

# Merit Promotion

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 and in reference to Reward Assessment Procedures outlined in Clause 38. Specific appointment, merit promotion and advancement rights for CSIRO employees classified at CSOF Level 7 and above are set out in 38 and 39.

For information on merit promotion reviews, refer to the Know Your Rights factsheet on Classification Appeals.

## 1) How does merit promotion work?

Merit promotion to a higher CSOF level shall be approved where - through the Rewards Assessment Procedures - 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 Work Classification Standards; and
- CSIRO requires the role to be performed at the higher level for the foreseeable future.

## 2) Where can I access the work classification standards?

Work classification standards can be accessed through the Human Resources section of the MyCSIRO intranet. These standards are underpinned by classification level descriptors located in Schedule 5 of the EA.

## 3) How long is a sustained record of achievement?

Normally two years - however this is not mandatory – but not less than one full (12 month) performance cycle. Where the performance is over a period less than two full cycles, the case must clearly address the candidate's capacity to sustain that level of performance beyond the period being assessed.

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

Not at all. An officer need not be on the maximum performance and development step of their existing CSOF level to be promoted and can submit a promotion case from any classification point.

## 5) What if my promotion is denied because that the role 'is not required to be performed at the higher level for the foreseeable future'?

Where a promotion is denied on these grounds the officer will be advised in writing of the functions or activities that are no longer required to be performed and the work objectives set through the Annual Performance Agreements process will reflect this advice. For information on merit promotion reviews, refer to the Know Your Rights factsheet on Classification Appeals or clause 39.6-8 of the EA.

## 6) Process for CSOF Level 7 and above

Clause 39 of the EA also sets out detailed rights and review processes for appointment, merit promotion and advancement of officers classified at CSOF Level 7 and above.

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@cspu.org.au](mailto:csstaff@cspu.org.au) or visit [www.csirostaff.org.au](http://www.csirostaff.org.au)

# KNOW YOUR RIGHTS

## Important points

- Merit Promotion to a higher CSOF level is determined through Reward Assessment Procedures.
- Officers must demonstrate a sustained record of achievement that meets the work classification standards of the next level.
- CSIRO must also require the role to be performed at the higher level for the foreseeable future.
- A sustained period of achievement is normally two years but no less than one full (12 month) performance cycle.
- Promotion cases for CSOF level advancement can be submitted from any classification points.
- Separate promotion processes apply for CSOF Level 7 and above.



CSIRO STAFF  
ASSOCIATION

**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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