



Position Classification for General Staff

Contact Officer Manager, Employee Relations

PROCEDURE	Purpose	To outline the procedures for the Position Classification for General Staff (Level 1 – 9) to determine the classification level and remuneration of a particular position.
	Procedure Supervisor/Manager	<p>Position Classification review</p> <p>Prepare or revise a position description in consultation with the incumbent, using the Macquarie University position description template.</p> <p>Ensure that the position satisfies the organisational needs of the work unit and review its impact on other roles within the work unit.</p> <p>Complete a position description cover sheet (ensuring it contains all signatures as required), and also complete a position classification review request form.</p> <p>Forward the position description (including an organisational chart), the position description cover sheet and position classification review request form to the Dean/Head of Office.</p>
	<i>Dean/Head</i>	<p>Review all submitted documentation.</p> <p>Ensure that the position description’s duties and accountabilities are aligned to the Division/Office objectives and management requirements.</p> <p>Approve position classification review form, and forward all submitted documentation to Human Resources.</p>
	<i>Human Resources</i>	<p>Classify the position, and advise the initiating manager of the classification outcome. The position incumbent will then be notified of the outcome.</p> <p>Take the necessary action to adjust the salary of the incumbent of the newly classified position.</p>
		(When a supervisor does not support the review of a position classification)

<i>Staff Member</i>	Where a staff member believes that their position should be reviewed, but their supervisor does not support a rewriting or reevaluation of the position, the staff member may approach Human Resources directly for assistance in obtaining a review of the position.
<i>Human Resources</i>	Seek the advice of the supervisor of the work unit, as to why the work unit believes that the position should not be reviewed, and make a decision on whether the position will be reviewed or not.
<i>Staff Member</i>	<p>Appeals</p> <p>The position classification review outcome may be appealed by submitting a statement (including the grounds and reasons for the appeal of the position classification review outcome) to the Director, Human Resources.</p>
<i>Director, Human Resources</i>	<p>Review the following documentation:</p> <ul style="list-style-type: none"> • Position description and all submitted position classification review • documents forwarded by Dean/Head of Office to Human Resources • Position Classification Review outcome report • Appellant's statement • Supervisor's statement <p>Cannot take into consideration any new information that alters the original documentation.</p> <p>Will make a determination of the position's classification.</p> <p>The decision of the Director, Human Resources will be final.</p> <p>Appellant will be provided with a report detailing reasons for the determination.</p>
Keywords	<i>Position Classification, General Staff, Appeal</i>

Date Approved	<i>26 May 2008</i>
Approval Authority	<i>Director, Human Resources</i>
Date of Commencement	<i>tba</i>
Amendment Dates	<i>New or tbc</i>
Date for Next Review	<i>3 years from date of commencement</i>
Related Policies, Procedures and Guidelines	<i>Policy – Position Classification for General Staff</i>