

GRADING, REGRADING AND RECLASSIFICATION: SCHN

POLICY AND PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- The purpose of the Sydney Children's Hospitals Network (SCHN) Grading, Regrading and Reclassification Policy is to ensure that requests for grading, regrading or reclassification are assessed against relevant industrial instruments, comparable positions within the NSW Public Health Industry and other relevant factors.
- Assessments may be conducted by:
 - A Credentials Committees as required by an industrial instrument, and
 - SCHN Workforce Services
- The SCHN Grading, Regrading and Reclassification Committee will make decisions on applications to reclassify/regrade existing positions or on personal regrade applications (dependent on the provisions of relevant industrial instruments).
- Workforce Services will determine the grading of new positions.

Approved by:	SCHN Policy, Procedure & Guideline Committee	Original endorsed by SCHN Executive 2012
Date Effective:	1 st October 2016	Review Period: 3 years
Team Leader:	Director	Area/Dept: Workforce Development

CHANGE SUMMARY

- The frequency of the SCHN Grading, Regrading and Reclassification Committee Meetings has increased from quarterly to monthly meetings.
- Procedural instructions relating to the process for personal regrade applications are included.

READ ACKNOWLEDGEMENT

- All managers should be aware of this policy
- All staff involved in applying for the review and approval process for grading, regrading or reclassification of positions should read and acknowledge this policy.

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1 Policy

1. The Sydney Children's Hospital Network (SCHN), Grading, Re-grading and Reclassification Committee (GRRC) is responsible for managing and approving regrading or reclassification applications within the SCHN.
2. The SCHN GRRC will ensure that positions requiring regrading or reclassification are assessed against relevant industrial instrument(s), positions within the NSW Public Health Industry and other relevant factors, including work value.
3. SCHN Workforce Services will make decisions on the grading of new positions following job evaluations and discussion/input with relevant credentialing (or other Award-specific) committees, where required.

A Grading, Regrading, Reclassification Application Request is a proposal to change a role on either a positional or personal basis. Staff and Managers do not have the delegation to change the existing duties beyond the approved classification and grading of the Position Description.

When applying for grading, regrading or reclassification, the SCHN form(s) provided in this document are to be completed as described in Sections 7-12.

Financials

Financial commitments relating to the grading, regrading and/or reclassification of positions must be met from existing or identified resources. Tier 3 and Tier 4 Managers are required to identify the available funds to cover any proposed pay increase.

Records and notification

SCHN Workforce Services will notify the applicant and Department Manager of the outcome and HealthShare to facilitate StaffLink position change and salary adjustments within fifteen (15) working days of approval by the GRRC. Finance will update the budget management system (Budease)

2 Purpose and Scope

This document provides management and staff with information on the process for grading, regrading and the re-classification of positions. This information applies to all industrial classifications except Senior Medical Officer.

Senior Medical Officer positions are not covered by this policy as these positions are managed via different industrial instruments, committees and processes.

3 Responsibilities

Applicant

Prepares an application and ensures that all relevant information is provided in accordance with Existing Position Regrading Application Form.

Business Manager/Finance

Assesses the ability of departments to fund proposed changes and provides financial information in support of the regrade.

Department Manager (Tier 4)

Discusses the application with the staff member and specifies whether he/she will be supporting the application or not. Department Manager will consider whether the position is congruent with the direction of the service and SCHN strategic priorities and will check the application to ensure all relevant information is provided.

It is acknowledged that the grading of new positions may, from time to time, be initiated by Department Managers using the New Position Grading Application Form.

Director (Tier 2)/Clinical Program Director (Tier 3)

Reviews application and discusses it with the Department Head; signs relevant section indicating the reasons as to whether the application is supported or not supported.

Workforce Services

Reviews and undertakes an assessment of applications and job evaluation for the SCHN GRRC; provides advice and support to managers/applicants and determines the grading of new positions through a job evaluation process.

Award Specific Credentials/Grading Committees or Panel Reviews

In certain circumstances, particular industrial instruments require the specialist review of personal regrade applications. Workforce Services will liaise with the professional lead to establish a Specific Credentials/Grading Committee in accordance with the relevant Award.

SCHN Grading, Regrading and Reclassification Committee (GRRC)

Considers applications and makes decisions on grading, regrading and reclassifications.

The composition of the SCHN GRCC is included in Section 16 – SCHN Grading, Regrading and Reclassification Committee

Note

Before seeking to grade, regrade or reclassify a position, managers need to consider which of the following is most appropriate:

- New position
- Personal
- Positional

- **Reclassification**

If a position is vacant it will need to be advertised in line with the NSW Health Policy Directive (PD2015_026) *Recruitment and Selection of Staff to the NSW Health Service* and *SCHN Recruitment, Selection and Appointment of Staff (Non-Medical) Procedure*.

4 Definitions

For the purposes of this policy, the following definitions apply:

Grading – refers to the classification and level of positions as specified by an industrial instrument (e.g. Health Manager Level 2).

New position – refers to a position that is newly created and does not exist within the current organisational structure.

Positional regrade – refers to the process of review and seeking approval to change the level of a position within a classification.

Personal regrade – A personal regrade only applies under the provisions contained in following NSW Health Awards, including the:

- *Health and Community Employees Psychologists (State) Award*
- *Health Employees' Medical Radiation Scientists (State) Award*
- *Health Employees' Pharmacists (State) Award*
- *NSW Health Services Health Professional (State) Award*
- *Hospital Scientists (State) Award*
- *Public Health System Nurses' And Midwives' (State) Award 2015* (relevant to Clinical Nurse Specialist Grade 1)
- *Public Hospitals Library Staff (State) Award*

When the individual vacates the position the personal grading ceases to apply and the position returns to its substantive grading (and the personal grading does not transfer to the position).

Reclassification – Refers to the process of changing the classification of a position, as opposed to the level (e.g. changing a position from an Administrative Officer to a Health Manager classification).

Work Value – The work value principle allows for the fixing of a monetary value of particular work by reference to the nature of work, responsibilities or conditions under which it is performed. An increase in work value equates to an increase in the responsibilities, skill level required and attention to the level of work undertaken.

5 References

- NSW Health Policy Directive [Recruitment and Selection of Staff to the NSW Health Service](#) (PD2015_026)
- SCHN [Recruitment, Selection and Appointment of Staff \(Non-Medical\) Procedure](#) (1/A/12:9046-01:01)
- [Delegations Manual – SCHN](#) (Policy No: 1/A/13:9050-01:00)
- NSW Health Policy Directive [Industrial Consultative Arrangements](#) (PD2011_002)
- NSW Health Policy Directive [Managing Excess Staff of NSW Health Service](#) (PD2012_021)
- NSW Health industrial Awards

6 Delegation for Regrading under specified Awards

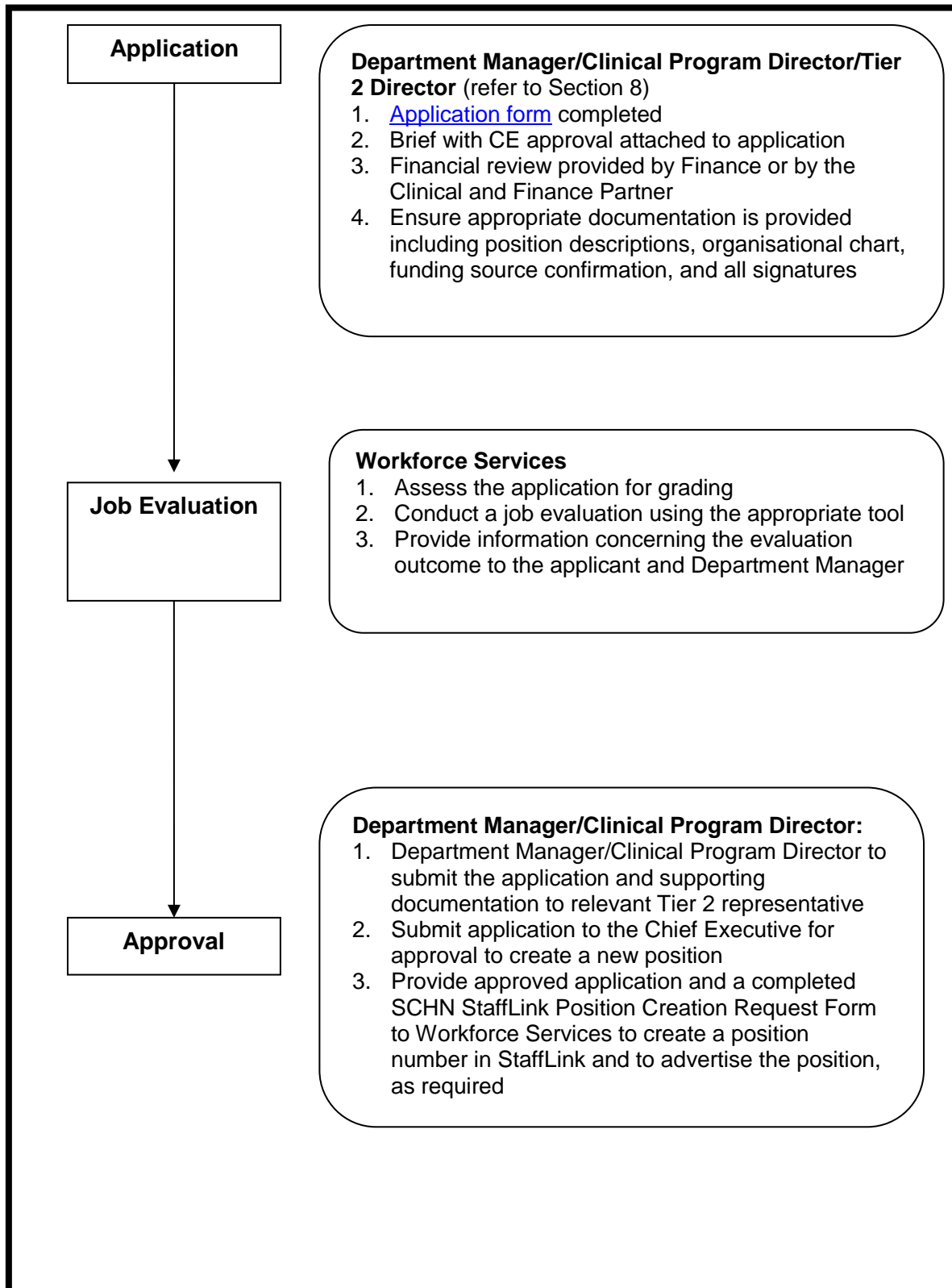
Delegation for the regrading of the following classifications is outlined as follows:

Industrial Code	Classification or staff group	Specified Classification and Grade/Level	Delegated Decision Maker
15	Technical Staff	Regrading of existing positions from Technical Officer Grade 1 to Technical Officer Grade 2	Clinical Program Director (Tier 3) following review by SCHN Workforce Services
23	Skilled Trades Staff	Regrading of existing positions from Level 1 to Level 2	Clinical Program Director (Tier 3) following review by SCHN Workforce Services
33	Health Education Officer and Aboriginal Education Officer	Regrading of existing positions up to Health Education Officer Year 11	Clinical Program Director (Tier 3) following review by SCHN Workforce Services
02	Clinical Nurse Specialist Grade 1 (CNS 1) – Personal Grading	Personal regrading from Registered Nurse to CNS 1	CNS Grade 1 Review Committee with approval from site Director of Nursing

Note:

The above delegations are reflected in the [Delegations Manual – SCHN](#) (Policy No: 1/A/13:9050-01:00).

7 Grading of a New Position Process Flowchart



8 New Position Grading – Application Process

Grading applications for new positions are to be submitted to Workforce Services for assessment and job evaluation. Depending on the requirements of the position some applications may need to be referred to an Award specific credentials committee or review panel or grading committee.

Workforce Services Managers are given the authority to determine the award, classification and grading of new positions up to the salary equivalent to Health Manager Level 4 and Nurse Manager Grade 6, unless the position should be reviewed by a credentials committee or review panel.

Any position with a FTE salary above Health Manager Level 4 or Nurse Manager Grade 6 should be determined by the Director of Workforce or the Network Director of Nursing and Midwifery for their respective positions upon advice from Workforce Services.

All Health Manager Level 6 positions will be referred to the NSW Ministry of Health for approval via the Chief Executive.

Note: The final approval to create a new position (and classification/grading) rests with the SCHN Chief Executive.

STEP 1

An application will consist of the following:

- Application form requesting the grading of a new position (refer to section 21 Forms)
- A proposed position description (in the standard SCHN template), taking into consideration Award specific criteria relevant to the industrial classification being requested
- Documentation (e.g. brief) from the Department Manager/Clinical Program Director indicating support of the request and identifying the funding source
- Department Organisational Chart (current and proposed charts showing the relationship and classification of the proposed position to other positions/role titles and their classifications and grades)
- Relevant supporting documentation

STEP 2

- Department Manager/Clinical Program Director, in consultation with the Clinical & Finance Partner/Finance, needs to determine the funding requirement and verify the availability of funds
- Department Manager/Clinical Program Director to discuss the new position with their Tier 2 Director to seek in principle agreement of the creation of the new position
- Department Manager/Clinical Program Director to submit the completed and signed application to Workforce Services at Randwick or Westmead
- Workforce Services will undertake a job evaluation to determine the correct grading.
- The outcome of the job evaluation will be provided to the applicant and Department Manager

- Department Manager/Clinical Program Director to submit the application and supporting documentation to their Tier 2 Director for the **approval of the Chief Executive**

STEP 3

- Department Manager to submit the approved application and completed SCHN StaffLink Position Creation Request Form to the Workforce Transactional Services Team and a new position number will be created in StaffLink.

Note:

When the position has been graded, this does not guarantee the creation of the position. Once a grade and funding is identified, the position description is to be updated to reflect the approved grading. New approved applications graded will be reported to the SCHN GRRC for noting.

Where there is disagreement about the grading determination, the matter will be referred to the Director of Workforce or the Network Director of Nursing and Midwifery for review, depending on whether the position is nursing or a non-nursing position.

9 Delegations for Grading of NEW Nursing Positions

Delegation for the grading of the following nursing classifications is outlined as follows:

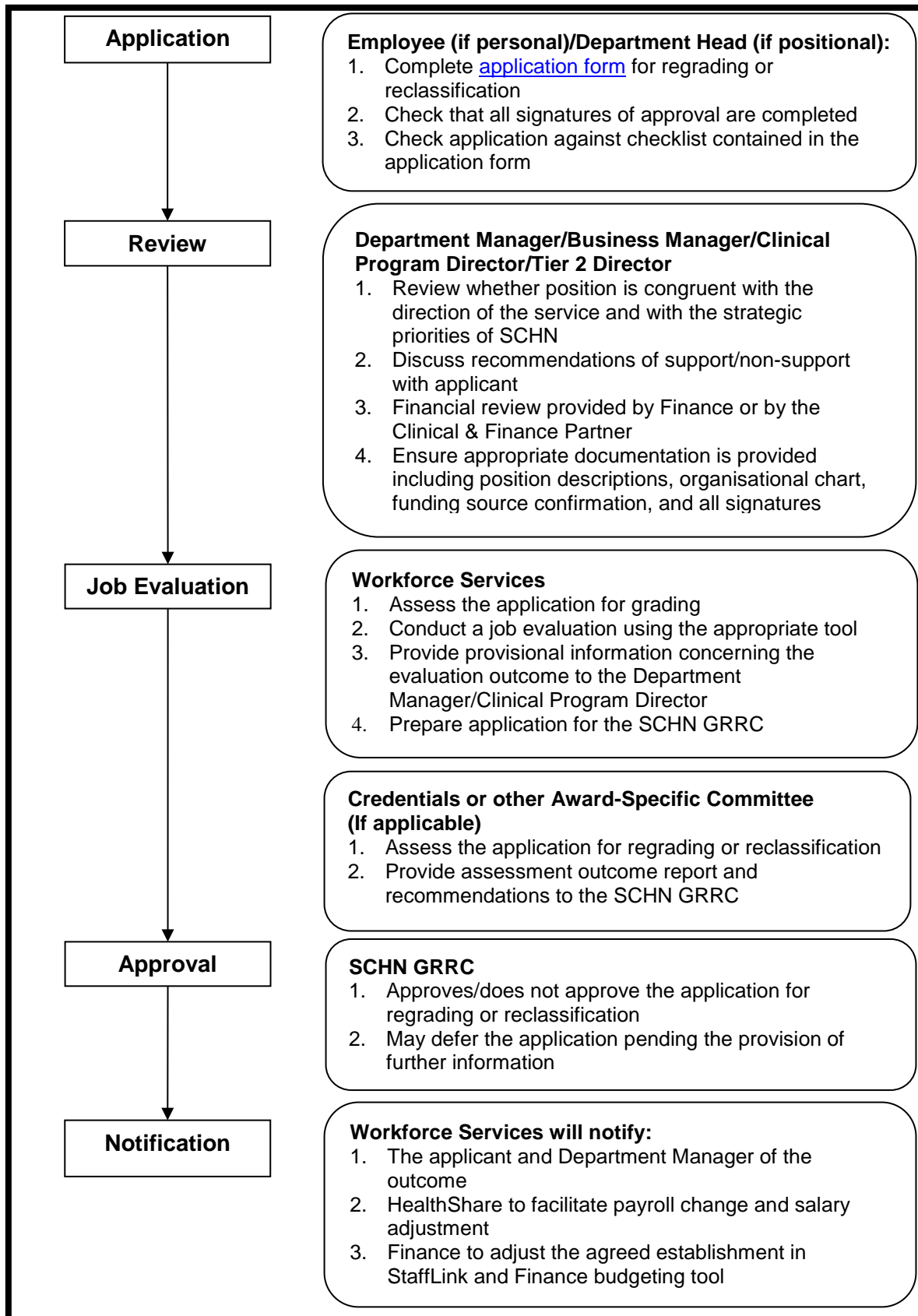
Classification or Staff Group	Specified Classification and Grade / Level	Delegated Decision Maker
Nursing Unit Manager (NUM) Level 1 - 3	Grading and regrading of all NUM positions	SCHN Nursing Grading Committee (NGC)
Assistant in Nursing (AIN) Enrolled Nurse (EN) Registered Nurse (RN)	Regrading and reclassification of all levels/grades within these classifications	Clinical Program Director and the Director of Nursing (Tier 3) following a job evaluation by Workforce Services
Clinical Nurse Specialist Grade 2 (CNS 2) Clinical Nurse Consultant (CNC) Grade 1-3 Clinical Nurse Educator Nurse Educator Nurse Manager (NM) Level 1-6		Director of Nursing and the Network Director of Nursing Midwifery and Education (Tier 2) following a job evaluation by Workforce Services.
Nurse Practitioner (NP) Nurse Manager (NM) Level 7-9	Grading, regrading and reclassification of all positions within these classifications	Network Director of Nursing Midwifery and Education (Tier 2) and the Director of Workforce.

10 Research and Grant Funding

New positions are often the subject of proposals under grants (e.g. NH&MRC) or Government initiatives. Contact the Research Office for advice and support.

Where award classifications (e.g. Senior Hospital Scientist etc.) are required for a research position the application will be referred to the appropriate Credentialing / Professional / Grading Committee.

11 Regrading/Reclassification of Existing Positions



12 Regrading / Reclassification of an Existing Position

Completed applications are to be submitted to Workforce Services (for consideration by the SCHN GRRC) at least one month prior to the date of the scheduled committee meeting. The committee will not consider incomplete or late applications.

STEP 1

An application will consist of the following:

- Completed *Existing Position Regrading Application Form*, with all relevant signatures
- Current position description
- Proposed position description
- Summary of the changes between the current and proposed position descriptions
- Minimum of two comparable position descriptions, preferably from within SCHN (if applicable), or from other Local Health Districts (LHDs) if not locally available
- If the application is employee generated, provide a letter of application from the employee stating key changes to the role and providing a comparison of current and proposed new tasks **or** provide demonstrated evidence that the applicant is meeting the award criteria for a personal regrade
- Demonstrate the increase of 'work value'
- Department Manager to complete the relevant section indicating support or otherwise and identifying funding support
- Current and proposed charts showing the position FTE as well as the relationship and classification of the proposed position to other positions/role titles and their classifications and grades
- The funding source must be clearly stated on the regrade application with evidence to support how the position will be budgeted for
- For personal regrades, a resume and a letter (external to SCHN) supporting evidence of consultancy work must be included in the application

Note: Advice may be sought from Workforce Services when preparing an application

STEP 2

- Department Manager/Clinical Program Director to review the application to ensure that it is complete, that appropriate documentation is attached and that all relevant persons have reviewed, commented and signed the application form

STEP 3

- Completed application to be submitted (paper based and electronically) to Workforce Services at Randwick or Westmead by the due date (please refer to the deadline outlined in section 16 of this policy).

- Note: The proposed Position Description should be in Microsoft Word format to allow for editing if required
- Workforce Services will email the applicant and Department Manager notifying them that they have received the completed application.
- Incomplete applications will be returned to the Department Manager. The Department Manager is responsible for submitting additional information to the SCHN RRC in a timely manner for it to be considered at a future meeting.
- Please note that particular industrial instruments require the specialist review of personal regrade applications (refer to section 3). Workforce Services will coordinate the committee and refer the application to them for their consideration.
- Workforce Services prepares and distributes agenda papers to SCHN GRRC committee members prior to the meeting date.

STEP 4

- The SCHN GRRC will meet to consider and make a decision concerning the application. Workforce Services will record and distribute minutes of the meeting.

STEP 5

- Workforce Services will notify the applicant and the Department Manager of the decision made by the committee. Where applications are approved, Workforce Services will advise HealthShare to implement the changes in StaffLink to reflect the personal or positional regrading
- Workforce Services will update the agreed establishment in-line with the approved changes
- Workforce Services will notify Finance to update the Finance budgeting tool to reflect the approved changes

13 Incomplete Applications

Incomplete applications will be returned to the applicant for completion and they will not be included on the grading schedule for the SCHN GRRC.

If applications are not included in the regrading schedule because they are incomplete, the effective date will be adjusted to reflect when the SCHN RRC or the Department Manager, depending on Industrial Award conditions, receives the complete application. It is the applicant's responsibility to provide adequate information for assessment in accordance with the requirements of this policy.

14 Effective Date of Regrading / Reclassification

Unless an Award or Determination indicates otherwise, the effective date of an approved regrading/reclassification application will be from the first full pay period on or after the date that the SCHN RRC meets, or on appointment if advertising is required.

15 Assessing Applications

In reviewing applications for grading, regrading and reclassification of positions, the following will be considered:

- Assessment of the duties contained in the position description through comparison with the relevant industrial instrument(s)
- Comparison with other positions carrying out similar duties within SCHN or in other hospitals across NSW Health
- Whether there has been a substantial increase in the duties/responsibilities since the original grading was determined
- Assessment of changes in work value
- A positional regrade focuses on the position not a person; that is, the job functions, tasks and responsibilities are assessed when determining the correct grade.
- A personal regrade only applies under the provisions contained in particular industrial Awards. Personal regrading is based on Award specific criteria and the applicant providing evidence that they meet these criteria. Refer to section 4 *Definitions*
- [Wage Fixing Principles](#) as determined by the New South Wales Industrial Relations Commission
- Industrial Instruments issued by the NSW Ministry of Health

In addition, reference may also be made to the following:

- Mercer Cullen Egan Dell job evaluation assessment
- Potential 'flow on effects' (i.e. if a position is regraded it may have an effect on the gradings of other similar positions). In certain cases it is necessary to identify equivalent/similar positions and detail the possible effects on other equivalent/similar positions relating to the position submitted for regrading

16 SCHN Regrading and Reclassification Committee

Terms of Reference

- The Committee will review and make decisions concerning applications for regrading or reclassification, taking into consideration all relevant factors such as service needs, industrial requirements, and available budget.

- The Committee will consider recommendations from Award specific Grading, Credentials and other committees as is appropriate.
- Where an application has been considered at the Committee meeting, the Committee may review and determine such an application out of session if required.
- Positions will be graded using appropriate evaluation tools, and will be checked by the facility Workforce Manager.
- Grading of new positions will be reported to the Committee for noting.
- Vacant positions that are redesigned resulting in grading that are greater than one level above the substantive position are to be reviewed by the Committee prior to advertising.

Membership

The Committee shall consist of:

- SCHN Director of Workforce (Chair)
- SCHN Director of Finance and Corporate Services
- SCHN Director of Clinical Operations
- SCHN Director of Allied Health
- SCHN Network Director of Nursing & Midwifery
- SCHN Tier 3 representative
- Two Workforce Services representatives (Randwick and Westmead)
- Nominated delegates are permissible

Administration

- Workforce Services are responsible for formal minutes and meeting agenda papers.
- Workforce Services are responsible for notifying the applicant and the Department Manager of the outcomes within fifteen (15) working days and will action payroll changes where applicable.
- When a grading is deferred by the Committee, Workforce Services will advise relevant personnel that additional material is required for consideration at a subsequent meeting.

Meetings

- Meetings are held on monthly basis. Meetings may be cancelled if there are no items for discussion.

Application Deadlines

Applications must be received by Workforce Services at least one month prior to the date of the scheduled committee meeting.

17 Sub Committees

17.1 Award Grading/Credential Committees

Some industrial classifications require credentialing by committees or by a number of discipline experts (see also section 4). Classifications requiring credentialing (other than base grade positions) are:

- Hospital Scientists
- Librarians
- Medical Radiation Scientists
- Pharmacists
- Psychologists

Credentials committees consist of discipline experts who are not all from the hospital/facility where the position is requested to be regraded; and some require union representation. Each discipline has specific requirements, therefore it is necessary that the application received by a manager, is checked with the discipline expert(s) to ensure all relevant information provided meets the award criteria with the application.

The Credentials (or other) Committee will assess the application and provide recommendations to the SCHN Regrading and Reclassification Committee.

17.2 Research Salary Review & Grading Committee

The Research Salary Review & Grading Committee will assess and make decisions on all requests to grade or regrade research staff and/or positions within the approved research structure. Committee membership includes:

- Research & Development Manager (Chair)
- Workforce Services representative (an independent assessor)
- Research Executive Support Officer (Secretary)
- Network Director of Research
- Laboratory Research representative (or nominated representative)
- Director of Laboratory Research (or nominated representative)
- Clinical/Population Health Research representative (or nominated representative)
- Independent representative

For more information, refer to the Research Salary Review and Grading Committee Procedure: <http://chw.schn.health.nsw.gov.au/o/documents/policies/procedures/2014-0000.pdf>

18 Other Committees

- The SCHN Nursing Grading Committee (NGC) considers and makes decisions about Nursing Unit Manager (NUM) applications for regrading and reclassification. The NGC will forward meeting minutes to the SCHN GRRC for noting.
- The SCHN Medical and Dental Appointment Advisory Committee consider applications and provides recommendations to the Chief Executive regarding applications for grading and regrading of a Staff Specialist/Senior Staff Specialist or Clinical Academic.

19 Appeal Process

When a regrading/reclassification application is not approved; the Tier 2 Director, Clinical Program Director / Department Manager or employee may request a review of the decision made by the SCHN GRRC. This request must be submitted in writing within 15 working days of the date of the letter notifying the applicant of the decision of an unapproved application.

The appeal is to be forwarded in writing to the facility Workforce Manager prior to the next meeting. The appeal should be in the form of a memorandum to the committee clearly stating the basis of the appeal and providing any supporting/additional documentation.

If a Credentials Committee and the SCHN GRRC disagree on the regrading/reclassification of a position, a special meeting comprising an equal number of representatives from both committees will be organised to determine the matter. If the special meeting cannot agree, the matter will be subject to normal industrial dispute resolution procedures.

20 Salary Review for Employees Appointed as Health Managers under the *Health Managers (State) Award*

Before an employee or the Department Manager, on behalf of the employee, applies for a salary review within the Health Managers' salary band, they need to ensure that a performance appraisal has been completed for the relevant employee. The relevant employee needs to have completed a performance appraisal with a "commendable" or "outstanding" performance outcome for the prior 12 month period.

Thereafter, an application may be made for a salary review within the Health Manager band. The application must include the following:

- a. Completed Performance Appraisal
- b. Current Position Description
- c. Internal briefing note demonstrating reasons for the requested increase

The completed application needs to be sent to the appropriate Tier 3 for their review and endorsement. After receiving the endorsement from Tier 3, the application is sent to Tier 2 for their consideration of approval.

For the purposes of this document:

- “commendable” performance means performance that meets more than the expected standards and/or objectives as outlined in the employee’s position description and annual performance appraisal
- “outstanding” performance means performance that far exceeds expected standards and/or objectives as outlined in the employee’s position description and annual performance appraisal.

Salary Increases and delegations regarding approval are as follows:

Level of Performance	Salary Increase	Supporting Officer	Final Approving Officer
Commendable	Up to 2.5%	Tier 3	Tier 2
Outstanding	Between 2.6% and 5%	Tier 3	Tier 2
	Greater than 5%	Tier 2 Director	Chief Executive

21 Forms

New Position Grading Application Form

http://chw.schn.health.nsw.gov.au/o/forms/staff_services/grading_and_regrading_forms/new_position_grading_application.pdf

Existing Position Grading Application Form

http://chw.schn.health.nsw.gov.au/o/forms/staff_services/grading_and_regrading_forms/existing_position_grading_application.pdf

Allied Health Level 3 and 4 Personal Regrade Application Form

http://chw.schn.health.nsw.gov.au/o/forms/staff_services/grading_and_regrading_forms/allied_health_level_3_and_4.pdf

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