



RECLASSIFICATION OF POSITIONS (PROFESSIONAL STAFF) PROCEDURE

1. OVERVIEW

If a professional staff member and/or their supervisor believe that the work value of the position the staff member holds has substantially changed, either may apply to have the position reclassified.

This procedure prescribes the process for applying for reclassification, assessing a position's classification and approving applications. This procedure should be read in conjunction with *clause 5.5 of the [University of Adelaide Enterprise Agreement](#)*.

2. SCOPE AND APPLICATION

- 2.1. This procedure applies to all continuing and fixed term professional staff positions levels HEO1-HEO10;
- 2.2. This procedure does not apply to:
 - 2.2.1. Casual staff positions;
 - 2.2.2. Positions to which a staff member is seconded;
 - 2.2.3. The classification of new or vacant positions;
 - 2.2.4. The temporary allocation of work and/or responsibility at a higher level, for which a Higher Duties Allowance, or Responsibility Loading may be appropriate.

3. PRINCIPLES

- 3.1. Every fixed term or continuing professional position has a position description which will be used in the assessment of the position classification.
- 3.2. Professional staff members may apply to have their substantive position reclassified if they believe that the work value of the position has substantially changed.
- 3.3. A supervisor may apply to reclassify their staff member's position if they believe that the work value of the position has substantially changed.
- 3.4. Staff members and supervisors may seek confidential advice about position classifications and the reclassification process from [HR Advisors](#).
- 3.5. A classification assessment is conducted to assess the requirements of the position and not the skills and attributes of the staff member.
- 3.6. On receipt of a completed application and irrespective of supervisor or manager support, Human Resources or a suitably skilled independent contractor engaged by Human Resources, will conduct the review of the position classification.
- 3.7. The reclassification process applies the *Classification Standards (Professional Staff) Schedule 7 of the [Enterprise Agreement](#)* consistently across all positions, in line with clause 5.5 Reclassification of Positions.
- 3.8. Reclassification assessments will normally be completed within four (4) weeks of receipt by HR of the completed application.

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- 3.9. Unless there are extenuating circumstances that apply, and a higher step is approved, staff whose positions are reclassified at a higher HEO level, will commence on the first incremental step of the relevant classification level.
- 3.10. If Human Resources determine that the position is classified at a higher HEO Level, unless otherwise approved, the staff member's salary increase will apply from and be backdated to the date the completed application for review is received by HR.
- 3.11. When a position is reclassified, all loadings and higher duties allowances will cease at the time a reclassification takes effect. Payroll will make a salary adjustment for any overpayment/underpayment as soon as practicable.

4. PROCEDURES

4.1. Supervisor Initiated Reclassification

- 4.1.1. The supervisor should discuss with the staff member how the work value of their position has substantially changed and/or is different from their Position Description.
- 4.1.2. The supervisor must develop a Draft (Proposed) Position Description, using the [Position Description template](#), in consultation with the staff member where possible, and with the assistance of an HR Advisor if required;
- 4.1.3. The supervisor must complete the Supervisor Initiated Reclassification Template SIR001, detailing:
- 4.1.3.1. How and if relevant, why, the work value of the position has changed, referring to the duties, scope, responsibility and/or complexity of the position; and
- 4.1.3.2. Propose the new classification level and step and the date on which the reclassification should take effect; and
- 4.1.3.3. Forward the application, together with the current and proposed Position Descriptions to the Head of School/Branch Head for consideration under clause 4.6 of this procedure.
- 4.1.4. The endorsement and approval process will follow steps 4.6 to 4.11 of this procedure.

4.2. Staff Initiated Reclassification

- 4.2.1. If the staff member believes that the work value of their position has substantially changed, they should discuss the changes to their position with their supervisor and seek their support;
- 4.2.2. To apply for reclassification, the staff member must:
- 4.2.2.1. complete the Staff Initiated Reclassification template AIR001, sign and date the form; and
- 4.2.2.2. complete a Draft (Proposed) Position Description in consultation with their supervisor, using the [Position Description template](#); and
- 4.2.2.3. forward the application form with any attachments to their supervisor.

4.3. Supervisor responsibilities

- 4.3.1. On receipt of a staff member's application for reclassification, the supervisor shall consider the Draft (Proposed) Position Description in consultation with the staff member to ensure that it refers to:
- 4.3.1.1. All work required to be performed as part of the position;
- 4.3.1.2. Work that is an inherent requirement of the position;
- 4.3.1.3. Duties, tasks, activities, responsibility and/or complexity of the position which differs from, has altered and/or is not included in the current Position Description.
- 4.3.2. The supervisor will consider the merit of the application and determine whether they agree that the work value of the position has substantially increased.
- 4.3.3. In assessing the merit of the application, the supervisor may:

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- 4.3.3.1. Seek additional information (if required) from the staff member, and
- 4.3.3.2. Contact their HR Advisor for advice about the Classification Standards and this procedure.

4.4. If the Supervisor supports the application they will:

- 4.4.1. Seek advice on the reclassification process from the HR Advisor (as required).
- 4.4.2. Complete the relevant section of the reclassification application form, detailing the changes to the role;
- 4.4.3. Attach any additional information required to support the application (e.g. Organisational chart), and sign the form to recommend the reclassification application; and
- 4.4.4. Forward the application, together with the current and Draft (Proposed) Position Descriptions to the Head of School/Branch Head.

4.5. If the Supervisor does not support the application, they will:

- 4.5.1. Complete the relevant parts of the application for reclassification, noting the reason(s) why they do not support the application; and
- 4.5.2. Advise the staff member that they do not support the application and provide reasons; and
- 4.5.3. Forward the unsupported application to the Head of School/Branch Head.
- 4.5.4. Although the supervisor does not support the application, the staff member may progress the application, without the supervisor's support, and may contact their HR Advisor for advice.

4.6. Head of School/Branch Head/Faculty Executive Director responsibilities

- 4.6.1. On receipt of a reclassification application, the Head of School/Branch Head must consider the merit of the application, taking into consideration any comments by the supervisor, and any supporting information; and
 - 4.6.1.1. Endorse the application; or
 - 4.6.1.2. Decline to endorse the application; and
- 4.6.2. Provide relevant comment on the merit or otherwise of the application; and
- 4.6.3. Forward the application to the Executive Dean/Divisional Head for their consideration and/or endorsement.

4.7. Executive Dean/Divisional Head/Corporate Manager responsibilities

- 4.7.1. The Executive Dean/Divisional Head must review the merit of the application in full, including the current Position Description and Draft (Proposed) Position Description and any comments of the supervisor and/or Head of School/Branch Head; and
 - 4.7.1.1. Support the application for classification assessment; or
 - 4.7.1.2. Decline support for the application for reclassification assessment; and
 - 4.7.1.3. Provide relevant comment on the merit or otherwise of the application; and
 - 4.7.1.4. Forward the application in full to the Division/Faculty HR Advisor for assessment; and
 - 4.7.1.5. Notify the applicant's supervisor of their decision.

4.8. Progress update to staff member

- 4.8.1. The Supervisor will update the staff member on progress of their reclassification application as appropriate.

4.9. Reclassification assessment

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- 4.9.1. The HR Advisor or external HR contractor shall undertake the reclassification assessment, which will include:
- 4.9.1.1. A comparison of the current and Draft (Proposed) Position Descriptions, to assess the changes in the work value of the position;
 - 4.9.1.2. A review of the application and Draft (Proposed) Position Description against Schedule 7 - Classification Standards (Professional Staff); and
 - 4.9.1.3. Consideration of the comments and/or endorsements of the supervisor, Head of School/Branch and Executive Dean/Divisional Head;
- 4.9.2. If additional information is required, the HR Advisor/contractor may:
- 4.9.2.1. Request further information from the staff member and/or their supervisor;
 - 4.9.2.2. Meet with the staff member, and/or their supervisor to discuss the position, and/or clarify information; and/or
 - 4.9.2.3. Benchmark the work value of the position with comparable positions within the University
- 4.9.3. The HR Advisor/external HR contractor will assess the appropriate classification for the position:
- 4.9.3.1. Selecting the correct HEO level for the position and consider the appropriate step level (if other than level one is endorsed); and
 - 4.9.3.2. Recommend that the reclassification be endorsed or declined; and
 - 4.9.3.3. Forward the application, including their recommendation, position descriptions and any other relevant information and attachments to the Director, HR Advisory and Workplace Relations (or delegate) for approval.

4.10. Approval

- 4.10.1. The Director, HR Advisory and Workplace Relations (or delegate) will consider the application, position descriptions and the HR Advisor/external HR contractor's assessment; and
- 4.10.1.1. Approve or decline the reclassification; and
 - 4.10.1.2. Return the documentation to the HR Advisor for processing.

4.11. Notification and processing

- 4.11.1. The HR Advisor will notify the applicant and their supervisor in writing of the decision to approve or decline the application for reclassification. A reason will be provided if the reclassification is not approved. A copy of all documentation will be saved to the staff member's file.
- 4.11.2. If approved:
- 4.11.2.1. the application and attachments, are forwarded to the HR Service Centre for payroll processing;
 - 4.11.2.2. the salary increase will be made in the next available pay cycle.
 - 4.11.2.3. the salary increase will be backdated to coincide with the date of application unless an earlier date is otherwise approved.
- 4.11.3. Any temporary higher duties or responsibility allowance paid to the incumbent will cease on the date the reclassification takes effect.

4.12. Request for review of a decision

- 4.12.1. A staff member whose application for reclassification is declined may request an internal review of the decision under clause 8.3 of the University of Adelaide Enterprise Agreement (as amended).
- 4.12.2. The staff member must apply in writing to the Deputy Vice-Chancellor/Vice President (Academic), addressing specific terms of reference within five (5) days of notification.
- 4.12.3. The grounds of review do not include a re-assessment or re-hearing of the merits of the matter.

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4.12.4. The Internal Reviewer will conduct a review as expeditiously as possible and provide a report to the Vice Chancellor for action.

4.12.5. All actions of the Vice-Chancellor are final.

5. DEFINITIONS

Classification Standards

Schedule 7: Classification Standards (professional staff) under which professional staff positions HEO1 – 10 are classified.

Benchmarking

The evaluation and comparison of one position with other similar and comparable positions at the same classification level.

Classification Level

All professional staff members employed as HEO1 – 10 are classified in accordance with Schedule 7: Classification Standards (Professional Staff), University of Adelaide Enterprise Agreement.

Exceptional Circumstances

Exceptional circumstances are those that if not considered, would result in significant disadvantage to the staff member who occupies the position for which a reclassification has been requested.

Higher Duties Allowance

An allowance paid to professional staff (excluding casuals) for performance of duties at a higher classification level than their existing position.

Responsibility Loading

A loading paid to a staff member who performs duties or holds a greater level of responsibility in addition to their substantive position, and who is ineligible for a higher duties allowance.

Step

Incremental salary level steps within the HEO 1-10 Level of a professional staff position.

6. RELATED DOCUMENTS AND POLICIES

[University of Adelaide Enterprise Agreement \(as amended\)](#)

[Staff Initiated Reclassification template AIR001](#)

[Supervisor Initiated Reclassification Template SIR001](#)

[Remuneration and Benefits Policy](#)

7. WEB LINK

[HR Service Centre](#)

[HR Advisory webpage](#)

[Position Description template](#)

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