

# Classification appeals

## KNOW YOUR RIGHTS

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 39.

### 1) Who is eligible to lodge a classification appeal?

To be eligible to lodge an appeal you must be:

- A current CSIRO officer
- Seeking a classification within the CSOF 1-6 range; or
- At the CSOF 7 or 8 level in the Research Scientist, Research Engineer or Research Consulting functional area.

### 2) What are the grounds for appeal by eligible staff?

You may appeal where:

- The delegate declines to approve a reclassification;
- The officer's immediate supervisor declines to submit the case for reclassification in the reward review process.

### 3) How much time do I have to lodge a formal appeal and supporting documentation?

You have 28 days to lodge an appeal from the date that you are advised that your case has been unsuccessful or receive advice that your case will not be submitted to the Reward Review Committee.

### 4) Is there an informal reconsideration or appeal option?

Yes. CSIRO and the officer may agree to an informal reconsideration of the decision which will include:

- A review of the decision by a Senior Manager agreed by both the officer and CSIRO; and
- A focus on a timely and expeditious review with the objective of resolving the matter within 14 days.
- The informal review process will not preclude an officer or CSIRO from invoking the formal appeal process prior to the conclusion of the informal review.

### 5) What is the formal Reclassification Appeal Process?

Formal appeals will be considered by a Reclassification Appeal Committee. The officer has an opportunity to address the committee.

The committee then provides a report and recommendations to the Business Unit Leader who reviews the report, makes a decision and informs the parties in writing of the outcome within 14 days.

## Important points

- CSIRO staff can lodge a classification appeal provided they meet eligibility criteria.
- Eligible CSIRO staff have 28 days following a classification decision to lodge an appeal and supporting documentation.
- Informal reconsideration can occur. CSIRO and the staff member may agree to this process that is focused on timely and expeditious review – typically within 14 days.
- The Informal review process does not preclude the option of seeking a formal classification appeal.
- The Reclassification Appeals Committee considers formal appeals and reports to the Business Unit Leader for decision.

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