General Staff: Classification, Careers and Workloads

That the Agreement ensure that:

1. Classification

   a) Each employee has a clear entitlement to be classified at whichever classification corresponds to the work performed by the employee for the employer.

   b) All positions should have an agreed position description that matches the job they do, and these must be jointly reviewed at least once every five years.

   c) All staff should have regular access to an independent assessment or review of their classification. In order to seek an assessment, a staff member should never need advance approval by their supervisor.

   d) All re-classification applications must be dealt with in a timely manner with successful applications back-dated at least to the date the employee first applied.

   e) No classification decision should be influenced by budgetary considerations.

2. Staff development and secondment

   a) A centrally administered Staff Development Fund shall be established to provide real opportunities for staff development. Employees to be given assistance for development for their current job or for a planned career with the university.

   b) Assistance is available to pay fees or study costs, including HECS relief, or to reimburse a work area for an employee’s absence in excess of 3 days per annum. The staff development fund should not to be used for management-initiated day-to-day work training.

   c) The Staff Development Fund be distributed transparently and fairly across all classifications and job streams – technical, professional, clerical, etc.

   d) Some of the Staff Development Fund should be reserved for employees who have not previously had development opportunities and for those who have been in the same job for a...
long time.

e) There should be a Staff Mobility Programme to give experienced staff the opportunity to engage in short term developmental secondments and job-exchanges to widen their skills and experience. A secondment register should be maintained to advertise these opportunities and to keep a register of positions and interested staff.

f) General staff should have the right to apply for fixed term positions on merit without giving up permanency, and fixed term staff should have the right to apply for permanent jobs without discrimination.

g) All vacancies of up to 12 months, and all leave replacements, should be advertised as internal secondment opportunities in the first instance, and preference should be given to internal applicants for such opportunities.

3. Rights of internal applicants

a) Positions must be advertised internally in the first instance, and positions at Levels 1-3 should always be given to internal applicants who meet the selection criteria.

b) A fixed term staff member has the right to apply for and take up a continuing position.

4. Workloads

The University shall take all reasonable steps to ensure that employees are not working hours in excess of the ordinary hours of work prescribed by this Agreement, except in circumstances where the employee is receiving the appropriate overtime or time-off-in-lieu arrangements as set out in this Agreement.