

# Revised clauses

Implemented administratively from 1 January 2014

## Clause 43

### General staff classifications

All general staff positions, whether filled on an ongoing, fixed term or casual basis, will be classified according to the HEW position classification standards, which are attached as Schedule 6, at whichever classification corresponds to the work performed by the employee. All appointments to general staff positions up to and including HEW level 10, other than those appointed to apprenticeships, traineeships or on Government training schemes, will be made in accordance with these standards.

## Clause 44

### Position descriptions (General staff employees)

- 44.1** All employees will have an agreed position description that matches the position they occupy. Position description content will follow the University-prescribed format and will be consistent with the HEW Position Classification Standards.
- 44.2** The position description must be approved by each of the supervisor, Dean/Director and the job incumbent.
- 44.3** If such approval is not achieved in a reasonable time any of the above three parties may refer the matter to the Director, Human Resources who will attempt to resolve the matter by agreement with the parties. If still not resolved, the matter shall then be dealt with according to Clause 70 Resolving Workplace Disputes Arising From This Agreement.
- 44.4** Position Descriptions for existing positions will be reviewed as follows:
- 44.4.1** at the time of the annual Performance Review and Development Program which sets objectives for performance and development; or
  - 44.4.2** at any time there is a proposal for job redesign; or
  - 44.4.3** at the request of the employee or the employee's supervisor.
- 44.5** No employee shall refuse to perform duties that are reasonably required, consistent with the employee's position description and classification and which the employee is competent to perform.

## Clause 45

### Reclassification of positions (General staff employees)

- 45.1** The reclassification of positions shall be considered by a Reclassifications Committee (the Committee) comprising:
- a Human Resources Manager or senior HR Officer;
  - a general staff member nominated by the Director, Human Resources, with experience in the area of the position being considered; and
  - two general staff members nominated by the relevant union.

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- 45.2** All Committee members must be trained in objective work value assessment and in the classification of position descriptions and interpretation of the HEW position classification standards, and must not be an immediate supervisor or team member within the work unit of the position being considered for reclassification.
- 45.3** Upon lodgment of an application for reclassification with Human Resources, Human Resources will establish the Committee, advise the incumbent of lodgment and provide preliminary procedural advice to the incumbent. The Committee will meet at least every two (2) months to consider applications, with University representatives and the unions meeting in each December to set dates for the coming year for the bi-monthly Reclassification Committee meetings. Such meetings will be scheduled to coincide with the meeting dates set for the Classification of New Positions.
- 45.4** Documentation for position descriptions submitted for reclassification will be circulated two (2) weeks prior to the scheduled meeting to allow for conflicts of interest to be declared.
- 45.5** The Committee shall apply the HEW Position Classification Standards as the determinant of the classification of positions from HEW 1 to HEW 10.
- 45.6** The Committee will consider a reclassification submission from an employee and/or supervisor who submits that there has been a substantial change to the duties, responsibilities and overall work value of the employee's position such that the position now substantially meets the position classification standards at another level.
- 45.7** The Committee's deliberations shall be based on the approved and signed position description together with the position classification questionnaire signed by the incumbent, supervisor and Dean/Director as well as any other agreed documentation. Where the Committee believes that more information is required in order to clarify the meaning of anything in the documentation, the Committee shall make a request for further agreed documentation in answer to its queries, and if the matter cannot be agreed may make such inquiries as it considers necessary, e.g. workplace visit. The position title will play no part in the determination of classification.
- 45.8** If, in the view of the Committee, the position description and other documentation do not adequately describe the position for the purposes of classifying it, the Committee will seek further information from the applicant and, if required, their supervisor to ensure the position description is accurate and provides an adequate description of the position for resubmission. The applicant may seek advice from Human Resources in relation to the format and structure of the position description, and the classification standards.
- 45.9** Research positions will be classified according to the duties required, not on the basis of the grant funds applied for or received.
- 45.10** Attending training for or undertaking duties associated with membership of a Classification or Reclassification Review Committee will be recognised as work, and adequate time release will be permitted for authorised employees subject to the operational needs of the School or relevant work area.
- 45.11** The deliberations of the Committee shall be confidential.

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- 45.12** The Committee's decision shall be made normally by consensus. If consensus is not achieved, a majority decision prevails but a Committee member can indicate to the Committee that a minority report may be submitted directly to the Director, Human Resources. The Director, Human Resources will forward the Committee's decision and any minority report to the Vice-Chancellor for approval or non-approval within ten (10) working days of the conclusion of the Committee's deliberations. The Vice-Chancellor may seek advice and/or clarification on the Committee's recommendation.
- 45.13** The applicant for reclassification will be notified in writing of the outcome together with the Committee's reasons within three (3) weeks of the conclusion of the Committee's deliberations.
- 45.14** The effective date of an approved reclassification shall be the date on which the fully completed application for reclassification is received by Human Resources, unless the Committee recommends an earlier date.

## Clause 46

### Reclassification review

- 46.1** An employee may write to the Vice-Chancellor within ten working days of being informed of the reclassification decision and request a review of the decision. The employee's written request must include evidence of the alleged procedural irregularity, improper documentation or misapplication of the classification descriptors relied on as grounds for the review.
- 46.2** The Vice-Chancellor shall refer the request to a Reclassification Review Committee (Review Committee) comprising:
- 46.2.1** one trained general staff member nominated by the relevant union;
  - 46.2.2** the Director, Human Resources (or nominee); and
  - 46.2.3** a Chair who will be a DVC (or equivalent officer) or their nominee and mutually agreed by the Committee.
- No member of the original Classification Committee may be a member of the Review Committee.
- 46.3** The request for review must specify which one or more of the following grounds are relied upon:
- 46.3.1** that the process of decision-making was seriously flawed;
  - 46.3.2** that the Committee's deliberations were based on inaccurate or inappropriate documentation;
  - 46.3.3** that the classification descriptors were not properly applied, and/or were applied inconsistently with other comparable classification decisions across the University.
- 46.4** The Review Committee shall meet and consider an appeal within four weeks (or up to six weeks if agreed between the parties in a particular instance) of receiving the review request.

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- 46.5** The Review Committee may decide to receive only written submissions from the incumbent, the University and the union, or may decide to conduct a hearing. If the Review Committee finds that any of the grounds for review are made out, it shall determine the appropriate classification for the position.
- 46.6** The Review Committee will provide reasons for its decision in writing to the relevant parties.
- 46.7** The recommendation(s) of the Review Committee, namely;
- 46.7.1** that the appeal be dismissed; or
- 46.7.2** that the position should be reclassified, shall be sent to the Vice-Chancellor whose decision is final.
- 46.8** The effective date of an approved reclassification shall be the date on which the application for reclassification was first received by Human Resources, unless the Review Committee recommends an earlier date.

## Clause 47

### Classification of new general staff positions

- 47.1** For vacant positions at the HEW 1 to 8 level that are either new or have significantly changed and have an appointment period longer than twelve (12) months, the HEW classification will be determined by a Classification Committee (New Positions) prior to advertising (whether internal or external).
- 47.2** The Classifications Committee (New Positions) will consist of:
- two Human Resources employees;
  - two General Staff members nominated by the relevant union.
- 47.3** All Committee members must be trained in the classification of position descriptions and interpretation of the HEW position classification standards, and must not be an immediate supervisor or team member within the work unit of the position being considered for classification.
- 47.4** Human Resources will administer and manage the recruitment function and provide an administrative service to the Classifications Committee (New Positions). The University and unions will meet in December to set dates for monthly meetings of the Classifications Committee (New Positions) for the coming year. If urgent recruitment action is required the Classifications Committee (New Positions) will classify the HEW level via email, with an expected 'turn around' time of three (3) working days. If consensus on the determined HEW level cannot be reached by members of the Committee by email, the Committee will meet as soon as practicable.
- 47.5** The Committee will examine the relevant documentation including the proposed position description and make a recommendation to the Director, Human Resources within three (3) working days of the conclusion of the Committee's deliberations.
- 47.6** The Committee may seek further information about the new position during its deliberations and normally reach its decision on the appropriate HEW level by consensus. If consensus is not achieved, a majority decision prevails and a minority report to the Director Human Resources may accompany the majority decision.

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- 47.7** The Director, Human Resources will give full consideration to the decision of the Classifications Committee (New Positions) and will only not approve the advertising of new positions where extenuating circumstances are evident (e.g. equity issues, strategic priorities have changed) that warrant that the position not be progressed at this particular time.
- 47.8** In exceptional circumstances the Vice-Chancellor may require the Director, Human Resources to advertise a new position immediately after determining the HEW classification level himself/herself.

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