

Name of Procedure	Position Classification Procedure for General Staff
Description of Procedure	<i>This procedure outlines the process for evaluating and classifying general staff positions.</i>
<input checked="" type="checkbox"/> New Procedure <input type="checkbox"/> Revision	
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

Human Resources Directorate

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1. Procedure Purpose

This procedure informs general staff and supervisors of the process for classifying general staff positions at ACU utilising the Position Classification Request Form.

2. Application of Procedure

This procedure should be read in conjunction with the Position Classification for General Staff Policy and applies to all general staff positions up to and including Level 9.

3. When to review Position Descriptions for classification

Positions should normally be evaluated when:

- A new position is established;
- A position will be advertised and the position description is no longer current;
- The position has changed in a significant way;
- The position has not been evaluated for a number of years; or
- Organisational change is planned.

4. Updated PDs

For changes that the supervisor considers are not significant and do not impact on the nature of the role or the level at which it is expected to operate, evaluation is not necessary.

The supervisor should contact and discuss with their local Human Resources Consultant the scope and nature of the changes in order to be informed on the relevant classification process.

Position descriptions that have been updated with no significant changes to the role should be signed, scanned and submitted to Human Resources using the email mailbox classificationsgs@acu.edu.au.

If the changes appear to warrant an evaluation of the position the Human Resources Consultant will discuss the process with the supervisor, before considering referral for evaluation to the Classification Review Subgroup.

5. Requests for classification

For all requests to classify a position the completed "Position Classification Request" form and documentation should be signed, scanned and submitted to Human Resources using the email mailbox classificationsgs@acu.edu.au.

Normally, a staff member and/or their supervisor may submit only one request for evaluation of an existing position in a 12-month period.

6. Requests for classification of an existing position:

When considering whether an existing position needs to be classified, supervisors should consider whether the changes are significant and impact on the level at which the position is operating.

Classification is not appropriate:

- When volume of work has increased but the level of task is the same
- As a mechanism for salary increase on the grounds of personal merit or performance

There may be reward and recognition flexibilities that can be utilised and a discussion should be initiated with the local Human Resources Consultant.

7. Staff initiated requests:

A General Staff member may submit a request for their position to be reviewed directly to Human Resources. It is the normal expectation that a submission for a classification review should have undergone consultation between the supervisor and the staff member, and vice versa.

Where a staff member has submitted a request for review without consulting their supervisor, the Human Resources Consultant will:

- a. Liaise with the staff member in order to establish whether the staff member has consulted with and sought the support of their supervisor; and
- b. Liaise with the supervisor, advising a request for a classification review has been received from the staff member.

The role of the Human Resources Consultant will be to enable a discussion with the supervisor and the staff member to ensure the accuracy of the context and content of the submitted request for review and associated documentation.

Where agreement is not reached, the Human Resources Consultant will arrange a Classification Review Subgroup. In order that a fair and equitable decision is made by the Classification Review Subgroup relevant additional documentation will be sought from both the staff member and the supervisor.

The *staff member* will provide:

- a. A copy of the current position description
- b. A statement advising how the current position description differs from the proposed position description
- c. How the proposed position description meets the business and organisational goals of the unit.
- d. Any other information the staff member may consider relevant to consideration of the classification of the position.

The *supervisor* will provide:

- a. A statement confirming or not the duties required to be performed described in the proposed position description;
- b. Including the proposed impact on the work organisation of the unit.
- c. Any additional information the supervisor may consider relevant to the consideration of the classification of the position.

The role of the Classification Review Subgroup will be to classify the position based on the material submitted. It is not the role of the Classification Review Subgroup to make comment on or consider matters pertaining to how an organisational unit operates, is managed or how work is organised.

8. Classification Process

Positions will be classified by the Classification Review Subgroup using DWM (primary) and where necessary Hay (secondary) classification methodologies.

Classifications will be done on an as needs basis by two members of the Classification Review Panel, one Union nominated and one Human Resources nominated.

Changes to the position description may be recommended by the Classification Review Subgroup/Committee as part of the classification process.

Once a decision has been made by the Classification Review Subgroup/Committee, no additional information provided after this can be considered. Any additional information must be submitted as part of a new request for classification.

In the event that the Subgroup is unable to make a decision, the matter will be referred to the Classification Review Committee which meets up to four times per year.

A staff member cannot participate in a Classification Review Subgroup/Committee while a position in her/his own functional unit, their own position, or a position she/he directly supervises, is being evaluated.

The Classification Review Subgroup/Committee may contact the supervisor of the position and where relevant both the supervisor and the staff member together.

The outcomes from the Classification Review Subgroup/Committee will be recorded in the relevant database and a report circulated to all members up to four times per year.

9. Effective Date of Classification

The Human Resources Consultant will advise the supervisor and the staff member of the decision of the Classification Review Subgroup/Committee via email, with formal advice attached to the email. The Human Resources Consultant will be available for discussion on the outcome of the review.

The date of effect for all classification decisions will be the date on which the relevant Classification Review Subgroup/Committee met and classified the role.

10. Appeals

A staff member may appeal the decision of the Classification Review Subgroup/Committee, in accordance with the Staff Appeals Policy

The unsuccessful applicant may only appeal a classification outcome on the grounds that a breach of procedure occurred which materially affected the committee's decision.

The Appeals Committee will not consider any additional information submitted after the Classification Review Subgroup/Committee has made a decision.

11. Further Assistance

For further assistance, staff should consult their supervisor, in the first instance, or the local Human Resources Consultant.