Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Classification of Professional Staff

Establishment: CWA 2006-2008

Last Amended: 7 August 2014 - Enterprise Agreement 2014 to 2017

Nature of Amendment: Update to terminology

Date Last Reviewed:

Responsible Officer: Director, Human Resources

ENTERPRISE AGREEMENT 2014–2017, CLAUSE B1 CLASSIFICATION OF PROFESSIONAL STAFF

B1.1 [Classification] Professional staff appointments, other than those for staff described under A7.4, apprenticeships and traineeships, will be classified in accordance with the Professional Staff Classification Descriptors as set out in Schedule 10.

B1.2 [Classification linking] The University may link any position providing that it is classified at the level appropriate to the duties to be undertaken in accordance with the Professional Staff Classification Descriptors.

B1.3 [Reclassification] Other than positions established under Clause B1.2, where there has been a significant increase in the work value of a position due to a substantial change in responsibilities as approved by the supervisor, a staff member or a supervisor may request a reclassification of a staff member’s position.

B1.4 [Applications for reclassification] will be submitted to Human Resources in accordance with the University’s reclassification procedures.

B1.4.1 Where there is clear evidence that a reclassification is justified, Human Resources will make a determination and advise the applicant accordingly; or
B1.4.2 Where, in the view of Human Resources, reclassification is not justified, Human Resources may discuss with the applicant and/or supervisor other options available to resolve the matter e.g. classification linking or reward/recognition strategies, if appropriate.

B1.4.2.1 Where this does not resolve the matter, the case file of information upon which Human Resources’ decision was made (comprising the original application plus any additional documentation gathered/generated by Human Resources in assessing the application and attempting to resolve the matter, where appropriate) will be referred to the Reclassification Review Standing Committee for a final determination.

B1.5 [Reclassification Review Standing Committee]

B1.5.1 The Committee will comprise five (5) members as follows:

- Chairperson – nominated by the University from a small panel of potential chairs agreed by the University and Unions;
- Two (2) members nominated by the Vice-Chancellor;
- Two (2) members nominated by the union members of the University Consultative Committee.

B1.5.2 The Chair will be non-voting except that, where all reasonable attempts to reach consensus have failed, she/he will have a casting vote.

B1.5.3 Committee members must be trained in the process of reclassification as a condition of membership.

B1.5.4 Meetings of the Committee will be scheduled for up to three (3) times per year.

B1.5.5 The role of the Committee is to consider the matter and to make a determination that:

B1.5.5.1 reclassification is not justified; or

B1.5.5.2 reclassification is justified; or

B1.5.5.3 reclassification is not justified but the Committee wishes to make a recommendation that alternative arrangement(s) be considered/re-considered.

B1.6 The decision of the Reclassification Review Standing Committee will be final and no further action may be taken under this or any other review, appeal or disputes provision of this Agreement.

Reclassification Procedures

1. Applications

Where there has been a significant increase in the work value of a position due to a substantial change in responsibilities as approved by the supervisor, a staff member or supervisor may request the Director, Human Resources to review the classification of the staff member’s position. The request must be made in writing on the Application for Reclassification form.

2. Position Descriptions
Applications for reclassification must be accompanied by copies of the existing and draft revised Position Descriptions, and an organisational chart depicting classification levels and reporting lines within the immediate work area.

3. Process

The application will be processed in accordance with B1.4 – B1.6 and the applicant notified of the outcome accordingly. If the Senior Human Resources Adviser processing the application requires clarification or further information on any aspect of the application, she/he may seek a meeting or telephone interview with the staff member and/or supervisor. It may also be appropriate to seek further information from independent work colleagues or clients.

4. Notification of outcome

The Director, Human Resources will advise the incumbent, her/his supervisor, the Dean of School/Head of Division, and the Executive Dean/Portfolio Head in writing of the classification decision.

5. Timeframe

The initial process of review of the application by Human Resources will normally be completed within three (3) months of the date of receipt by the Director, Human Resources of the complete written application. Applications which are referred to the Reclassification Review Standing Committee may take longer, depending on the timing of the next available meeting of the Committee.

6. Date of Operation

If, as a result of an application for reclassification, a post is reclassified to a level to which a higher salary applies, then the date of operation of the reclassification will be either:

- the first Monday after the date the incumbent is notified of the change in classification, or
- the first Monday after a period of thirteen (13) weeks from receipt of the completed application by the Director, Human Resources,

whichever is the earlier.

Related Links

[Professional Staff Classification Descriptors](#)

[Application for Reclassification](#)