

FACTSHEET - Transition to Contemporary Classification Structure (CCS)

The TAFE Commission of NSW Administrative, Support and Related Employees Enterprise Agreement 2016 effective from 1 July 2016 includes a transition of staff from multiple classifications to the new contemporary classification structure. This transition will come into effect from the 13 January 2017.

Information regarding the transition process and the CCS is provided.

NEW CONTEMPORARY CLASSIFICATION STRUCTURE

The TAFE NSW Administrative & Support Enterprise Agreement 2016 introduced a new Contemporary Classification Structure (CCS).

The CCS has been designed using key principles that will ensure a consistent approach to the evaluation and classification of positions covered by the Agreement.

There are now three work streams:

Learning and Business Support Stream – The majority of employees will transition to the New 'TAFE worker' classification in the Learning and Business Support Stream.

This transition will come into effect from the 13 January 2017.

Library Stream – Library employees remain on the current salary structure (including Librarian Grade 4 and 5).

Childcare Stream – Early Childhood Educators remain on the current salary structure.

TRANSITION TO TAFE WORKER

Employees will transition from their current classification to an assigned TAFE Worker Level that matches the functional requirements of their position.

If your job level moves to a higher pay rate in the new structure, your pay rate will increase.

If your job level moves to a lower pay rate in the new structure, your pay rate will stay protected and you will receive further increases when the new rate catches up.

The level the employee transitions to, under the CCS, is as a result of assessment of positions using the Work Level Standards (WLS). This process was undertaken by the parties involved in the bargaining stage for the Enterprise Agreement.

Following implementation of the new CCS from 13 January 2017, employees will have 3 months in which they can request a review of their transition if

they feel that the grading of the position is not in keeping with its essential requirements

The employee will submit in writing, the specific concerns with how the position was originally graded and how the responsibilities of the position have changed, in consideration of the elements within the Work Level Standards, including the following:

- Skills, Knowledge and Experience
- Organisation Capability and Task Level
- Level of Supervision
- Judgement, Independence and Problem Solving
- Typical Activities.

Submissions for a grading review will be received by the People and Culture Manager and then, in conjunction with the Grading Review Committee, the details of the review request will be considered and a decision will be made as to whether the grading request is upheld or declined.

The decision of the Grading Review Committee will be final and as such, no further review will be conducted.

Library employees and Early Childhood Educators will not transition to TAFE Worker classification in the CCS.

To view the transition of existing classification to TAFE Worker please refer to Schedule E, Clause 5 of the Enterprise Agreement.

WORK LEVEL STANDARDS

Work Level Standards (WLS) broadly describe the level of work expected for a position at each classification/level and are the mechanism for the grading of positions under this Enterprise Agreement.

Unless otherwise provided for in the Agreement, all positions will be evaluated using the WLS to determine the appropriate level in the CCS.

PROTECTED SALARY

An employee's salary level will be protected if their classification transitions to a salary in the new Agreement that is less than their current rate of pay.

An employee whose salary has been protected will be classified at the top step of the TAFE Worker Level that they have been transitioned to.

For example, an employee is transitioned from the top increment of a Clerk 3/4 to the top step of a TAFE Worker Level 3 – step 5.

Where an employee transitions at this level, and their salary is protected at the top step of the respective level, they do not progress to the next TAFE Worker level.

Progression to the next level is **only** by promotion/appointment to a position classified at that particular level.

The employee's salary level will continue to be protected until their pay scale (under the CCS) exceeds their current rate of pay.

If an employee's salary has been protected and the initial 2.5% increase received, no further increase to the base rate of pay will be received throughout the life of the Agreement, until the pay scale (under the CCS) exceeds their current rate of pay.

Affected staff will be eligible for further base pay increases once their existing salary surpasses their pay rate under the CCS.

For example



The employee becomes eligible for an increase in July 2018 when the TAFE Level Worker Level 4/Step 5 will increase to \$72,660, which is greater than their existing salary.

For Further Assistance

Please contact your local People and Safety Team.