

CLASSIFICATION FOR PROFESSIONAL STAFF POSITIONS PROCEDURE

SCOPE

This procedure applies to all professional staff HEW 1 to HEW 10 employed under the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#), herein collectively referred to as 'you' for the purposes of this procedure.

This procedure does not apply to the classification or reclassification of positions occupied by or to be occupied by staff on performance-based contracts (PBCs). Contact the relevant [HR Business Partner](#) or Senior HR Advisor from the Remuneration and Senior Appointments team for advice on classification and reclassification of such positions.

For the purposes of this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#). Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

This procedure details the classification and reclassification process for HEW 1-10 professional staff positions.

1. Classification of new positions

- 1.1 The supervisor and/or Head of Unit will consult with Monash HR to establish the requirements of the new position.
- 1.2 Monash HR will support and advise the supervisor and/or Head of Unit to:
 - identifying and/or customising a streamlined position description or;
 - drafting a new position description.
- 1.3 Once the position description content has been confirmed, Monash HR will arrange for an assessment against the [Professional Staff Position Classification Descriptors](#).
- 1.4 In making that assessment, Monash HR may take into consideration how the position compares to other similar positions within the Faculty/Portfolio and across the University.
- 1.5 Monash HR will communicate the outcome to the supervisor and/or the Head of Unit and the recruitment or relevant staffing action may then proceed.

2. Reclassification of existing positions

- 2.1 A position may be reclassified in accordance with the Enterprise Agreement. 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.
- 2.2 Where a reclassification request is based on the changes in responsibility or job complexity, a request for reclassification must reflect the ongoing required duties and responsibilities of the position and not the individual performance or capability of the incumbent. An increase in job volume will not impact the classification level of the position.
- 2.3 Funding and budgetary considerations for payment at a higher level will not prevent the progress of a request for reclassification.

Requesting a reclassification

- 2.4 You and your supervisor should initially meet to discuss the changes to the position that are relied on to propose a reclassification, and then determine if a request for reclassification is warranted. Either you or your supervisor can initiate the reclassification process. Your [HR Business Partner](#) can support you for procedural advice.

2.5 HEW level 1-9 reclassification

- Submit a [reclassification request](#) online.
- The application should 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, occupational equivalent, level of supervision, task level, organisational knowledge, judgement, independence and problem solving and typical activities).
- You must also attach your current and proposed position descriptions. These documents must be endorsed by your supervisor and head of unit, confirming that the proposed position description accurately reflects the required ongoing duties of the role.
- 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.
- You may also support your request for reclassification by providing additional supporting documentation such as organisational charts, or any other documents that demonstrate changes to the position and key responsibilities.

2.6 For HEW level 10 reclassification, please contact your HR Business Partner for process advice and support.

2.7 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 the matter to a Position Description Review Committee in accordance with [clause 73.6](#) of the Enterprise Agreement.

Consideration and determination of the request

2.8 Monash HR will consider and determine any request for reclassification against the [Professional Staff Position Classification Descriptors](#) within 14 days. In making that determination, Monash HR may take into consideration how the position compares to other similar positions within the Faculty/Portfolio and across the University.

2.9 Monash HR will then advise:

- the confirmed classification level of the position and whether the position should be reclassified; or
- where the changes to the position are insufficient to warrant a different classification grading (in which case the current classification level will be reaffirmed); or
- where 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](#)).

Approval	Refusal
<p>Where an uplift in the existing classification is confirmed, Monash HR will issue you a confirmation of the commencement date and salary of the reclassification, and will offer a contract variation to reflect this.</p> <p>A copy of the reclassified position description will also be provided.</p> <p>The position holder must review and accept the offer of contract variation for the contract variation to take effect.</p>	<p>Where the outcome of the reclassification request does not support the case for an uplift in the existing classification, Monash HR will notify you and your supervisor and provide the reasons in writing for the outcome.</p>

2.10 Requests to backdate a new classification will only be considered up to a maximum of three (3) months from the date of receipt of the completed application by Monash HR, subject to [clause 73.6](#) of the Enterprise Agreement.

2.10.1 Reclassification requests submitted during the operation of Schedule 6 of the Enterprise Agreement Variation will only be accepted on and from 8 May 2021 and cannot be sought to be backdated beyond this date.

2.11 The commencing salary will normally be at the minimum salary step of the reclassified HEW level, subject to [clause 74.3](#) of the Enterprise Agreement.

Reviewing an outcome

2.12 In accordance with [clause 73.8](#) of the Enterprise Agreement, if you are aggrieved by a reclassification decision made under [clause 73.7](#), you may apply for a review of the decision by the Classification Review Committee. You may do so by submitting a written application to hr@monash.edu, within five days of being notified of the decision.

3. Breach of procedure

3.1 The University treats any breach of policies or procedures seriously. The University encourages reporting of concerns about non-compliance and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with policies, procedures and schedules may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees and cessation of other engagements for other persons.

DEFINITIONS

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 73.8 of the Enterprise Agreement that reviews the decision under clause 73.7 on the request of an aggrieved staff member.
Enterprise Agreement	The Enterprise Agreement means the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 . Provisions relating to this procedure include: <ul style="list-style-type: none"> • Clause 25 – Salary Increases • Clause 73 – Professional Staff Position Classifications • Clause 74 – Job Redesign • Schedule 5 - Professional Staff Position Classification Descriptors
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.
Position Description	A non-exhaustive, concise description of the primary objectives and key responsibilities of a position.
Position Description Review Committee	A committee established in accordance with clause 73.6 of the Enterprise Agreement, consisting of one Monash HR representative and one NTEU representative along with the supervisor and staff member.

GOVERNANCE

Parent policy	Recruitment and appointment
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> • Dispute Resolution and Employment Related Grievances Resolution • Performance Development Process: Professional Staff <p>Procedure forms</p> <ul style="list-style-type: none"> • Reclassification Request
Legislation mandating compliance	N/A
Category	Operational
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer 26 May 2020
Endorsement	Director, Workplace Relations 26 May 2020
Procedure owner	Chief Human Resources Officer
Date effective	26 May 2020
Review date	26 May 2023
Version	7.3 (<i>minor amendments effective on 17 May 2022</i>)
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400