

POLICY



Position Classification for General Staff

Contact Officer Manager, Employee Relations

Purpose This document details how Macquarie University will conduct Position Classification Reviews for General Staff Positions (Levels 1 – 9)

Overview Position Classification Review is the process Macquarie University uses to determine the appropriate classification level of general staff positions (Levels 1 – 9). It allows the University to determine the classification level and remuneration of a particular position and establish internal relativities between positions.

Scope All General Staff positions (Levels 1 – 9) at Macquarie University.

The Policy Position Classification Review For General Staff Positions (Levels 1 - 9) is covered by clause 4.10 of the Macquarie University Enterprise Agreement (2006- 2009).

Positions are classified using a position description that is written in a standard format and provides information on all components of the position. Human Resources will provide access to position descriptions that have been evaluated. Supervisors and staff should be trained in the writing of position classification documentation.

Position Classification Review is the assessment of the position, not the incumbent.

Position Classification Review is not a mechanism for the granting of a salary increase to a staff member on the grounds of personal merit or performance.

The classification level of a position is required to be determined if a position has been newly created or if an established position has significantly changed. Where an existing position is upgraded as a result of Position Classification Review the effective date of the new classification and remuneration will be the date that the position documentation was received by Human Resources.

Should a position be reclassified at a lower HEW Level as a result of a Position Classification Review, the position holder will have salary maintained at the previous HEW level. The position, when vacated, will be advertised at the appropriate HEW level.

Keywords Position Description, Reclassification, General Staff

Date Approved	26 May 2008
Approval Authority	eg. Director, Human Resources
Date of Commencement	<i>Day Month Year</i>
Amendment Dates	<i>List the dates the policy has been amended (Day Month Year)</i>
Date for Next Review	<i>Day Month Year</i>
Related Policies, Procedures and Guidelines	<i>Name and link to related policies, procedures and guidelines</i>
Policies Superseded by this Policy	<i>List the policy, policies and / or previous authority superseded by this new policy</i>

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