

The next phase in the implementation of our HP agreement is Employee Initiated Applications, or EIA's. This factsheet will provide you with information about how the EIA process is designed to work.

What is an EIA?

An EIA is a formal process for resolving disagreements between management and individual HP's, where those HP's disagree with either their proposed role description or their proposed classification level.

In Phase 2 of the HP implementation, employees and work unit managers were asked to agree on role descriptions for members of their work unit, which in turn would determine HP classification levels. The EIA process exists for employees who have exhausted all local attempts to resolve disagreements over their role description or classification level proposals.

How does the EIA work?

Ideally, when work unit managers consult widely with their employees, they will be able to work out sensible role descriptions based on the guidelines provided.

The EIA should be used as a last resort. In many cases, disagreements can be resolved by proper consultation within work units (including temporary employees), consistency across professional groups, and the involvement of local QPSU delegates. Inevitably, however, it may not be possible to resolve all disagreements at a local level.

In that case, an individual HP will need to submit an EIA. An EIA must include:

- The HP's proposed role description, which should be provided by the work unit manager;
- An outline of why the HP disagrees with the role description or classification level as proposed;
- A self-assessment, designed to encompass all elements of the HP's professional role. This self-assessment should document activities performed, not merely tasks assigned; explicitly state the points of difference between the HP's self-assessment of the role and the work unit manager's proposal; include any supporting information; and be limited to 1000 words.

The EIA must be submitted to the Project Co-Ordinator in the HP's district by 20 June 2008. It will be considered alongside the official work unit proposal by the same centralised process.

What should an EIA include?

If you or a QPSU member at your workplace is planning to submit an EIA, it is important to make sure it follows the correct process so that it can be properly considered.

A good summary of what to include in an EIA is available on the HP 'how-to' website, www.qpsu.org.au/hp. You can also ask for help from your local QPSU delegate or your project team delegate (contact details for project team delegates are also available on the HP 'how-to' website).

As outlined above, your EIA must include the work unit proposal for your area, your reasons for seeking individual evaluation, and, most importantly, your own self-evaluation.

Remember, when writing your self-evaluation, you should focus on 'activities', not 'tasks'. A 'task' is a specific work duty; an 'activity' is a collection of related tasks that result in 'output'. Your 'role' is designed as a collection of related 'activities', rather than just a shopping-list of tasks.

You can also contact the QPSU office by emailing hp@qpsu.org.au or calling 1800 177 244.

What can I do to help?

As a HP 'how-to' guide, your role is to provide information to your work colleagues. You do not have to write another person's EIA, or provide them with advice if you do not feel qualified to do so. Just be sure to refer them to your local delegate, the QPSU HP website, or your project team delegate.

The MOST IMPORTANT role a HP 'how-to' guide can play is in providing support during what could be a tense, difficult time. Encourage your colleagues to take a 'time-out' so that they do not become too stressed. Remember the best outcomes come from environments where everyone is well-informed and relaxed. That's why we've included a 'Time Out!' flyer to make sure that the process does not become too stressful.