

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

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<b>FUNCTIONAL GROUP(S)</b>	Allied Health Child Youth and Family
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<b>SUMMARY</b>	This document applies to all Allied Health Professionals who are covered by the NSW Health Professionals (State) Award or NSW Health and Community Employees Psychologists (State) Award.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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## SESLHD PROCEDURE

### Allied Health Professional Grading and Regrading

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### 1. POLICY STATEMENT

The South Eastern Sydney Local Health District (SESLHD) Allied Health & Psychology Grading Committee is responsible for reviewing applications for positional grading and personal regrading under the [NSW Health Service Health Professionals \(State\) Award](#) and/or the [NSW Health and Community Employees Psychology \(State\) Award](#).

### 2. BACKGROUND

This procedure outlines the process of applying for positional or personal regrading for allied health professionals (including psychologists) and their managers.

#### Definitions

Classification: Refers to the determination of the appropriate Award classification according to the criteria set out in the relevant award.

Grading: Refers to the process for determining the appropriate level within an Award classification.

Personal re-grade: Refers to a re-grade application where there is an Award provision specifically enabling an application for a personal re-grade or personal progression to be made by the employee. Only where such Award provisions exist may personal re-grades be initiated.

Positional grading/re-grading: Refers to an application for grading of a new position, or re-grading of an existing position where the existing responsibilities of the role have changed or no longer reflect the requirements of the role.

Relevant senior professional for the discipline: The Discipline Advisor, Principal Psychologist or another appropriate delegate as determined by the Director of Allied Health.

### 3. RESPONSIBILITIES

#### 3.1. Employees seeking personal regrade will:

Complete and submit the appropriate documentation for a regrade to their Line Manager. The onus is on the individual to demonstrate evidence in line with the relevant award criteria to support their application.

#### 3.2. Line Managers will:

Complete and submit the documentation appropriate for either a personal or positional regrade.

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Take responsibility for tracking progress of an application through all stages of sign off.

Consult with the relevant senior allied health professional as required.

#### **3.3. Relevant senior professional for the discipline will:**

For positional grading:

- Review applications at the request of the manager.
- Where the application affects an incumbent; review the applicant's resume and summary demonstrating how they meet the criteria for approval.

For personal regrading:

- The senior professional must review all applications and provide independent and expert assessment of the application against the award requirements.

#### **3.4. Human Resources Business Partners will:**

Review positional grading/regrading applications for completeness and submit all applications received to [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au).

#### **3.5. General Managers and Service Directors will:**

Endorse or decline applications for grading in accordance with this procedure and their delegated authority.

#### **3.6. SESLHD Allied Health and Psychology Grading Committee will:**

Assess all grading applications for employees classified under the [NSW Health Service Health Professionals \(State\) Award](#) or the [NSW Health and Community Employees Psychology \(State\) Award](#).

Endorse or decline applications in accordance with this procedure providing feedback and advice on decisions.

Facilitate independent external review of applications as required.

#### **3.7. The SESLHD Director, Allied Health will:**

As the nominated delegate of the Chief Executive, review and make final determination on applications for grading in accordance with this procedure.

Manage any grading appeals and facilitate independent external review of applications as required.

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#### 4. PROCEDURE – Positional Grading/Regrading

##### 4.1. General Principles for Positional Grading/Regrading

Positional grading/regrading applications are submitted on SESLHD Form F453 - Allied Health and Psychology Positional Grading Form.

A positional re-grade is determined with reference to the job functions, tasks and responsibilities of the position, not the position holder.

All positional grading and classification applications must be supported by the relevant General Manager/Service Director before consideration by the Allied Health & Psychology Grading Committee.

An approved business case is required for positional grading/regrading applications.

##### 4.2. Procedure for Positional Grading/Regrading

A flowchart for positional grading and regrading is found in **Appendix 1**.

##### Step 1:

The Line Manager:

- I) Optional: Seek grading support from the relevant senior professional of the discipline by contacting [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au)
- II) Submits all relevant documentation to the HR Business Partner, including:
  - a. Signed Business Case
  - b. Signed SESLHD Form F453 - Allied Health and Psychology Positional Grading Application Form
  - c. the existing Position Description (if applicable) for the position that is the subject of the grading application
  - d. the proposed Position Description for the position that is the subject of the grading application
  - e. Two comparative Position Descriptions, one internal and one external to SESLHD
  - f. Organisational chart(s) clearly demonstrating the grading and FTE of other relevant positions within the structure as well as:
    - the position in the current structure (if applicable)
    - the position in the proposed structure

Use of SESLHD's [Allied Health generic position description templates](#) is recommended. These can be located on the SESLHD Intranet.

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#### Step 2:

HR Business Partner assesses the application. If supported, the HR Business Partner approves SESLHD Form F453 - Allied Health and Psychology Positional Grading Application Form and forwards the application and advice to the Service Manager and Tier 2. The advice should outline the key aspects of the application and make a recommendation for the application to proceed to the next step.

If not supported, the HR Business Partner returns the application with feedback to the line manager.

If the application pack includes a signed Business Case relating to the position being graded/regraded, then SESLHD Form F453 - SESLHD Allied Health and Psychology Positional Grading Application Form does not need to be signed by the Service Manager and Tier 2.

#### Step 3:

Where the application is supported, it is submitted by the HR Business Partner to the SESLHD Allied Health & Psychology Grading Committee at [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au).

The application must be received at least 5 business days prior the scheduled meeting to be reviewed.

#### Step 4:

The Grading Committee reviews the application to ensure the requested grading matches the position description and the Award Criteria.

The outcome of the decision is recorded and the approved minutes are forwarded to the relevant HR Business Partner and Hiring Manager. If the committee has endorsed the application on the condition that certain changes are made, the final position description with the requested changes made must be sent back to [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au) for noting.

## 5 PROCEDURE - Personal Regrading

### 5.1 General Principles for Personal Regrading

Personal regrading is a process initiated by an individual staff member who considers that they have the professional skills and attributes that warrant a move to a higher grade while remaining in their current position. The onus is on the individual to demonstrate evidence in line with the Award criteria to support a higher grade. Applicants must demonstrate that they are consistently working at and undertaking duties in their current role that are equivalent to the level and role for which they are

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applying. Applicants must be able to demonstrate that the claimed expertise is required for the role, is being utilised, and there is a positive impact on services arising from their work.

#### 5.2 Eligibility for Personal Regrading

Employees under the Health Professionals (State) Award can apply for a personal regrade from:

- Level 2 to Senior Clinician Level 3 or
- Senior Clinician Level 3 to Senior Clinician Level 4 (Specialist or Generalist)

Exclusions:

- A Level 2 clinician cannot apply for a personal Senior Clinician Level 4 regrading.
- Personal regrading is **not** available to Level 5 or Level 6.

Employees under the Health and Community Employees Psychology (State) Award can apply for a personal regrade from:

- Psychologist to Senior Psychologist - following completion of a minimum of 12 months at the 9<sup>th</sup> year of service and thereafter point on the salary scale for Psychologist
- Clinical Psychologist to Senior Clinical Psychologist - following completion of a minimum of 12 months at the 5<sup>th</sup> year of service and thereafter point on the salary scale for Clinical Psychologist.

#### 5.3 Process of Personal Regrading

A flowchart for applications for personal grading and regrading is found in **Appendix 2**.

##### Step 1:

Applicants must discuss their intent to apply for a personal regrade with the relevant senior professional. This discussion can be arranged by contacting [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au).

The senior professional will provide general advice and guidance to the applicant regarding the appropriateness of their application.

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#### Step 2:

The applicant completes the relevant personal regrading form.

#### Regrades under the Health Professionals (State) Award:

- Employees must complete the SESLHD Form F353 - Personal Regrading Application form – Allied Health
- The total regrading package including evidence (excluding the application forms) **should not be more than 50 pages**
- The entire application package is required to be in a single, ordered pdf file suitable for electronic submission.

#### Regrades under the Health and Community Employees Psychologists (State) Award:

- Employees must complete the SESLHD Form F454 – Personal Regrading Psychology form and include a revised position description
- The total regrading package should be organised into two parts, with each part required to be in a separate and ordered pdf file suitable for electronic submission. The first part should include the application forms, a revised position description and an evidence summary addressing the appropriate Award criteria. The second part is comprised of an evidence portfolio that provides examples and supporting documentation to demonstrate that the required criterion for personal regrading have been met.

Completed applications must be emailed to the appropriate Line Manager.

#### Step 3:

#### The Line Manager will:

- I) Assess the application package and provide feedback on the relevant form.
- II) If the application is not supported, the Line Manager will provide unambiguous written feedback that references the criteria to applicants whose applications are not supported.
- III) Submits the application to the relevant senior professional for the discipline. The application must be submitted whether or not it has been supported by the line manager.

#### Step 4:

#### The relevant senior professional for the discipline will:

- I) Assess the application package.
- II) Provide a written response on the relevant form with details.
- III) Return the completed Form to the line manager.



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#### Step 5:

If the application is supported by the relevant senior professional, the Line Manager will submit the application for support and signatures from the remaining staff on the relevant form.

If the application is not supported by the relevant senior professional, the Line Manager discusses this feedback with the applicant. Applications that are not supported by the relevant senior professional do not proceed to the Allied Health and Psychology Grading Committee unless contested as in *5.4 Appealing a Personal Regrading Application*.

#### Step 6:

The Service Manager and then Service Director will review the application and give reasons why it is supported or not supported, documented on the relevant form.

#### Step 7:

The Line Manager submits the complete application package to the Allied Health and Psychology Grading Committee for review by emailing the application to: [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au), at least 5 business days prior to the scheduled meeting date.

Applications for personal regrading that do not have support from the Line Manager or Service Manager or Service Director must still be sent to the SESLHD Allied Health and Psychology Grading Committee for consideration, as per the award.

#### Step 8:

The Allied Health and Psychology Grading Committee assess the merit of the application at the next committee meeting.

Level 4 personal regrade applicants under the [NSW Health Service Health Professionals \(State\) Award](#), may be required to attend an interview to discuss how they meet the award requirements.

For regrade applications under the Health and Community Employees Psychologists (State) Award, the HSU will be notified and an interview with the applicant will follow.

#### Step 9:

The Allied Health and Psychology Grading Committee will record its decision and reasoning in the minutes. They will forward the outcome to the relevant Line manager.

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#### Step 10:

The Line Manager provides advice of the application's outcome to the applicant.

If an application is declined, the health professional is to receive written advice at the time of being notified that their application was declined and the reasons for the decision.

#### 5.4 Appealing a Personal Regrading Application

##### 5.4.1 Applications that are not supported by the Senior Professional:

Where an application is not supported by the relevant senior professional and therefore has not been reviewed by the AH and Psychology Grading Committee the applicant can appeal for the application to be reviewed regardless. The applicant will notify their line manager and the relevant senior professional for the discipline. The Allied Health and Psychology Grading Committee should be contacted via [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au) to review the application, noting that it was declined by the relevant senior professional.

##### 5.4.2 Applications that are not supported by the Allied Health & Psychology Grading Committee:

#### NSW Health Professionals (State) Award:

Employees may contest an unsuccessful application for a regrade by writing to the Director Allied Health providing grounds for the appeal and any supporting documents. The appeal is to be lodged within 21 days of receiving written notification of the decision. The Allied Health Workforce Consultant will notify Workplace Relations at the Ministry of Health of an application to be brought to the 'Peak Level Health Professional Regrading Committee'. The application will be submitted as it stands, without more information being added (eg Grading Committee Decisions), so that the Peak Regrading Committee may either confirm the original outcome, or if it believes it is warranted on the original evidence, to recommend a different outcome, against the same criteria.

#### Health and Community Employees Psychologists (State) Award:

As per the Health and Community Employees Psychologists (State) Award, the dispute resolution procedures contained in the [Public Hospitals \(Professional and Associated Staff\) Conditions of Employment \(State\) Award 2019](#), shall apply.

#### 5.5 Transferability of personal regrading

Personal regradings will not automatically transfer with a staff member if they are successful in gaining employment in another position within NSW Health. The

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transferability of a personal grading must be raised by the professional as part of the selection process and addressed by the selection panel at the time of recruitment with the panel making a specific recommendation on transferability of the personal grade. The employer, or approved delegate, will determine whether the personal grading will transfer.

#### 6 Positional Regrading – Effect on Incumbent of Position <sup>1</sup>

If a vacant position is successfully regraded, it must be filled following normal recruitment processes.

If the position being regraded has an incumbent, they will be directly appointed if:

- the incumbent meets the selection criteria of the re-graded position, and
- the salary difference between the commencing salary of the re-graded position is within 5% of the current salary rate or the re-graded position is within one grade of the original grading of the position.

In these situations, an incumbent should prepare a short summary demonstrating how they meet the criteria of the position and their resume. This should be presented to the General Manager/Service Director and the Allied Health Discipline Advisor for approval through an appendix (or TAB) to the positional grading application.

Where these criteria are not met, the position will be advertised in accordance with current requirements.

In the event that an incumbent is not appointed following recruitment to the re-graded position, the relevant Business Partner will seek redeployment options. Where no redeployment options are suitable, the requirements set out in [NSW Health Policy Directive PD2012 021 - Managing Excess Staff of the NSW Health Service](#) will apply.

#### 7 Effective Date of Grading Decisions

Regrade effective dates will not be backdated any further than the below directive except in exceptional circumstances, and only with approval from the Director, Allied Health.

##### NSW Health Professionals (State) Award

The NSW Health Service Health Professionals (State) Award provides that personal regrades in this category are effective from the first full pay period on or after the date the grading application was approved by the line manager.

##### Health and Community Employees Psychologists (State) Award:

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The effective date for approved regrades will be the first full pay period on or after the date the application was approved by the Allied Health and Psychology Grading Committee.

#### 8 Meeting frequency

The SESLHD Allied Health & Psychology Grading Committee will meet fortnightly.

#### 9 Multi-award grading applications

Applications for positions with multiple awards that include any profession covered by the NSW Health Professionals (State) Award or NSW Health and Community Employees Psychology (State) Award as well as another award (eg. Nursing) will require endorsement by the SESLHD District Grading Committee.

#### 10 Fast Track - Exceptions to the positional grading/re-grading process

##### 10.1 Generic Position Descriptions

Where a positional grading application uses the generic Allied health position description, this should be indicated on SESLHD Form F453 - Allied Health and Psychology Positional Grading Form. This may allow the Allied Health Grading Committee to support the application out of session.

##### 10.2 Addition of a discipline of the same grade

Where the request is to add a discipline of the same grade with no other changes to the position description and the existing position has been through the grading process within the past five years, application can be made directly to the Allied Health and Psychology Grading Committee. The current and updated position description must be included.

#### 11 DOCUMENTATION

- SESLHD Form F353 - SESLHD Personal Regrading Application Form – Allied Health
- SESLHD Form F453 - Allied Health and Psychology Positional Grading Form
- SESLHD Form F454 - Personal Regarding Psychology form

#### 12 AUDIT

No Audit Required

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#### 13 REFERENCES

- [NSW Health Service Health Professionals \(State\) Award](#)
- [NSW Health and Community Employees Psychology \(State\) Award](#)

#### 14 VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
June 2017	Developed	Lara Boss, A/Director of Allied Health, SESLHD Margaret Holyday, Discipline Advisor Nutrition & Dietetics, SESLHD Matthew Webb, Allied Health Workforce Consultant, SESLHD
October 2017	1.0 'Draft for Comment Feedback'	Lara Boss, A/Director of Allied Health, SESLHD Margaret Holyday, Discipline Advisor Nutrition & Dietetics, SESLHD Matthew Webb, Allied Health Workforce Consultant, SESLHD
November 2017	1	Processed by Executive Services prior to submission to District Executive Team.
November 2017	1	Endorsed by District Executive Team for publishing.
September 2018	2	Major review - procedure revision to align with new policies and procedures Claire O'Connor, Director of Allied Health, SESLHD Margaret Holyday, Discipline Advisor Nutrition & Dietetics, SESLHD Matthew Webb, Allied Health Workforce Consultant, SESLHD
September 2018	2	Draft for Comment
September 2018	2	Draft for Comment period. Feedback collated and final version approved by Executive Sponsor.
December 2018	2	Processed by Executive Services prior to submission to Executive Council for approval.
February 2019	2	Approved by Executive Council.
21 July 2023	3	Major review – focus groups with Business Partners and Hiring Managers, Allied Health Grading Committee. Approved by Executive Council.

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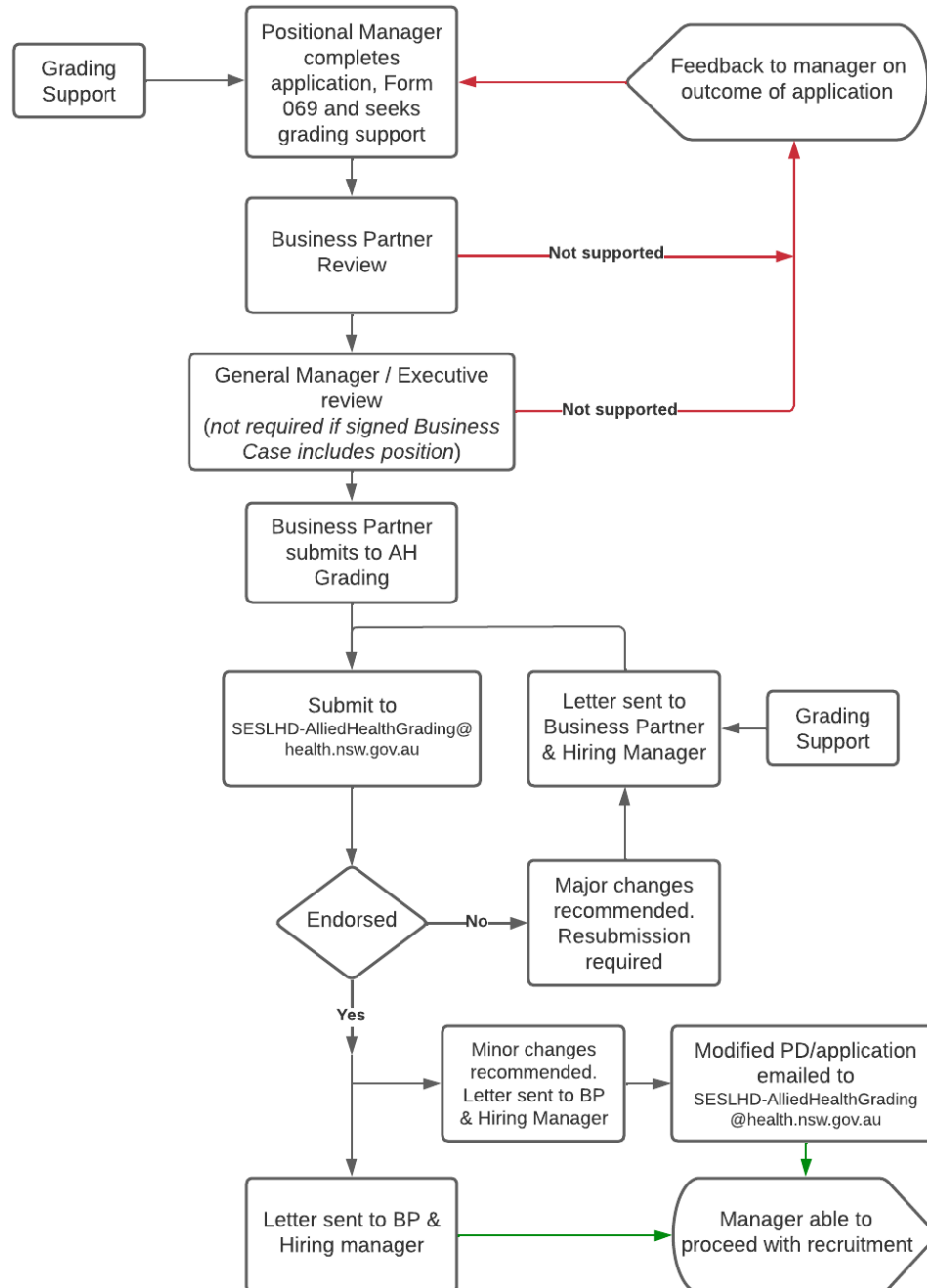
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### Appendix 1 – Positional Grading Process

SESLHD Health Professionals (State) Award Grading Process – Positional Grading and Regrading

#### SESLHD Allied Health Professional & Psychology Positional Grading Process



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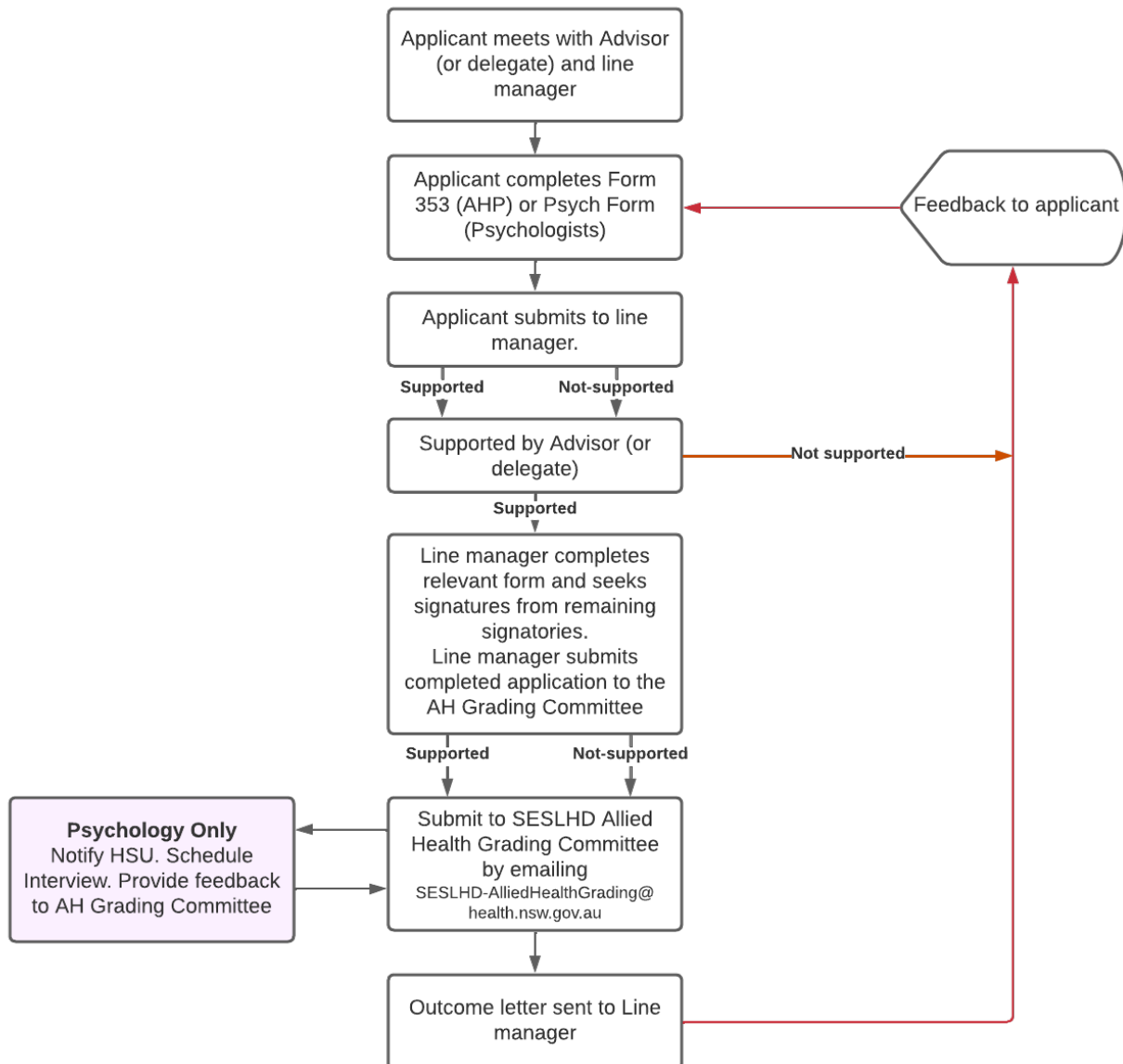
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### Appendix 2 – Personal Regrading Process

SESLHD Health Professionals (State) Award Grading Process – Personal Re-grading

#### SESLHD Allied Health Professional Personal Regrading Process - May 2023



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#### Appendix 3 – Regrading Application Forms

- [SESLHD Form F353 - Personal Regrading Application Form – Allied Health](#)
- [SESLHD Form F454 - Personal Regrading Application Form - Psychology](#)
- [SESLHD Form F453 - Allied Health and Psychology Positional Grading Application form](#)