Scheme type
BR.7.1	Ordinary time earnings (OTE) are not applicable to RBF as RBF has its own definition of salary for the purposes of superannuation in accordance with the RBF Regulations.	Salary	All Defined benefit Schemes
BR.7.2	Salary includes: <ul style="list-style-type: none"> - wages; - allowances; - discretionary benefits paid or payable to a person whilst an employee (including amounts paid by an Employer to a complying superannuation fund on behalf of an employee who has the option of receiving the amount as salary or another form of benefit); - where an agency has approved an employee who is permanent or permanent part-time, salary loading in exchange for recreational leave or long service leave, can be included as salary. 	Salary	Contributory Scheme
BR.7.3	Salary does not include: <ul style="list-style-type: none"> - any bonus or payment for special circumstances of an occasional nature; - payment in respect of travel or other work-related expense i.e. uniform; - payment in respect of accrued recreation leave or long service leave that is not taken as leave for which a lump sum payment is made. 	Salary	Contributory Scheme
BR.7.4	Where salary packaging is offered, all benefits that are not cash must be reported including the value.	Administration	All
BR.7.5	If employee's salary varies, this must be notified to RBF.	Salary	All
BR.7.6	Contributory Scheme members who have a salary increase ratified after cessation of employment will not have their benefit recalculated to affect the increase.	Salary	Contributory Scheme
BR.7.7	Maintenance of salary where a reduction occurs A Contributory Scheme member whose base salary has been reduced may elect, within one year after the reduction, for approval to pay contributions on the higher salary received immediately prior to the reduction: <ul style="list-style-type: none"> - where salary is reduced because of the removal of an allowance, the member must make a separate election to RBF - members cannot maintain salary at a previous higher rate where a reduction has occurred as a result of part-time employment or participation in the State Service Accumulated Leave Scheme - employers must change the member's contributions and salary details once RBF provides instruction - contributions are required to be deducted at that rate until, by reason of subsequent salary increases - the member's salary is greater than the salary received prior to the reduction taking place 	Salary	Contributory Scheme

Rule 8	Contributions (contribution limits apply, refer to the ATO)	Category	Scheme type
BR.8.1	Employers must make employer contributions for all Contributory Scheme members at the applicable rate as determined by the Actuary and is payable until age 70.	Contributions	All Defined Benefit Schemes
BR.8.2	Member personal and employer contributions cannot be split.	Contributions	All
BR.8.3	An RBF member must make personal contributions up until the age of 70 years unless an election to not contribute is made to the fund after a member turns 65 years.	Contributions	Contributory Scheme
BR.8.4	An RBF member must make personal contributions unless an election to vary contribution rate form to opt out is received by RBF. RBF will provide instruction to the employer if an election is received.	Contributions	Contributory Scheme
BR.8.5	Contributions cannot be paid for members over age 70.	Contributions	Contributory Scheme
BR.8.6	An employee may make salary sacrifice contributions to the Contributory Scheme but may not make member contributions while making salary sacrifice contributions.	Contributions	Contributory Scheme
BR.8.9	An employee must make contributions at a minimum of 5% (unless pre-approved to make contributions at 2.5%) of salary in increments of 1% up to 15% of salary.	Contributions	Contributory Scheme
BR.8.10	Where an employee is currently making contributions at 2.5%, an application and medical examination must be made and approved by RBF before any increase to contributions can commence.	Contributions	Contributory Scheme
BR.8.11	Contributions must not be varied unless an election to vary contribution rate form completed by the employee is received by RBF. RBF will instruct the employer to vary the employee's rate of contribution.	Contributions	Contributory Scheme
BR.8.12	Employee contributions must cease if an employee ceases employment.	Contributions	Contributory Scheme
BR.8.13	Any salary packaging or salary sacrifice agreement must include sufficient salary to allow for payment of mandatory employee contributions.	Contributions	All
BR.8.14	Zero contribution must be reported on a fortnightly basis where no salary has been earned.	Contributions	All
BR.8.15	Each fortnight, a claim will be forwarded to employers for the payment of the state share of benefits paid to members by the Commission. The claim will be for either a one-off payment if the benefit has been taken as a lump sum or an ongoing fortnightly payment if the benefit has been taken as an ill health or Contributory Scheme Life Pension. Employers must ensure that the required payment is sent to RBF within seven days of a claim being issued. The Commission may impose interest on any payments not received by the due date.	Administration	All Defined Benefits Schemes
BR.8.17	Salary Sacrifice contributions will have 15% contributions tax deducted upon receipt into the fund. These contributions should be grossed up to ensure you are complying with the Salary Sacrifice Agreement.	Contributions	All

Rule 9	Membership	Category	Scheme type
BR.9.1	If long service leave is paid based on a different employment percentage to the employee's substantive employment percentage, this must be notified to RBF.	Membership	All Defined Benefits Schemes
BR.9.2	Employees must be members of the Contributory Scheme and either a full-time or part-time Tasmanian public sector employee as at 14 May 1999.	Membership	Contributory Scheme
BR.9.3	Employees who are: <ul style="list-style-type: none"> - casual employees; or - aged 65 and their permanent hours are reduced to below 10 hours per week; or - employed under a prescribed contract of employment that specifies the superannuation fund that contributions are to be paid to; cannot remain Contributory Scheme members.	Membership	Contributory Scheme
BR.9.4	An employee of the Contributory Scheme who changes employment status from permanent full-time to permanent part-time is required to remain in the Contributory Scheme and pay the necessary contributions.	Membership	Contributory Scheme
BR.9.5	An employee who ceases to be a permanent employee but remains employed in a temporary capacity can remain in the Contributory Scheme unless they elect in writing to cease their membership.	Membership	Contributory Scheme
BR.9.6	No new Contributory Scheme memberships should be established unless advised by RBF.	Membership	Contributory Scheme

Rule 10	Apportionment	Category	Scheme type
BR.10.1	The current Employer may request RBF within 60 days after the date the new employment commences, to apportion the employer liability.	Membership	Contributory Scheme
BR.10.2	RBF has 60 days from receipt of the employer request to make a determination.	Membership	Contributory Scheme
BR.10.3	The dollar amount payable is to be made by the former Employer to the current Employer within 30 days after the date of RBF's determination of employer liability.	Membership	Contributory Scheme
BR.10.4	Apportionments can be made where an employee is appointed, transferred or promoted from: <ul style="list-style-type: none"> - a prescribed authority to another prescribed authority; or - a prescribed authority to a non-funding Employer; or - a non-funding Employer to a prescribed authority. 	Membership	Contributory Scheme

Apportionment - Administration



Rule 11		State Service Accumulation Leave Scheme (SSALS) (Purchase Leave Scheme)	Category	Scheme type
	BR.11.1	SSALS agreement must be provided to RBF.	Administration	All
	BR.11.2	The SSALS start date must be entered.	Administration	All
	BR.11.3	The SSALS end date must be entered.	Administration	All
	BR.11.4	Employee contributions must be maintained on the employee's actual salary received.	Salary	All
	BR.11.5	The employee's employment percentage must reflect the employment percentage which salary is based and paid on.	Salary	All
	BR.11.6	On completion of the SSALS agreement, the employment percentage and contributions needs to be adjusted to reflect the new employment arrangement.	Salary	All

Rule 12	Secondment	Category	Scheme type
BR.12.1	The secondment start date must be entered.	Administration	Contributory Scheme
BR.12.2	The secondment end date must be entered.	Administration	Contributory Scheme
BR.12.3	The employee's employment percentage needs to be notified to RBF.	Administration	Contributory Scheme
BR.12.4	The salary of the employee's substantive position immediately prior to commencement of secondment must be notified to RBF.	Salary	Contributory Scheme
BR.12.5	The name of the seconding organisation must be notified to RBF.	Administration	Contributory Scheme
BR.12.6	A signed copy of the employee's seconding arrangement must be notified to RBF.	Administration	Contributory Scheme
BR.12.7	Any reduction or extension to the period of secondment must be notified to RBF.	Administration	Contributory Scheme

Secondment - Administration

Employee takes a secondment



Enter:

- start date
- end date
- substantive/seconded salary
- name of the seconding employer
- copy of the secondment agreement



Enter:

- any changes to substantive/seconded salary
- any reduction or extension in period of secondment

Ill health

Insurance claim information is between RBF and RBF members. Due to Privacy RBF is not able to disclose or discuss insurance benefits relating to a member or a group of members with an employer. RBF will notify an employer when a benefit commences or ceases and the benefit payment period for resourcing purposes only.

It is the employers responsibility to ensure the member information provided to RBF for superannuation reporting purposes is true and correct as it may significantly impact a members superannuation, insurance benefits, cover, and eligibility.

Rule 13		Ill health (Insurance)	Category	Scheme type
	BR.13.1	Employers must complete the Employer Statement section of the Ill Health form as soon as possible and return it to RBF.	Insurance	All
	BR.13.2	Employers must report any changes ¹ to members salary, service or employment details particularly while a member is on claim or a return to work program. Including members who are on an RBF interim pension where contributions are deducted from the members benefit.	Insurance	All
	BR.13.3	Employers should refer all employee insurance queries to RBF	Insurance	All

¹If an RBF member has submitted a claim or is on a claim and RBF receives a termination advice the member may not be entitled to any insurance cover or their cover may cease. Refer to RBF in all instances where you are aware of a member who is on claim or is intending to claim if you need any assistance.

Ill health (Insurance)

