

CHARLES STURT UNIVERSITY ENTERPRISE AGREEMENT 2018-2021

EXTRACT OF CLAUSE 23

23. CLASSIFICATION OF PROFESSIONAL/GENERAL STAFF POSITIONS

- 23.1** The University will classify professional/general staff positions in accordance with the Professional and General Staff Position Descriptors set out at Schedule V of this Agreement.
- 23.2** The University may evaluate new and/or vacant positions that have changed as a result of workplace reorganisation.
- 23.3** All professional/general staff positions will have a position description that will include the position role, duties, selection criteria and position to which the incumbent reports.
- 23.4** The following general principles will guide classification decisions:
- (i) all positions are subject to these procedures, irrespective of funding source or availability;
 - (ii) the classification will be of the position not the occupant; and
 - (iii) classification will be based on an assessment of the position documentation, including the position description for the position against the Professional/General Staff Position Descriptors set out in Schedule V of this Agreement.
- 23.5** Reclassification facilitators from a range of areas on each major campus of the University, trained in job evaluation, will be available to assist employees and supervisors with advice about the preparation of an application for reclassification. An employee considering making an application for reclassification may discuss their application with a facilitator.
- 23.6** An application for reclassification of an existing position shall be:
- (i) completed by the relevant supervisor or the employee following consultation between them, and where there is an indication that the duties and responsibilities of the position may have changed significantly;
 - (ii) referred by the supervisor to the Delegated Officer for comment and endorsement; and
 - (iii) forwarded to the Job Classification Advisory Committee (JCAC) for evaluation.
- 23.7** Where an employee is of the view that the work value of their position has changed significantly so as to merit re-evaluation and the employee's supervisor and/or Delegated Officer does not support an application for review of the position by the JCAC, a written statement of the reasons for not supporting an application will be provided by the supervisor or Delegated Officer to the employee. The statement will provide the details of where the application does not meet the criteria for reclassification.
- 23.8** Should the employee still consider that their level of work has changed significantly so as to merit evaluation, they may submit an application for review of the position directly to the JCAC. The application must be accompanied by the written statement of the reasons from their supervisor or Delegated Officer for not supporting a review of the position.
- 23.9** Each JCAC shall consist of five (5) employees and comprise the following membership:
- (i) one (1) employee, who is a senior staff member of the University trained in job evaluation agreed to between the unions and the University, who shall be the Chair of the committee;
 - (ii) two (2) non-academic staff nominated by the Vice-Chancellor; and
 - (iii) two (2) professional/general staff employees nominated by the unions.
- 23.10** An equal opportunity representative, nominated by the Executive Director, Human Resources, with a right of audience and debate, shall be in attendance to ensure equity principles are maintained.
- 23.11** All members of the JCAC will be trained by the University in job evaluation.
- 23.12** The JCAC shall evaluate positions referred to it twice a year and shall make recommendations on the classification levels of the position submitted for evaluation.

- 23.13** A position will not ordinarily be considered for reclassification within twelve (12) months of its last reclassification, unless a significant restructure of the work area has taken place.
- 23.14** Where a recommendation to upgrade a position to a higher classification level is approved by the University, the incumbent shall continue in the position and be paid the higher salary level from the closing date of applications for the round for which the JCAC made its recommendations.
- 23.15** Where a recommendation to upgrade a position to a higher classification level is not approved by the University, it shall provide the incumbent and the supervisor with a written statement of the reasons for its decision within twenty (20) working days.
- 23.16** The recommendations of a JCAC on the classification of a position or the decision of the University on the recommendation of a JCAC, shall be final and not be subject to internal appeal or review.
- 23.17** Any disputes arising in relation to the application of the procedural requirements of this clause shall be dealt with in accordance with Clause 53 – Dispute Settling Procedures