



13. Merit Promotion



CSIRO Staff Association

This is the thirteenth in a series of fact sheets to assist CSIRO union members better understand and enforce our rights at work. The source of these rights is contained at clause 40 of the new CSIRO Enterprise Agreement 2011-2014 (EA).

Know Your Rights

How does merit promotion work?

Merit promotion to a higher CSOF level shall be approved, where through the rewards assessment procedures (Clause 39), CSIRO determines that:

- An officer has a sustained record of achievement that clearly demonstrates the requirements defined for the next CSOF level in the relevant functional area's work classification standards; and
- CSIRO requires the role to be performed at the higher level for the foreseeable future (Clause 40(a)).

Where can I access the work classification standards?

On the CSIRO Intranet under Human Resources Policies/Classification of Staff/CSIRO Classification System. The work classification standards are derived from the classification level descriptors in Schedule 6 of the EA and can only be changed with agreement of the Staff Association (Clause 14).

Over what period do I need to demonstrate a sustained record of achievement in order to be promoted?

Normally at least two years, but this is not mandatory. The minimum is one full performance cycle (12 months). There are myths at times in CSIRO that two years is absolutely required, but this is not correct. Where the period is less than two years, in order to be successful, the promotion case must clearly address the officer's capacity to sustain that level of performance beyond the period being assessed (Clause 40 (b)).

Do I have to be on the maximum performance and development step of my CSOF level to be promoted?

No (Clause 40 (c)). You can submit a promotion case from any classification point.

If my promotion is denied because the role is 'not to be performed at the higher level for the foreseeable future', what occurs?

In this circumstance, an officer will be advised in writing of the functions and activities that are no longer required to be performed and the work objectives set through the officer's APA will be adjusted to reflect this advice (Clause 40(d)).

Does merit promotion vary for CSOF Level 7 and above officers?

Yes, but only for CSOF Level 7 and above officers who have been promoted or appointed from 3 December 2008 onwards. Clause 41 of the EA has specific provisions that apply to these officers.

Is a 'term promotion' different to merit promotion?

Yes. In particular circumstances where CSIRO requires a role to be performed at a higher level, but only for a limited period (not the foreseeable future), an officer may be offered a 'term promotion'. Contact your Staff Association delegate or organiser for advice and assistance in this circumstance.