

Linked Classification Policy and Procedures

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Document URL	http://policies.griffith.edu.au/pdf/Linked Classification Policy and Procedures.pdf
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Description	The purpose of this document is to establish policy and procedures for the development of general staff positions with a linked classification.

Related documents

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[Delegations Policy](#)

[Delegations Procedure](#)

[Delegations Register](#)

[General Staff Performance Review](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Policy\]](#) [\[Criteria for Linked Classification\]](#) [\[Approval Process\]](#) [\[Implementing Linked Classifications\]](#) [\[Advancement to a Higher Classification Level\]](#) [\[Recruiting for Linked Positions\]](#) [\[Acting in a Linked Classification Position\]](#) [\[Delegated Authorities\]](#)

1. INTRODUCTION

The University recognises that the duties and responsibilities of a particular position/s may extend beyond one Higher Education Worker (HEW) classification level. The linked classification guidelines provide University Elements with the capacity to link classification levels for such positions.

These procedures outline the process to be followed when the needs of a University Element require the duties and responsibilities of a position to extend one level beyond their current classification level.

Any proposal to create a linked classification position or positions will be based upon the needs and the strategic and operational plans for the area, including budgetary considerations.

2. SCOPE

Only positions that are continuing (full time or part time) will be considered for linking.

3. POLICY

Linked classifications are based upon the following principles -

3.1 A proposal to create a linked classification position must be based on:

- needs of the work area;
- strategic and operational planning for the area;
- budgetary considerations; and
- how these considerations relate to the position;

The linked classification process is not a mechanism for rewarding or recognising individual performance.

3.2 A linked duty statement will be developed for each proposed linked classification and a further formal classification evaluation will be undertaken.

3.3 Movement from the linked base position to the higher classified level is not automatic and can only occur if the criteria for advancement to the higher level are met.

3.4 A staff member in a linked classification position will normally have the opportunity to advance to the first increment step of the higher linked classification level once they have reached the top increment of the lower classification and have met the criteria for advancement. A staff member who is already at the top increment at the time of approval will be provided with that opportunity immediately.

3.5 Once a staff member advances to the first increment step of the higher linked classification level, normal increment advancement will apply through that classification level.

3.6 Any staff member who advances to a higher classification level as a result of this process will remain at that higher level, regardless of whether linked classification continues at the University.

3.7 The linked classification process cannot be used in reverse; that is from a higher base level classification position to a lower classification level.

3.8 Positions designated as linked classification positions may be reviewed at the time of filling a vacancy or at any time the element deems appropriate with the purpose of clarifying whether:

- 1) the position remains as linked classification; or
- 2) circumstances have changed and the position needs to return to the base level; or
- 3) the position should be considered for reclassification through the job evaluation process.

4. CRITERIA FOR LINKED CLASSIFICATIONS

The following criteria are to be applied in determining whether the duties and responsibilities of a position extend into the higher classification level:

- a) Duties and responsibilities increase in complexity and depth in line with the needs of the Element and are consistent with the classification descriptors of the higher level;
- b) There is sufficient need for work at a higher, more complex level to justify the establishment of linked classifications;
- c) Duties and responsibilities at the higher level require advanced skills, knowledge, training or qualifications; and the
- d) Relativity issues with other positions in Element must be considered.

5. APPROVAL PROCESS

Once it is determined that a position should be linked the following steps for approval are to be taken:

Step 1	The supervisor/manager must provide the following documentation for the evaluation process: <i>Linked Duty Statement:</i> The linked duty statement comprising:
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	<p>a) the range of duties for the lower level; and b) the range of duties for the higher level classification position.</p> <p><u>Linked selection criteria:</u> The linked selection criteria comprising: a) the essential criteria for the position which are common to both ranges of duties; and b) the “additional essential criteria” which are those related to the duties of the higher level linked classification position.</p>
Step 2	A position evaluation questionnaire (new or existing position) must be completed using the new position description, duty statement and selection criteria for the higher level position.
Step 3	The Head of Element when considering a linked classification proposal will take into account requirements of section 4 and the considerations listed in Section 6 before recommending the proposal to the Vice President (Corporate Services). It is important to ensure that sufficient funding is available for the full salary range of the linked classification position.
Step 4	Documentation is submitted to HR where the evaluation request is allocated to a University Assessor for assessment of the position’s linked classification level to ensure it is a true linked classification operating across two levels.
Step 5	If the evaluation by the HR confirms that the duties and responsibilities of a position extend to the higher level, recommendation is made to Vice President (Corporate Services), by the Head of Element.
Step 6	<p>When a head of element submits a linked classification proposal to the Vice President (Corporate Services) following supporting documentation must be included:</p> <ul style="list-style-type: none"> ▪ Identification of the position and classifications to be linked. ▪ Outline of the requirements for work to be performed at the higher level. ▪ Illustration of the link to the area’s strategic/operational plans. ▪ Availability of funding. ▪ Revised position description and selection criteria for the linked position. ▪ Completed supervisors Position Analysis Questionnaire – New or Existing Position ▪ Comment on any relativity concerns or issues that could arise as a result of introduction. ▪ Classification questionnaire including assessment completed by HR.
Step 7	On approval of Vice President (Corporate Services), the position becomes linked and the relevant area and staff member are advised in writing by HR. HR will reclassify the position.

6. IMPLEMENTING LINKED CLASSIFICATIONS

Once the Vice President (Corporate Services) approves a linked classification position, the following steps need to occur:

- a) HR provides the staff member, where relevant, with written advice of the change in their appointment to a linked position.
- b) The staff member must be at the highest increment step of the base position and when the advancement criteria have successfully been met, the supervisor recommends advancement to the higher level to the head of element for approval of advancement. Approval and supporting documentation of the higher classification level to be forwarded to HR.
- c) HR provides the staff member with written advice regarding their advancement to the higher linked classification level.

7. ADVANCEMENT TO A HIGHER CLASSIFICATION LEVEL

A staff member in a linked classification position will have the opportunity to move through the incremental structure of their base classification level and then advance, subject to the satisfaction of set criteria, to the first increment step of the higher linked classification level. From that point, they are eligible to advance through the incremental steps of the higher level position on an annual basis subject to the demonstration of satisfactory performance determined through the General Staff Performance Management Scheme.

7.1 Criteria for Advancement to Higher Linked Classification

Movement from one linked classification level to the next is not automatic and can only occur if all of the following criteria for advancement to the higher linked classification position are met:

- i. Satisfactory performance at the highest increment point of the base level as determined by attainment of stated objectives through the General Staff Performance Management Scheme; and
- ii. An assessment that the staff member meets the training/ qualification requirements and/or relevant experience outlined in the selection criteria for the higher level;

It is normally expected that staff at the highest increment step of the base linked position must satisfactorily complete a full cycle of the General Staff Performance Management Scheme before assessment for the advancement to the next classification level. Assessment will be based on the duty statement and selection criteria for the higher level position.

7.2 Timing of Advancement

The timing of the approval process for the staff member's advancement to the linked classification position will be in line with their Performance Management Scheme cycle. The date at which the staff member advances to the higher level will become the staff member's new increment date.

8. RECRUITING FOR LINKED POSITIONS

When the University has decided to recruit to a position that has been approved as a linked classification, a linked position description and selection criteria and the salary ranges (including superannuation) for both classification levels should be advertised. Recruitment documentation will make it clear that the University has the right to appoint at either classification level.

The following documentation is necessary for the recruitment process.

Linked Duty Statement:

The linked duty statement comprising:

- a) the range of duties for the lower level; and
- b) the range of duties for the higher level classification position.

Linked selection criteria:

The linked selection criteria comprising:

- a) the essential criteria for the position which are common to both ranges of duties; and
- b) the "advanced essential criteria" which are those related to the duties of the higher level linked classification position.

Applicants will be advised to address the "essential criteria" of the linked position. In addition, if the applicant chooses, they may address the "advanced essential criteria" of the higher linked classified position. The criteria of the higher position will be written in a way so as to eliminate duplication and ensure that a clear distinction exists between the two levels.

Specific information on how to apply for linked classification positions will be included in the recruitment documentation for the position.

A recruitment panel may recommend that an applicant for a linked classification position be appointed at the higher linked classification level, where the successful applicant is able to satisfy all "advanced essential criteria" of the higher level linked classification position.

9. ACTING IN A LINKED CLASSIFICATION POSITION

In the situation where a staff member is acting in a linked classification position, the supervisor should consider the linked position duties and selection criteria to determine the appropriate classification level.

10. DELEGATED AUTHORITIES

The delegate is as listed in the [Delegations Register](#), as amended from time to time.