

Procedure Title: Position reclassification procedure

Procedure Owner: Chief People Officer

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1. INTENT

This procedure outlines the requirements for the reclassification of professional positions from HEW levels 1-10.

2. ORGANISATIONAL SCOPE

This procedure applies to managers and full-time and part-time employees seeking reclassification of professional positions.

3. DEFINITIONS

The [University Glossary](#) applies to this procedure.

4. PROCEDURE CONTENT

Employee and Line Manager initiated reclassification

- An Employee and / or Line Manager who considers position responsibilities and duties have significantly changed must discuss this with their Line Manager and P&C Business Partner.
- The Line Manager must confirm any changes to the complexity of responsibilities and duties are required to be performed as part of the position, and the changes are ongoing in nature.
- If the changes to the work and or duties performed are not requirements of the position, or if the changes are not ongoing in nature, the Line Manager will discuss the outcome with the requestor.
- An employee can request the reclassification request proceeds without Line Manager support and should discuss this with their P&C Business Partner.

- To proceed the Employee and / or Line Manager must complete a reclassification request form and submit with supporting documentation, to people@ecu.edu.au.
- When the completed form and supporting documents are received, People and Culture will log the request and assess the position using the descriptors in Schedule 2 – Part 1 of the *Edith Cowan University Enterprise Agreement 2022* and the Korn Ferry / Hay job evaluation methodology as a secondary classification system.

Outcome – successful

- If the reclassification is successful, the proposed position description will be finalised by People and Culture and approved by the requestor's Line Manager.
- The P&C Business Partner will notify the Employee and Line Manager, and a letter varying the contract of employment will be produced by People and Culture and sent to the employee.
- Any increase to remuneration and benefits due to the reclassification will be effective from the first pay period after the date the application was made, unless an earlier date is deemed appropriate.

Outcome – unsuccessful

- If the reclassification outcome is unsuccessful, the Employee and Line Manager will be notified of the outcome, supported by a summary of the classification findings and advice on the appeals process.

Appeals process

- An Employee whose application is unsuccessful has 14 days to lodge an appeal if they would like the reclassification decision to be reviewed.
- The decision will be reviewed by the Reclassification Review Committee who will make a decision within 14 days of meeting.
- The Employee will be advised of the outcome of the appeal.

Reassessment

- A re-assessment can occur 12 months after the unsuccessful reclassification outcome or appeal process, unless the Line Manager and Employee agree there is a significant change in duties, or the University initiates a review.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedure Owner is the Chief People Officer and has overall responsibility for the content of these procedures and their operation.

The Manager People Partnering and Employee Relations is responsible for the currency of information and provision of advice relating to these procedures.

6. RELATED DOCUMENTS**Operational documents and resources**[Reclassification request form](#)[Position description template – professional staff](#)**7. CONTACT INFORMATION**

For queries relating to this document please contact:

Procedure Owner	Chief People Officer
All Enquiries Contact	Manager People Partnering and Employee Relations
Email address:	people@ecu.edu.au

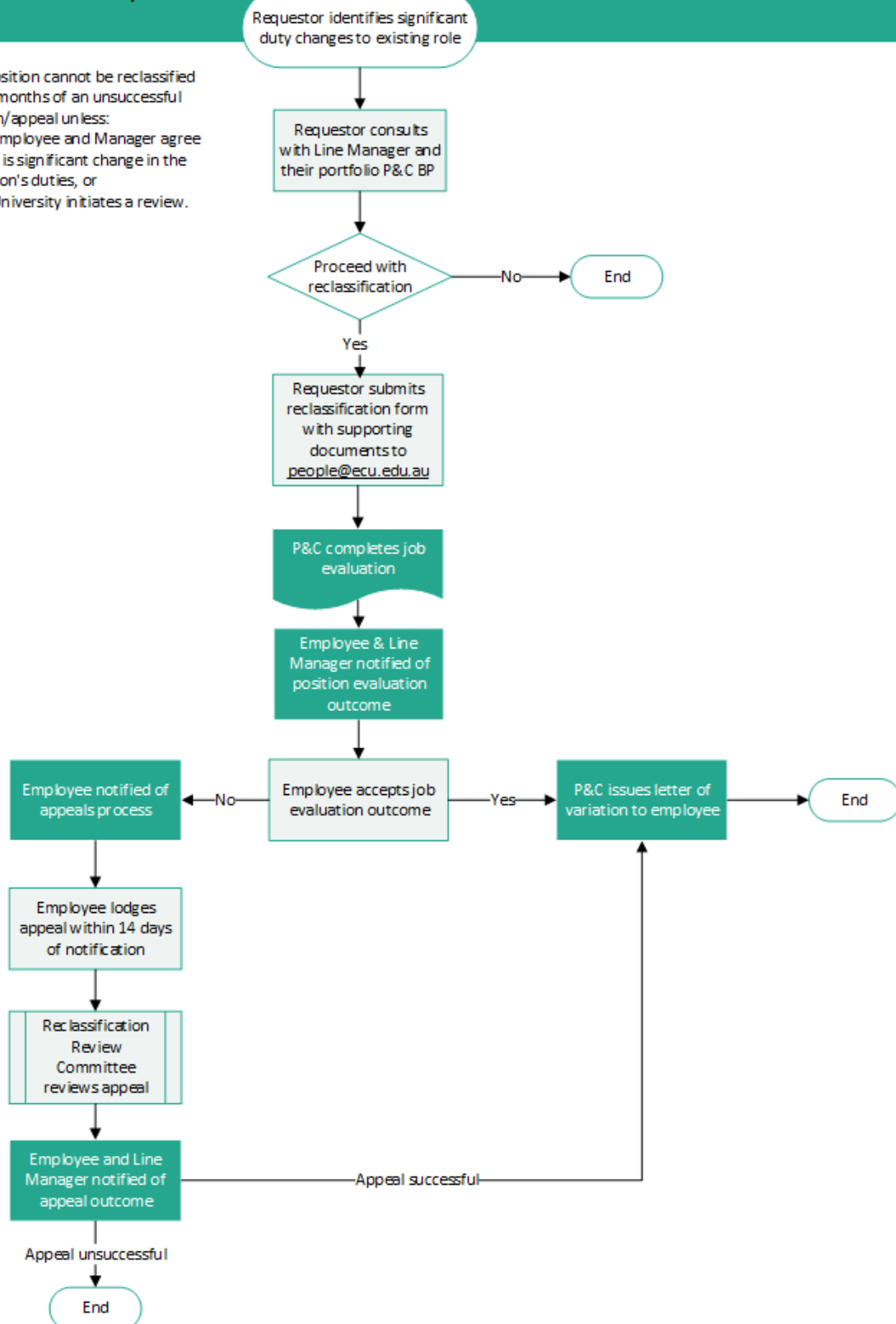
8. APPROVAL HISTORY

Procedure approved by:	Chief People Officer
Date procedure first approved:	2 September 2025
Date last modified:	2 September 2025
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Position reclassification process

Note: A position cannot be reclassified within 12 months of an unsuccessful application/appeal unless:

- The Employee and Manager agree there is significant change in the position's duties, or
- The University initiates a review.



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