

# 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 2020-2023 (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.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or visit [www.csirostaff.org.au](http://www.csirostaff.org.au)



**APPLICATION FOR MEMBERSHIP**



I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

**CSIRO IDENT:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**DR/MR/MRS/MS/MISS** (Circle one) **D.O.B:** \_\_\_\_\_ **M / F** (Circle one) **ATSI ORIGIN YES / NO** (Circle one)

**BUSINESS UNIT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**CSIRO LEVEL/ STEP:** \_\_\_\_\_ **FULL or PART TIME** (Circle one) **TENURE: INDEFINITE or SPECIFIED** (Circle one)

**HOME ADDRESS:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**WORK EMAIL:** \_\_\_\_\_

**HOME EMAIL:** \_\_\_\_\_

**PH (Mob):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Home):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please complete the bottom section of the form, then hand it to your delegate, email to [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or post to: CSIRO Staff Association, Level 7, 350 Queen Street, Melbourne Vic 3000

**FOR YOUR INFORMATION**

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks’ notice, in writing, to the union.

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members’ personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au) or by calling us on (03) 8620 6348.

**AUTHORISATION FOR PAYROLL DEDUCTION**

**TO: THE CSIRO PAY OFFICER**

Please credit 0.65% of my salary to Bank Australia from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to Bank Australia and should remain in force until further notice.

The amount to be deducted and credited to Bank Australia may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

**CSIRO IDENT:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**D.O.B:** \_\_\_\_\_ **WORK EMAIL:** \_\_\_\_\_

**CSOF LEVEL/STEP:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

✂ \_\_\_\_\_

**Sign up here for regular updates and to be contacted by the CSIRO Staff Association**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_ Delegate: \_\_\_\_\_ Workplace: \_\_\_\_\_

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