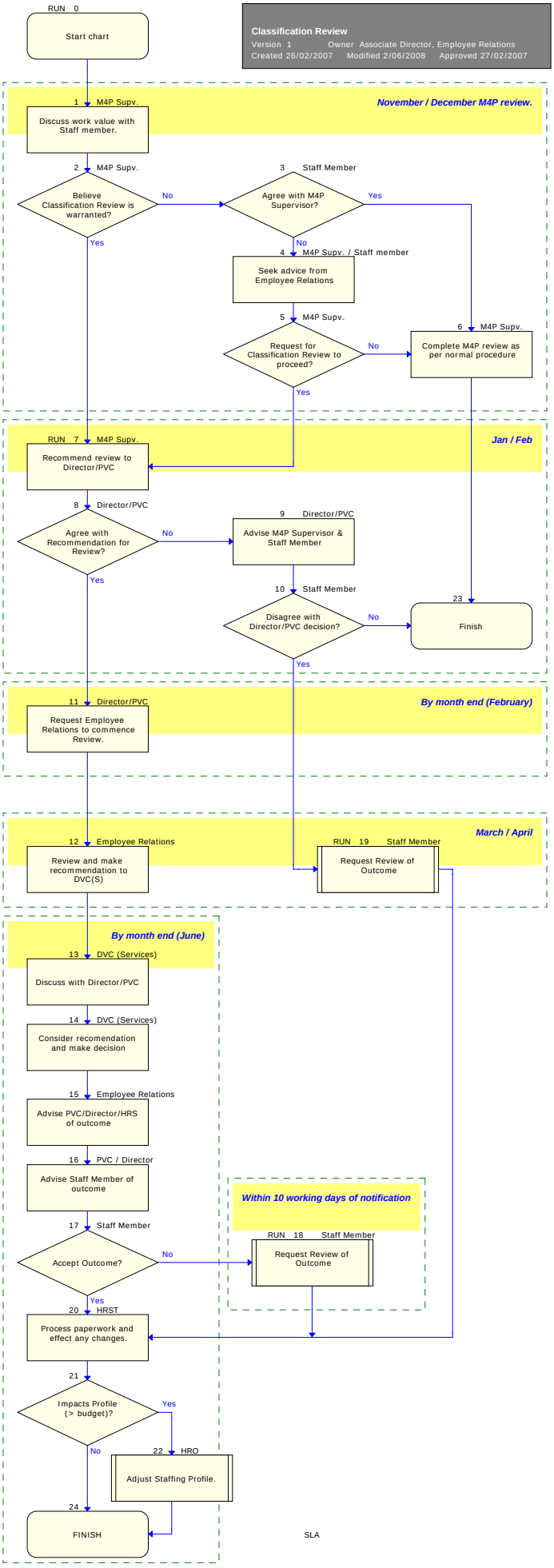
Classification Review
Version 1 Owner Associate Director, Employee Relations
Created 26/02/2007 Modified 2/06/2008 Approved 27/02/2007
RUN 0
Start chart
November / December M4P review.
1 M4P Supv.
Discuss work value with Staff member.
2 M4P Supv.
Believe Classification Review is warranted?
No
Yes
3 Staff Member
Agree with M4P Supervisor?
Yes
No
4 M4P Supv. / Staff member
Seek advice from Employee Relations
5 M4P Supv.
Request for Classification Review to proceed?
No
Yes
6 M4P Supv.
Complete M4P review as per normal procedure
Jan / Feb
RUN 7 M4P Supv.
Recommend review to Director/PVC
8 Director/PVC
Agree with Recommendation for Review?
No
Yes
9 Director/PVC
Advise M4P Supervisor & Staff Member
10 Staff Member
Disagree with Director/PVC decision?
No
Yes
23
Finish
By month end (February)
11 Director/PVC
Request Employee Relations to commence Review.
March / April
12 Employee Relations
Review and make recommendation to DVC(S)
RUN 19 Staff Member
Request Review of Outcome
By month end (June)
13 DVC (Services)
Discuss with Director/PVC
14 DVC (Services)
Consider recomendation and make decision
15 Employee Relations
Advise PVC/Director/HRS of outcome
16 PVC / Director
Advise Staff Member of outcome
17 Staff Member
Accept Outcome?
No
Yes
Within 10 working days of notification
RUN 18 Staff Member
Request Review of Outcome
20 HRST
Process paperwork and effect any changes.
21
Impacts Profile (> budget)?
Yes
No
22 HRO
Adjust Staffing Profile.
24
FINISH
SLA