



The Guild – your voice at Seven

Classifications: Does yours match what you do?

During discussions between Seven, the MEAA and the CPSU about the terms of the New Agreement the parties discussed, among other things, a one off classification review process.

Arising out of discussions during the negotiations of the New Agreement, Seven has agreed to a one off process which will allow people to apply for a classification review with Human Resources within eight weeks of the commencement date of the New Agreement. This process is in addition to the normal classification process that occurs annually as part of the performance review. The application will be considered by Human Resources in conjunction with the employee's manager and the employee.

Appropriate Classifications

Your Classification Level should align with the skills and competencies held and exercised, and the duties and responsibilities set out in the Seven Network Agreement. Your classification level should appear on your pay slip or performance reviews.

Classification Definitions

Contained within the Agreement is a description of each classification. It is important to consider the tasks that you are regularly required to do, and measure this against your current classification, prior to taking any steps to request a classification review. You will need to be able to demonstrate how you are working to a higher classification. To do this, you will need to provide evidence.

Skills and Competencies held and exercised

Competencies describe the skills and qualifications that you require in order for you to perform your work. They may not be directly relevant to your appraisal or classification review for the simple reason that in order to get your job you may have already needed to demonstrate that you have the necessary skills and competencies.

What can I do if I believe I am working at a higher classification than what I am being paid?

If you believe you are not being adequately compensated for the work you are performing, you can speak to your union about the classification review process. You will hear more about this process in the coming weeks. In the meantime, start gathering evidence that will demonstrate how you are performing at a higher level. Your delegates or organisers can give you more information about how to do this.

If you are not yet a union member, now is the time to join.

If you are interested in the Classification Review process, and will be seeking assistance, it is important that you let your union representatives know now, to ensure you receive assistance and support. The first step throughout this process is gathering information that supports your claim. Complete the details on the other side of this bulletin and return to your union.

Please email this form and any attachments to leonie.henricks@cpsu.org.au or fax to 07 3002 7518

Your Name: _____ Best Contact Number: _____

Workplace: _____ Email: _____@_____

Job Title: _____ Current Classification: _____

Employment Status: _____ Department/Section: _____

Current Supervisor responsible for your Performance Assessment: _____

Date of last reclassification: _____

Classification you believe you would best represent the work you do: _____

Do you have a copy of your most recent Performance Assessment: Yes/No (If yes, please attach a copy to this form).

Please attach the following information:

- A brief description of your current role, including duties, tasks and any additional responsibilities;
- A brief description as how the above listed duties and responsibilities align with those outlined under the classification level that you believe you should be reclassified to;
- When considering the skills and competencies listed within the classification you believe you should be reclassified to, and how this be demonstrated;
- Any other information that you believe is relevant to your reclassification request that should be incorporated into this application.
- Any evidence you are able to provide to support the application. Examples may include: emails, rosters incorporating varying tasks, additional responsibilities, significant changes in the work that you do, including changes in technology, training less experienced staff.

Your involvement and your membership matters

- ✓ Please, share this bulletin and ask one of your workmates to join your union.
- ✓ Want to learn more? The CTVG needs to hear from you, tell us what matters.

For more information, or to join or learn more about the Guild go to: <http://ctvg.wordpress.com>
or contact:

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- Danny Donohue: danny.donohue@alliance.org.au Phone 0425 315 897