

STAFF ESTABLISHMENT STAFFLINK POSITION MAPPING PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

The purpose of this procedure is to assist managers in the maintenance of the Staff Establishment for the Sydney Children's Hospitals Network (SCHN) and to outline the required approval process to alter a department's staffing profile in accordance with the processes, business guidelines and decision points for different scenarios.

The approval process is also described in the flow diagram of Section 5 – Staff Establishment Procedure.

[Position Creation Request Form](#) and [Position Change Request Form](#) are available on the SCHN intranet.

READ ACKNOWLEDGEMENT

- All staff involved in requesting and processing staff establishment changes should read and acknowledge the document.
- All managers should be aware of this procedure.

Approved by:	SCHN Policy, Procedure and Guidelines Committee	
Date Effective:	1 st August 2016	Review Period: 3 years
Team Leader:	Manager	Area/Dept: Workforce Services

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PURPOSE

The purpose of this procedure is to assist managers in the maintenance of the Staff Establishment for the Sydney Children's Hospitals Network (SCHN) and to outline the required approval process to alter a department's staffing profile in accordance with the processes, business guidelines and decision points for different scenarios.

This procedure has been developed for the reference of all Directors, Clinical Program Directors, Managers, Clinical and Finance Partners, and Finance Managers within the SCHN.

BUSINESS PRINCIPLES

I. Multiple Occupants

Multiple employees can share ONE position number if the employment classifications and details are the same (e.g.: reporting line manager, position name, ANZSCO and position coding etc.).

II. Job Share Arrangements

Job Share arrangements are set up in StaffLink as a single position held by the job sharers.

III. Having more than one part time assignments

The sum of total hours from part-time assignments created from splitting a standard full time position shall not exceed 38hrs (35 hours for Radiographers or 40 hours for Staff Specialists). Where the assignment is less than full time, the sum of total hours shall not exceed the original assignment.

IV. Returning from maternity leave on reduced hours

Employees returning from maternity leave on reduced hours may have the position's vacant hours backfilled under a job share arrangement. No new position number is required, unless the backfill arrangement is of a differing award and/or classification.

V. Backfilling of a position

Employees backfilling for leave and secondments shall be allocated to the same position number as the substantive occupant. No new position number is required, unless the backfill arrangement is of a differing award and/or classification.

VI. Health Manager Salary Increase (within current salary band)

Employee salary increase in line with the subclause “Salary Review for Employees Employed as Health Managers under the Health Managers (State) Award” of the SCHN Grading, Regrading and Reclassification Policy are processed via StaffLink eForm with appropriate approval attached to the request.

VII. Temporary Position Number

Temporary Position Numbers established in StaffLink will have an end date recorded as per the approval and cannot be merged with permanent position numbers.

Employee Temporary Contract Renewals will continue to be processed through Mercury eRecruit. Temporary position end dates will be updated in line with the approved contract renewal.

VIII. Contingent Workers

Employees who are not paid by SCHN but require IT access or are required to be recorded on StaffLink can be set up as Contingent Workers (e.g. Students). Contingent Workers are not assigned an FTE in StaffLink and are included for reporting purposes only.

STAFFLINK POSITION MANAGEMENT PROCEDURES

1 Changes to existing position numbers in StaffLink

1.1 Change to Existing Position FTE with same award and grade.

1.1.1 *Changing the FTE of an existing position:*

Increasing the FTE of an existing position means you increase the total FTE you can recruit to in that position number.

📄 A Position Creation Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Chief Executive approved Business Case, Internal Brief or Funding Letter

Decreasing the FTE of an existing position means you decrease the total FTE you can recruit to in that position number.

📄 A Position Change Request Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Tier 3/Clinical Program Director approval.

1.1.2 Splitting the FTE of an existing position:

Managers may choose to split a position number if:

- The reporting line of the occupants is different.
- If one occupant in a shared position number has subordinate/s reporting to them (they will require a separate position number).
- ANZSCO and position coding is different.
- The total existing FTE must not change.

📄 A Position Change Request Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Tier 3/Clinical Program Director approval.

1.1.3 Merging the FTE of existing positions:

Two or more position numbers are joined (FTEs accumulated) to create one position number.

For this to occur, you must either:

- Delete the no longer required position number/s and increase the FTE of the other; OR
- Delete all old position numbers/s and create a new position number.

📄 A Position Change Request Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Tier 3/Clinical Program Director approval.

1.2 Personal Regrade

Personal Regrades involves the regrading of the **employee** not the **position**. A personal regrade will not result in changing the substantive classification and position details. Outcomes of the SCHN Regrading and Reclassification Committee are to be referred to the Finance department for the budget management system to be updated.

Example: If a Dietician Level 2 is personally regraded to a Dietician Level 3, when this employee leaves, the position will be advertised as a Dietician Level 2

Refer to the [SCHN Grading Regrading and Reclassification Policy](#)

1.3 Higher Grade Duties

1.3.1 Higher Grade Duties (when position number exists)

Where an employee is only required to act in a Higher Grade Duty (HGD) for less than two weeks; where applicable* the change in salary can be entered into the Rostering System. (*all Health Manager HGD must be submitted through an eForm in StaffLink and not by roster over-ride).

Note:

Employees working in a HGD position greater than two weeks should have their assignment category changed in StaffLink via an eForm to reflect the temporary change in employment status.

1.3.2 Higher Grade Duties (when position number does not exist)

When there is no appropriate existing position number, a new position number is to be created with an end date. This position will be deleted once the HGD period expires.

📄 A Position Creation Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Tier 2 approval.

1.4 Split Costing (funding purposes)

The cost split must be accounted for in the total FTE for each department being charged. The employee will only appear (with their combined FTE) in one position in StaffLink and this is usually the higher percentage of the cost split. The cost split will appear on the employee's StaffLink profile. The 'other' cost centre/s will show a vacant position that is "committed" to the employee. If a position is committed to a current employee via cost split, it cannot be recruited into. This will be reflected in the 'comments' section of the position on StaffLink.

1.4.1 Cost Splits with Consistent Hours and Grading

A cost split is when two or more cost centres share the funding of a position. This may be due to the employee working between different departments or it may be a funding arrangement for an employee working in one department.

Cost splits are represented on StaffLink as a percentage shared between two departments for a particular position. If a cost split is present on StaffLink, the percentage for the salary will automatically be charged to both cost centres.

Cost splits can only be set up in StaffLink where the cost split is consistent, and the hours/grading is uniform e.g. no penalties or allowances are added.

Example: Mon – Fri, 830 – 1700, Admin Officer Level 2, cost split 60% cc123456 40% CC654321 – no changes in salary occur on a weekly basis – the cost split is consistent and uniform.

Example: A nurse who works 3 days per week as a Nurse Educator, and 2 days a week as a Registered Nurse, with occasional Sat/Sun shifts/penalties. This scenario would not have a consistent weekly salary or classification, therefore a cost split is not appropriate (refer to 1.4.2).

To create a cost split in StaffLink, an assignment change eForm should be completed and submitted with the approval of both cost centre managers. Once a cost split is setup in StaffLink NO cost centre overrides should be actioned in HealthRoster.

1.4.2 Other Cost Splits

Where a cost split is not appropriate, shifts can either be costed via HealthRoster or by creating multiple assignments in StaffLink. Please consult with Workforce Transactional Team for advice.

2 Changes that require a new position number in StaffLink

2.1 New Position

A new position is required when the position does not exist in StaffLink either as a result of new funding or a department/position redesign. Before requesting a new position number, please consider if there is an existing position number in your department that could be used by increasing the FTE. Multiple employees can share ONE position number if all the employment details are the same (e.g.: reporting line manager, position name, ANZSCO and position coding etc.).

📄 A Position Creation Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Chief Executive approval.

Note:

Grading of new positions must be completed by Workforce Services prior to submission of the Position Creation Form. Recruitment should not begin until the Staff Establishment in StaffLink has been updated to reflect the new position.

Contingent Worker position requests require Department Head approval only.

2.2 Different Cost Centre

If the Cost Centre does not exist in StaffLink, the Finance process is to be followed to set up a new cost centre and have it payroll enabled in StaffLink.

2.2.1 Moving FTE from a general fund cost centre to another general fund cost centre

📄 A Position Change Request Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Tier3(s)/Clinical Program Director(s) approval.

2.2.2 Moving FTE from a SP&T fund cost centre to another SP&T fund cost centre

📄 A Position Change Request Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Tier3(s)/Clinical Program Director(s) approval.

2.2.3 Moving FTE from a SP&T fund cost centre to a general fund cost centre

☰ A Position Change Request Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Chief Executive approval.

2.2.4 Moving FTE from a general fund cost centre to a SP&T fund cost centre

☰ A Position Change Request Form should be completed, and submitted to schnstafflink@health.nsw.gov.au with Tier 2 approval.

2.3 Position Regrade or Reclassification

2.3.1 Position Regrades or Position Reclassification

Position Regrades or Position Reclassification involves the regrading/reclassification of the **position** not the **employee**. A position regrade or position reclassification will result in changing the substantive position details.

2.3.2 Regrading of a Position

Regrading of a position refers to the process of review and seeking approval to change the **level** of a position within a classification. *Example:* Permanently changing a Dietician Level 3 position to a Dietician Level 4 position.

2.3.3 Reclassification of a position

Reclassification of a position refers to the process of changing the **classification** of a position, as opposed to the level. *Example:* Permanently changing a Dietician Level 3 position to a Social Worker Level 3 position.

Refer to the [SCHN Grading Regrading and Reclassification Policy](#)

3 Other Changes

3.1 Freeze or Delete Position

3.1.1 Deleting a position number

Deleting a position number from StaffLink is the permanent removal of the position number from the Establishment (including removal of the FTE from StaffLink).

3.1.2 Freezing a position number

Freezing a position number within StaffLink can occur if the FTE of that position is temporarily being used elsewhere. The FTE against the original position is 'frozen' (the position number cannot be used and the FTE will not reflect in the department total FTE) and the FTE can be used against another position number.

This is an alternative to deleting position numbers if you are likely to use that position number in the near future. The position status on StaffLink will reflect as 'frozen' and will not appear in StaffLink reports. To unfreeze a position number for use, you will need to contact Workforce Services. This will enable the position number and FTE to be used again, however the position that 'borrowed' the FTE will no longer be able to be utilised (without approval to increase the department's FTE).

📄 A Position Change Request Form should be completed, and submitted to schstafflink@health.nsw.gov.au with Tier3/Clinical Program Director approval.

4 Glossary

ANZSCO	Australian and New Zealand Standard Classification of Occupations
Tier 2	SCHN Executive Directors
Tier 3	SCHN Clinical Program Directors/Associate Directors
FTE	Full Time Equivalent
Assignment	The individual employee contract (one person can have multiple assignments).
Position Number	The position that an employee occupies in the StaffLink Hierarchy. Multiple employees can occupy one position. One assignment cannot occupy 2 position numbers simultaneously.

Procedure No: (Please type policy number here)

Procedure: StaffLink Position Mapping

5 Staff Establishment Procedure

