



Curtin University

Position Reclassification Guidelines – General Staff

HUMAN RESOURCES

(JUNE 2012)

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PURPOSE/SCOPE

These guidelines have been produced to guide line managers and general staff in the requirements and process of position reclassification within the University. They:

- Outline key aspects of clause 20.6 of the *Curtin University of Technology General Staff Enterprise Agreement 2009-2012* (the Agreement), and
- Provide guidance on applying relevant aspects of the Agreement.

These may not cover all situations or circumstances and therefore should not be relied upon as the sole source of advice. Line managers and staff are encouraged to consult Human Resources about queries regarding position reclassification. Please contact Human Resources on 9266 9090.

DEFINITIONS

For the purposes of these guidelines the following terms will apply:

Line Manager means the staff member to whom a staff member directly reports.

Work value is assessed by measuring the work content or the relative worth of the position in achieving an organisation's objectives. It is assessed by considering a number of factors including the duties and responsibilities, essential criteria requirements, including qualifications, experience and skills required to perform the duties of the position. Work Value Principle requires that there be a significant net increase in the work value of a position before an increase in classification level would be warranted. It is not sufficient that there be a mere change in the work. The value of that change must be significant.

Work volume is the workload or amount of work undertaken, and should not be confused with work value.

Assessment is the process used to measure the relative worth of positions within an organisation at a point in time.

Classification Determination is the outcome of the assessment process that results in the allocation of a level to a position.

Substantive occupant is a staff member who has been appointed to the position under review on a continuing basis or a fixed term staff member whose appointment is to a vacant position.

Valid Comparison is a position that is comparable to the position under review in its functions, responsibilities and accountabilities, line management responsibilities, organisational hierarchy.

Internal review is a review of the initial assessment process undertaken to determine if reclassification is warranted.

External assessment is an assessment of the reclassification submission by an independent external assessor.

Position Description (PD) is an approved University document which outlines the accountabilities and responsibilities of a position and the essential and desirable criteria required to undertake the position.

INFORMATION FOR MANAGERS AND STAFF

1. The assessment of the work value of a position is the measure of the relative worth of positions within an organisation at a point in time.
2. The University has the right to determine the title, classification level, organisational structure, duties and the essential criteria requirements of:
 - any new or vacant position; and
 - current position or groups of positions;
3. Applications for reclassification of a position may be made by the line manager or a staff member(s) who substantively occupies the position or group of positions.
4. The staff member may submit an application for a position reclassification with or without the support of the line manager and Head of School/Head of Area. However, the line manager **and** Head of School or Area and (where applicable) the Executive Manager are required to sign off on the [Application for Position Reclassification](#) form prior to it being submitted to Human Resources for assessment.
5. Line managers are also eligible to submit requests for position reclassification for positions which fall under their line management. Where the line manager initiates a reclassification process there is **no** requirement to gain the staff member's agreement to the Position Description.
6. A staff member may make an application for reclassification no more than once every 24 months, unless otherwise authorised by the Director, Human Resources.
7. Line managers are not restricted to one application for reclassification of a position in a 24 month period.
8. Independent reclassification submissions will not be accepted during a change management process where it is reasonably discernable that the duties and responsibilities of position(s) within the work area may be affected by change. All positions must be considered in the context of the overall change proposed.
9. Positions within an organisational unit should be evaluated in the order from the highest level in the structure down to the lowest, i.e. management positions must be

evaluated first before subordinate positions, so it is important that Human Resources are made aware of all changes that are occurring in the organisational unit in order to effectively evaluate positions.

10. Positions HEW 1 – 10 are evaluated internally by staff trained in job evaluation within the Remuneration & Appointment Services Team in Human Resources.

11. Positions likely to be HEW 11 and above are evaluated external to the University by Hay and Mercer.

POSITION ASSESSMENT PROCESS

Existing positions require formal assessment for possible reclassification when there have been significant changes to the position that are deemed to be ongoing in nature and may have resulted in a significant increase in the work value of the position.

The work value of a position at Curtin is assessed in accordance with the Work Value Descriptors contained within Schedule 8 of the Agreement. To ensure consistency and equity in the classification process, the University uses several tools to make an overall assessment of the classification of a position. These include:

- the use of a specialised Hay Group software package known as “Decision Tree” also known as “Job Evaluation Manager (JEM)”.
- the use where applicable of internal comparison positions to ensure internal relativities are maintained.
- in cases where the position is unique or of a specialised nature, external comparisons from within the higher education/government sector will be considered.

SCOPE OF WORK VALUE ASSESSMENT

Changes in a position may result from the duties/responsibilities having significantly evolved over time, inclusion of new duties or from a redistribution of duties within a work area.

The University will determine the classification level of a position by undertaking an overall assessment of the following:

- consideration of the position in relation to the work value descriptors as detailed in Schedule 8 of the Agreement;
- changes to the position taking into consideration the duties, responsibilities, essential criteria requirements and organisational hierarchy of the role;
- valid comparable positions to ensure equity and consistency in measurement of work value; and
- the ongoing nature of the changes to the duties, responsibilities and essential criteria requirements.

All of the above factors are considered in making an overall assessment of work value – one factor alone is unlikely to demonstrate an increase in the relative worth of a position.

OUTSIDE OF THE WORK VALUE CONSIDERATIONS

The following factors or circumstances **are not** valid considerations in the assessment of work value:

- The occupant's performance in the position.
- Length of service of the occupant.
- Qualification, skills and experience the occupant may have that are not directly relevant to the position under review.
- Anomalies and inequities in terms of other positions within the University.
- One-off short term duties performed in addition to the staff member's substantive position description or a one-off specific task or project is not considered as a basis for reclassification. This situation should be reviewed in accordance with the options available under the [Additional Remuneration Procedures](#).
- An increase in the work volume alone is not considered the basis for reclassification, there must be a demonstrated change/increase in work value.

STAFF MEMBER ELIGIBILITY

In order to be eligible to apply for a position reclassification, a staff member must:

- be employed under the terms and conditions of the Agreement;
- be employed on either a fixed term contract or a continuing appointment, on a part time or full time basis;
- occupy a General Staff position from HEW Level 1 to HEW Level 10a and 10b*;

** Note: HEW level 10c is outside of the Agreement, being part of the Curtin Executive & Senior Management Classification Structure.*

APPLICATION FOR A POSITION RECLASSIFICATION

There are two types of position reclassification applications

1. an application at the request of the staff member (i.e. staff member initiated)
2. an application at the request of the line manager (i.e. University initiated)

STAFF MEMBER INITIATED APPLICATION FOR A POSITION RECLASSIFICATION (STEPS 1 – 7)

- Step 1.** A Work Planning and Performance Review (WPPR) must be completed within the previous 12 months from the date the application is submitted to Human Resources by the staff member and their relevant line manager, prior to a staff member submitting an application for a position reclassification. Through this WPPR discussion, it may be identified that there are significant changes to the position requirements. If it is identified that there are significant changes to the position requirements, this may result in a change in the work value of the position and possibility of the need for reclassification.
- Step 2.** An agreed PD is developed between the staff member and relevant line manager. In the absence of an agreed Position Description, the staff member should have as many duties/ responsibilities and essential criteria requirements as possible, within the Position Description, agreed with their **line manager**, plus have evidence of the requirement to undertake the disputed duties in the PD.
- Step 3.** The [Application for Position Reclassification](#) form (with the new agreed PD attached) must be signed off by the line manager and the Head of School/Head of Area and (where applicable) the Executive Manager. The line manager must complete the Verification Section of the [Application for Position Reclassification](#) form outlining their response to the claimed duties and essential criteria requirements and the reasons why they disagree with the claim of the staff member in relation to any disputed duties.
- Step 4.** The Director, Human Resources or nominee will undertake an assessment of the reclassification documents and make a reclassification determination in accordance with the Agreement, in a fair and reasonable manner.
- Step 5.** The Director, Human Resources or nominee will complete the assessment of submitted documentation and the possible reclassification procedure within 3 months of submission of the application, unless an extension of time for the review of no greater than 3 months is agreed to by the University and the staff member (an extension of time for review will not be unreasonably withheld by either the University or the staff member).
- Step 6.** The Director, Human Resources or nominee will provide the line manager and the staff member(s) with written advice of the reclassification determination, as well as their right to request a review of the reclassification determination.
- Step 7.** Sign off on the revised Position Description by the Line Manager/Head of School/Area and variation to contact (if applicable) issued to staff member.

LINE MANAGER (UNIVERSITY) INITIATED APPLICATION FOR A POSITION RECLASSIFICATION (STEPS 1 – 7)

- Step 1.** Position Description (PD) updated to reflect revised duties
- Step 2.** Complete the [Application for Position Reclassification](#) form. Attach proposed position description.
- Note: To avoid confusion about duties and responsibilities, line managers should discuss any changes to the PD with the staff member who substantively occupies the position which is proposed to be reclassified. Line managers must have the staff member acknowledge the changes by signing the verification section of the Application for Position Reclassification Form. Line managers are not required to gain the staff member's agreement to the changes nor, by signing is the staff member stating they agree to the changes – merely noting those changes.*
- Step 3.** Ensure Application for Position Reclassification Form and Position Description are signed by the line manager and the Head of School/Head of Area and (where applicable) the Executive Manager and submit to Human Resources.
- Step 4.** The Director, Human Resources or nominee will undertake the assessment of submitted documentation and possible position reclassification in accordance with the Agreement, in a fair and reasonable manner.
- Step 5.** The Director, Human Resources or nominee will normally complete the assessment of submitted documentation and the possible reclassification procedure within 3 months of submission of the application.
- Step 6.** The Director, Human Resources or nominee will provide the line manager and the staff member(s) with written advice of the reclassification determination.
- Step 7.** Sign off on the revised Position Description by the Line Manager/Head of School/Area and variation to contact (if applicable) issued to staff member.

EFFECTIVE DATE OF RECLASSIFICATION

Fair and reasonable time frames will be adhered to throughout the reclassification process. The effective date of reclassification is the beginning of the next pay period following the date of receipt of the completed and duly authorised documents outlined in these Guidelines by the Director, Human Resources or nominee.

In exceptional circumstances the Director, Human Resources and Executive Manager may determine an earlier effective date of reclassification.

RECLASSIFICATION OF STAFF MEMBER WITH POSITION

Following a reclassification determination, a staff member who substantively occupies the position may receive the benefit of the reclassification of the position effective from the date of reclassification in circumstances where:

- the position is reclassified **upwards by one HEW level**; and
- the staff member has been performing 100% of the duties in the reclassified position description for 12 months or longer at a satisfactory level; and
- the staff member meets the essential criteria requirements of the position.

In exceptional circumstances the Director, Human Resources and Executive Manager may approve the reclassification of a staff member if they have been performing 100% of the duties in the reclassified position for a lesser period than 12 months.

Where the position is reclassified by **more than one HEW level**, the position will either be:

- available for transfer at level for a suitably qualified staff member; or
- subject to a merit selection process.

If a position is reclassified by more than one level, case law dictates that it is deemed a new position. An incumbent of the original position cannot therefore automatically assume the reclassified level. In this situation a merit selection process or a transfer at level would need to occur to fill the position.

REVIEW OF RECLASSIFICATION DETERMINATION

INTERNAL REVIEW

If the staff member is not satisfied with the reclassification determination, they are eligible to apply for a review of the determination, within 4 weeks of receipt of the initial advice of the reclassification determination. The review will be conducted by an assessor internal to the University (Director HR or nominee) who has expertise in job classification. A 'nominee' will

be a staff member from within the University HR Attraction team, and will be a different staff member than the staff member who undertook the original reclassification assessment. Find the [Request for Review of Reclassification Determination](#) form on the HR Forms web page. A review of the determination is based on **the initial** [Application for Position Reclassification](#) form, Position Description and comparative positions submitted by the staff member and the assessment undertaken. The staff member will be required to submit a rationale for review but additional information outside of what was initially submitted is outside of the scope of the review process.

EXTERNAL ASSESSMENT

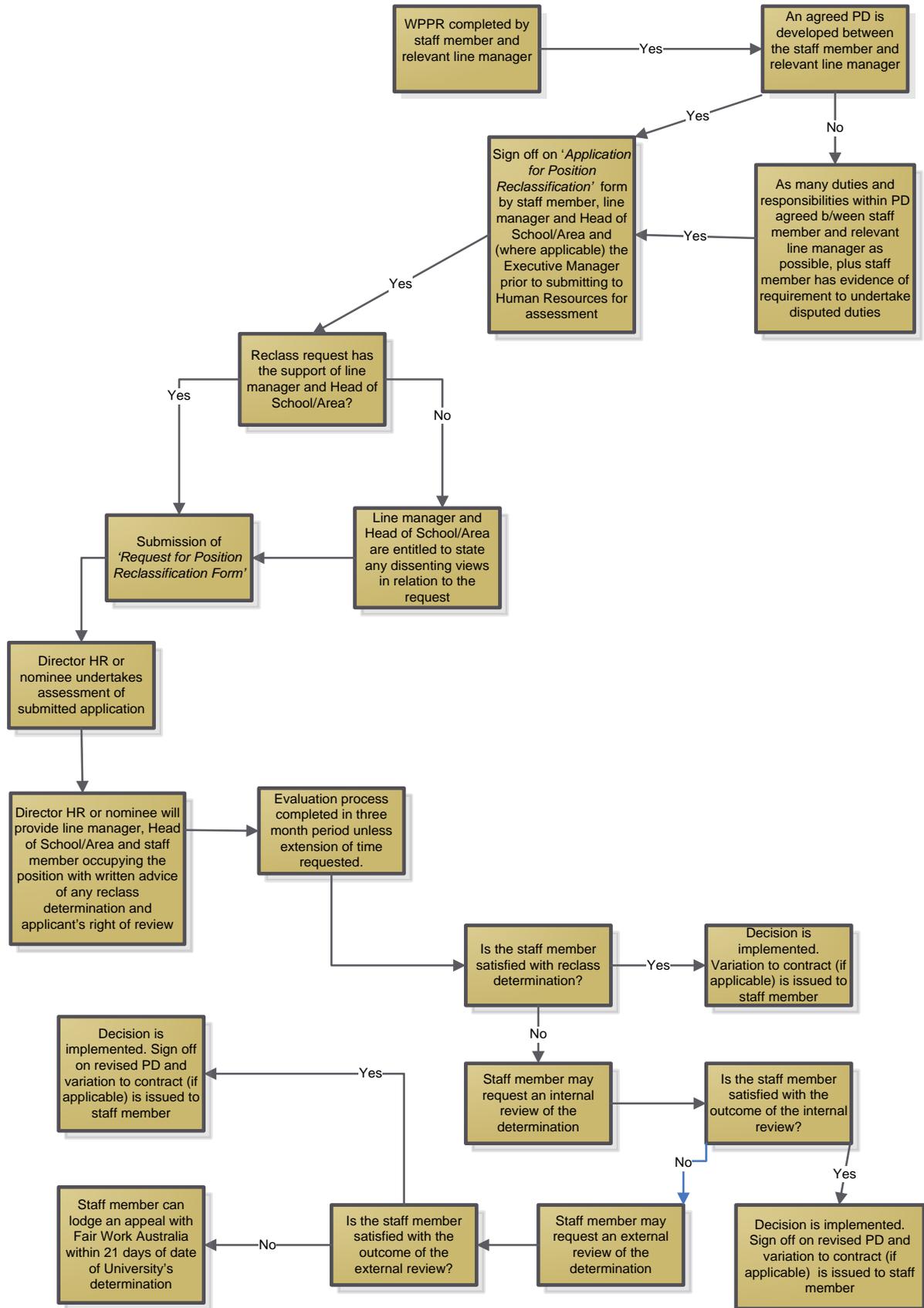
Where the staff member remains dissatisfied with the outcome of the classification following the internal review, they may, within 4 weeks of receipt of the internal review outcome, request an external assessment of the classification. The external assessment will be conducted by an independent external assessor. The Director HR will determine the availability of an external review taking into account whether the staff member has provided further justification for the review. Costs of any external assessment will be borne by the area in which the position is located.

Find the [Request for External Reclassification Assessment](#) form on the HR Forms web page.

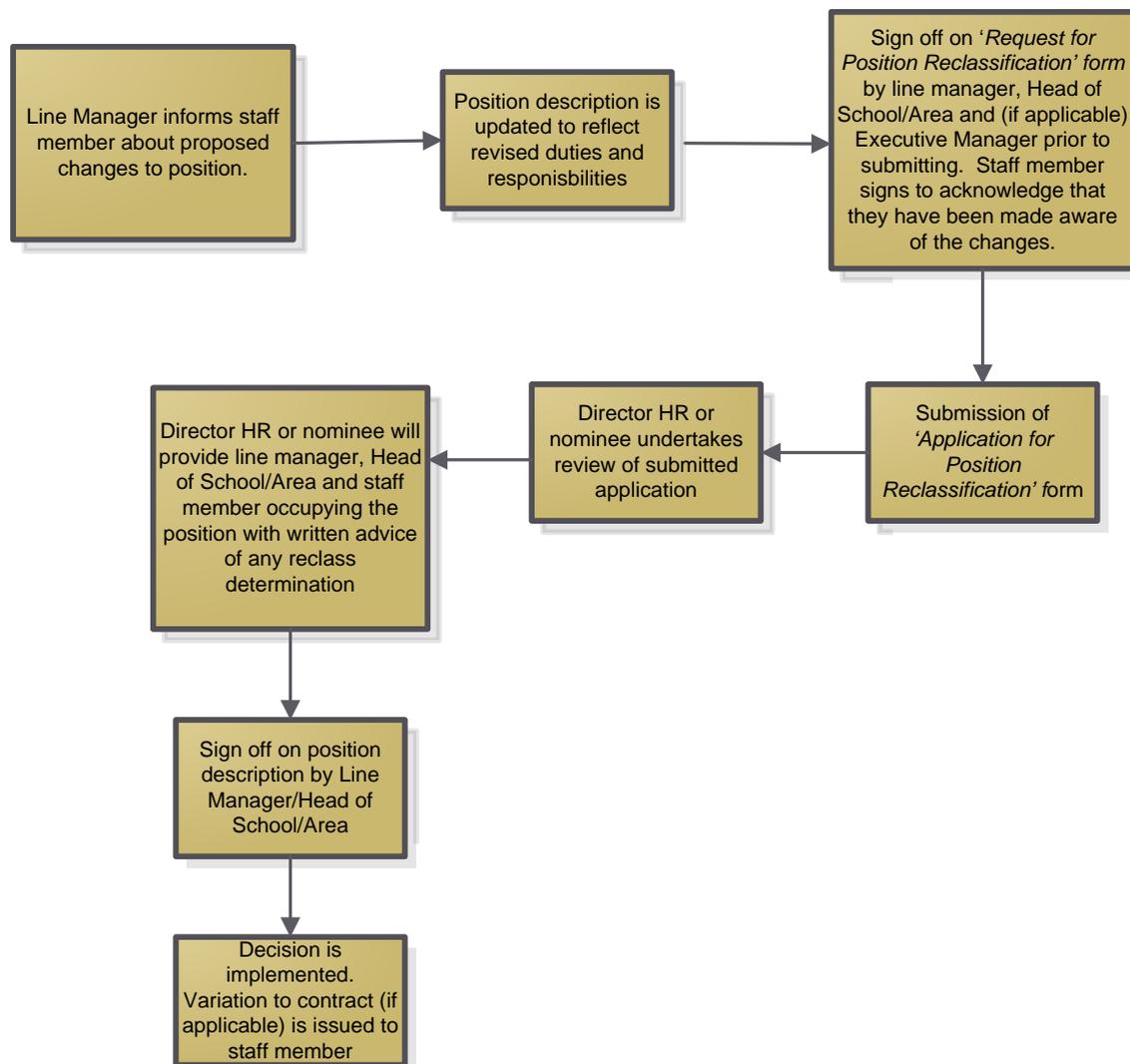
RECLASSIFICATION APPEAL

If the staff member is not satisfied with the outcome of the internal review and the external assessment determination, the staff member may lodge an appeal with Fair Work Australia (FWA). The appeal must be lodged within 21 days of the date of notification of the University's determination.

PROCESS MAP FOR STAFF MEMBER INITIATED RECLASSIFICATION



PROCESS MAP FOR LINE MANAGER/UNIVERSITY INITIATED RECLASSIFICATION



RELATED INFORMATION

[Curtin University of Technology General Staff Enterprise Agreement 2009 – 2012](#)

[Application for Position Reclassification \(General Staff\) form](#)

[Request for Review of Reclassification Determination form](#) (for internal review)

[Request for External Reclassification Assessment form](#) (for external review)

[Work Planning and Performance Review](#) information (including instructions and templates)

[Additional Remuneration Procedures](#)

[Position Establishment and Classification \(New Positions\) Guidelines – General Staff](#)

HR Helpdesk (08) 9266 9090 to speak with Human Resources about the information contained within these guidelines.

CONTACT DETAILS

Name/Department Emma Adkins, Human Resources	Phone/email 9266 4628 / e.adkins@curtin.edu.au
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REVISION HISTORY

NEW – 28 September 2011	
Revised – June 2012	Amended as follows: Updated into new HR guidelines template, updated Related Information links.