

Position Classification and Salary Progression (Grades 1-7)

5.5.52.1

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Procedure	5.5.52.1	Position Classification and Salary Progression (Grades 1-7)
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INTRODUCTION

The purpose of this Guide is to provide information on Kempsey Shire Council's position classification framework and salary progression system for positions classified within the Operational, Administrative/Technical and Professional salary bands under the Local Government (State) Award 2020.

A Remuneration System essentially determines how employees are paid. Council recognises its most valued asset is its people, and a remuneration system is an important way to ensure that employees are rewarded for the valued work they undertake.

Council is committed to ensuring the remuneration practices as detailed in this Guide:

- Are fair, equitable and consistent, providing equal opportunity to all employees;
- Are competitive to attract and retain employees, being within Council's capacity to pay;
- Provide the opportunity for employees to progress based on capability acquisition and demonstrated application of competence; and
- Provide the opportunity for management to reward high performing employees.

DEFINITIONS

Classification System

A Classification System determines the work value of a job, to determine how employees are remunerated.

Band

Clause 5 of the Award delineates the local government workforce into four bands. These are:

- Band 1 - Operational
- Band 2 - Technical/Administration
- Band 3 - Professional
- Band 4 - Executive

This procedure sets out information relevant to Bands 1, 2 and 3.

Grade

Grades are used to group various positions which require similar levels of expertise, judgement, and accountability. Please note that the grade is based only on the duties of the position. It does not consider the skills, experience, or performance of the employee assigned to the position.

Pay Point

Pay point, which we refer to as Level, is a remuneration point along a scale between the lowest and highest remuneration paid within the grade that reflects an employee's skills, experience, and performance in a position, at a point in time.

Reclassification

Reclassification is the change of a position from one classification grade to another classification grade due to a significant change in the duties and responsibilities of the position.

Relativities

Relativities is the extent the assigned grade is comparable with other positions requiring similar skills, knowledge, and experience.

Compression

Compression is when an employee is paid at the top of their grade and has no ability to progress further within the same grade.

CLASSIFICATION STRUCTURE

Council's Pay Position

On 4 May 2015, Council introduced the current position classification framework. At that time, the entry-level pay points for each grade were originally set at 10% above the Award rates. This decision would have been based on market factors to attract and retain talented employees.

Classification Methodology

The classification of a position involves the analysis of a position and categorising within a Grade within the classification structure.

Council uses the skill descriptors in the Local Government Award 2017 (clause 5) to classify positions in the organisational structure that are classified by the Award as either Band 1, 2 or 3. The pay scales for each grade are shown in Appendix A.

Authority to Approve a Position Classification

Changes to position classification are recommended by the Department Manager for the approval by the Division Director.

Grade Structure

The classification structure for positions classified in Award bands 1, 2 and 3 has seven (7) overlapping grades.

	Award Band	Level	KSC Grade
Operational	1	1	Not used
	1	2	1
	1	3	2
	1	4	3
Administrative/Technical/Trades	2	1	3
	2	2	4
	2	3	5
Professional	3	1	4
	3	2	5
	3	3	6
	3	4	7

Market-Factor

From time to time, Council will need to apply a market factor to attract/retain a highly skilled candidate in a job market where there is a limited supply of suitably experienced and/or qualified people. When this is the case, Council shall appoint the employee on an Award-based maximum-term contract. Towards the conclusion of this term, a reassessment of market supply and remuneration trends will be undertaken to determine whether to continue to assign a market factor to the remuneration.

Salary Progression

Employees appointed to positions classified as Operational and Technical Band, Grades 1 to 4 will progress based on the acquisition and application of competencies. A central register of all position competency matrixes is administered by the Organisation Development and Performance Department.

All other employees will progress within the grade of their appointed position based on the achievement of performance objectives related to the position, set in consultation with the employee.

Pay-points/Levels

For each grade in the classification framework there are five pay-points/ levels which reflect the level of competency attained by the employee. These are:

Foundation - Level 1

The first level in the grade is the 'entry-level' and is assigned when an employee needs to acquire additional knowledge or skills and/or become more proficient in the application of their existing knowledge or skills. Generally, this employee is performing the minimum requirements of the position. A performance coaching and development plan is written in consultation with the employee to specify what knowledge, skills and experience they need to attain to develop their capabilities. Coaching, training and support is provided to the employee.

Intermediate - Level 2

The second level recognises that the employee is in the process of developing their capabilities and competencies beyond the entry-level requirements of the position. While not yet fully competent, the employee is generally performing most of the required duties of the position. Accordingly, the employee continues to receive coaching, training and support, to enable them to bridge identified development needs in their performance specified in a performance coaching and development plan.

Adept - Level 3

At the third level, the employee has demonstrated that they possess the necessary knowledge and qualifications and apply the required skills to satisfactorily perform all requirements of the position.

Advanced - Level 4

The fourth level is conferred when an employee is consistently performing to a high standard and is supporting other team members to refine their capabilities. Generally, this employee is performing above and beyond the requirements of the position and is contributing to improving team performance. This may include, but not be limited to, improving work processes and team cohesion, regularly using their initiative, and acquisition of additional skills.

Mastery - Level 5

Level five is attained when an employee demonstrates mastery by demonstrating exemplary performance and behaviour in every aspect of their occupation. Acknowledged as a leader in their field of expertise, the employee coaches, and trains other team members, supports the team leader/coordinator/manager, and performs work outside the scope of their position description to benefit the overall organisation.

For grades 1 to 7, an employee's wages/salary will be increased by 3% when they progress through each of the five levels.

Fixed & Discretionary Remuneration

The remuneration paid to employee assigned to levels one (1) to five (5) in all grades is fixed. This means it cannot generally be decreased unless it is done in accordance with Award provisions. An example of when this may occur is as an outcome of a disciplinary process.

On top of Level 5, there is an additional 7% which staff are eligible to receive when their performance is deemed to be of an exceptional standard. The assignment of a pay-point of up to an additional 7% is discretionary. The purpose of this additional 7% range is to encourage and reward high-performance. While the rate of pay for levels 1 to 5 in each grade are pre-defined, at level 5 the assignment of up to a further 7% on top of Level 5 is discretionary and determined by the Division Director following a recommendation from the Department Manager, based on the incumbent's performance within the team and contribution to the overall organisation. The rates of pay for Grades 1 to 7 are outlined in Appendix A.

Further, the additional discretionary rate of pay can be reduced to Level 5 if evidence demonstrates the employee's performance and/or contribution to Council has diminished.

Authority to Change Salary/Wage Levels

For positions classified as Grade 1 to 4, a Department Manager may authorise the assignment of salary levels 1 to 5. Division Director approval is required to assign a discretionary rate of pay above Level 5 or regress an employee's rate of pay to Level 5.

For positions classified as Grade 5 and above, a Department Manager may authorise the assignment of salary Levels 1 to 4. Division Director approval is required to assign Level 5, assign a discretionary rate of pay above Level 5, or regress an employee's rate of pay to Level 5.

RECLASSIFICATION

Position Grade

An employee may request that their appointed position be re-classified after a significant change to the role and responsibilities has been made to the position. This request is to be made to their respective manager.

Salary Progression Level

A review of an employee's competencies and performance will be undertaken once each year through the annual employee performance development cycle. Level increases will be applied from the first pay period in October each year.

Timeliness

Position reclassifications and competency/capability assessments will be conducted annually, or more frequently on a case by case basis. Assessments will be conducted between July and August each year, and shall be based on the employee's performance during the previous financial year.

Appeals

Nothing in this guideline removes an employee's right to lodge a grievance under clause 35 of the Local Government Award 2017. Generally, appeals will be reviewed by the next highest officer i.e. Manager or Director, with support provided by the Organisation Development and Performance Department.

VARIATION

The General Manager reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.

FURTHER INFORMATION

For further information about the information contained in this guideline, please contact the Organisation Development and Performance Department (Ext:359)

APPENDIX A

KEMPSEY SHIRE COUNCIL CLASSIFICATION STRUCTURE AND PAY-POINTS 1 JULY 2021 TO 30 JUNE 2022

Award	Grade	Level 1	Level 2	Level 3	Level 4	Level 5	
						Min	Max
OP (1/2)	1	\$974.06	\$1,003.28	\$1,033.38	\$1,064.38	\$1,096.31	\$1,173.05
OP (1/3)	2	\$1,040.95	\$1,072.18	\$1,104.34	\$1,137.47	\$1,171.60	\$1,253.61
OP (1/4) - ATT (2/1)	3	\$1,151.98	\$1,186.54	\$1,222.13	\$1,258.80	\$1,296.56	\$1,387.32
ATT (2/2) - PS (3/1)	4	\$1,306.44	\$1,345.63	\$1,386.01	\$1,427.59	\$1,470.42	\$1,573.34
ATT (2/3) - PS (3/2)	5	\$1,563.57	\$1,610.47	\$1,658.79	\$1,708.56	\$1,759.81	\$1,882.99
PS (3/3)	6	\$1,820.69	\$1,875.31	\$1,931.57	\$1,989.52	\$2,049.21	\$2,192.65
PS (3/4)	7	\$2,207.38	\$2,273.60	\$2,341.82	\$2,412.07	\$2,484.43	\$2,658.35
EB (4)	8	\$2,594.09	\$2,671.92	\$2,752.07	\$2,834.63	\$2,919.67	\$3,124.05