SCOPE

This procedure applies to all fixed-term and continuing professional staff of the University (‘us’, ‘our’ or ‘we’). Professional staff are herein collectively referred to as ‘you’ for the purpose of this procedure, which applies to all reclassification requests up to HEW 9.

PROCEDURE STATEMENT

We classify professional staff positions according to the Professional Staff Position Classification Descriptors detailed in our Enterprise Agreement. Reclassification is the process whereby the duties performed and responsibilities within a position are reviewed to determine whether the position is appropriately classified. The following procedure identifies the step-by-step process for reclassifying professional staff positions.

1. Eligibility

1.1 To be eligible for reclassification, your position must have had a significant change in responsibility or job complexity and your supervisor should endorse the reclassification request.

1.2 The changes must reflect the duties and responsibilities of the position and not your individual performance or capability. An increase in job volume will not impact the classification level of the position.

1.3 Funding and budgetary considerations for payment at a higher level will not prevent the progress of the request.

2. Overview

2.1 All professional staff positions (including grant-funded and research positions) are classified according to clause 66 of the Enterprise Agreement and the Professional Staff Position Classification Descriptors. Positions will be classified at the level which most accurately reflects the work required to be performed, taking into account the duties and responsibilities of the position.

2.2 A position may be reviewed and potentially reclassified where there has been a significant increase or decrease in responsibility or job complexity (refer to clause 67 and clause 68 of the Enterprise Agreement).

2.3 Positions will ordinarily be reclassified up or down a single HEW level on each occasion. Positions requiring reclassification in excess of a single level may be viewed as a new position and you or your supervisor should seek advice from your HR Business Partner in this circumstance (refer below for more information).

3. Requesting a reclassification

3.1 You and your supervisor should initially meet to discuss the changes to the position and determine if a request for reclassification is required.

3.2 Either you or your supervisor can initiate the reclassification process. Your HR Business Partner can be contacted for procedural advice.

3.3 Submit a reclassification request online. You must identify the changes to the position as they relate to each of the classification descriptors for HEW levels 1 to 9 (training level or qualifications, organisational knowledge, judgement, independence and problem solving, task level, and level of supervision). You must also attach your current and proposed position description. These documents must be endorsed by your supervisor and head of unit.

- Where your request is not endorsed, your supervisor will notify you and provide you with the reasons for the outcome.
- Where your request is endorsed, it will be sent to Monash HR for consideration and determination by the Classification Committee.
3.4 If the content of the proposed Position Description submitted with the reclassification request or the content of a proposal that forms the basis of the reclassification request is in dispute, you may refer to the Position Description Review Committee in accordance with clause 67.3 of the Enterprise Agreement.

4. Evaluation of the request

4.1 A Classification Committee will review and evaluate your request and the attached position descriptions against:

- the Professional Staff Position Classification Descriptors; and
- how the position compares to other similar positions within the Faculty/Division and across the University.

4.2 The Classification Committee will notify you of the outcome of your request within the required timeframe, following the of receipt of the completed documentation by the Classification Committee and will advise:

- the position should be reclassified; or
- the changes to the role are insufficient to warrant a different classification grading (in which case the current classification level will be reaffirmed); or
- the position has not retained sufficient elements of the original duties and responsibilities and is deemed to be a new position (Refer to the Recruitment and Appointment Policy).

Request is approved

4.3 Where reclassification is confirmed, Monash HR will issue you a contract variation confirming the commencement date and salary of the reclassification. A copy of the reclassified position description will also be provided. You must review and accept the contract variation.

4.4 Requests to backdate a new classification may only be considered up to a maximum of three (3) months from the date of receipt of the completed application by Monash HR in accordance with clause 67.3 of the Enterprise Agreement.

4.5 The commencing salary will normally be at the minimum salary step of the reclassified HEW level in accordance with clause 67 of the Enterprise Agreement.

Request refused

4.6 Where the outcome of the reclassification request does not support the case for an uplift in the existing classification, your HR Advisor/Business Partner will notify you and your supervisor and provide you the reasons for the outcome.

5. Reviewing an outcome

5.1 You may apply via an application to the Classification Review Committee (‘the Committee’) to review the reclassification outcome, if you are aggrieved by the original decision, in accordance with clause 69 of the Enterprise Agreement.

6. Breach of procedure

6.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

| Classification Committee | A committee of Monash HR representatives to classify and reclassify positions at HEW 1 to 9. The Director, HR Business Partnering (or delegate) has sign off on behalf of the classification committee. |
| Classification descriptors | A summary of the range of skills, attributes and typical duties required for each classification level, to enable positions to be classified within the 10 level HEW structure. |
| Classification Review Committee | A Committee established in accordance with Clause 69 of the Enterprise Agreement that reviews the decision of a Classification Committee on the request of an aggrieved staff member. In accordance with Clause 69.1, the Chair of this Committee will be a nominee of the Chief Operating Officer & Senior Vice-President, typically the Chief HR Officer or nominee. The Secretary of this Committee will be a nominee of the Chief HR Officer. |
| Conflict of Interest | A situation where a conflict arises for an individual between two competing interests, which are often, but not exclusively, interests of public duty versus private interests. Conflicts of interest may be reasonably perceived, potential or actual. Conflicts of interest can involve financial or non-financial interests of the staff member and the interests of a business partner or associate, family member, friend or person in, or has had a close personal relationship with the staff member. |
Dean or Executive Director

The Dean of a faculty or an Executive Director or their nominee in any case where the Dean or Executive Director has formally nominated a person to act as their nominee for the purpose.

Enterprise Agreement

The relevant Enterprise Agreement that applies to a particular staff member. Clauses relating to this procedure are: Monash University Enterprise Agreement (Academic and Professional Staff) 2014 - Clause 66, Clause 67, Clause 68 and Clause 69

Head of Unit

The head of an academic or organisational work unit, for example Head of School, Head of Department, Director or where applicable, a person acting as their nominee.

HR Business Partner

A key member of Monash HR who provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.

Position Description

A non-exhaustive, accurate, concise description of the primary objectives and key responsibilities of a position.

Position Description Review Committee

A committee established in accordance with Clause 67.3 of the Enterprise Agreement that is made up of one Monash HR representative and one NTEU representative along with the supervisor and staff member.

Supervisor

The person who is responsible for the line management of staff and in most cases this will be the immediate line manager.

GOVERNANCE

Parent policy

Recruitment and appointment

Supporting schedules

Associated procedures

- Classification for Professional Staff
- Dispute Settlement and Employment Related Grievances Resolution
- Performance Development Process: Professional Staff

Procedure forms

- Reclassification Request

Legislation mandating compliance

Category

Human Resources

Approval

Chief Human Resources Officer as delegate of the Chief Operating Officer – 17 January 2019

Endorsement

Director, HR Business Partnering – 17 January 2019

Procedure owner

Director, HR Business Partnering

Date effective

17 January 2019

Review date

17 January 2022 (3 years from last full review date)

Version

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Content enquiries

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