

Job Evaluation

Appeals Procedure for the Initial Evaluation of Jobs

Additional Guidance

1. Introduction

This is additional guidance for Service Directors and Managers and supplements the Appeals Procedure, Guidance for Line Managers and the Service Appeals Registers Guidance.

2. Line Managers' Responsibilities

- It is essential that Line Managers consider appeals forms as quickly as possible to ensure that they complete Section 5 of the Appeals Form and forward it to the Service Director by 10 April 2009.
- When completing Section 5 please refer to the Guidance for Line Managers. Please note that the employees must make the decision regarding whether or not to appeal and Line Managers should, therefore, neither encourage nor discourage employees. Line Managers are only required to confirm that the information provided on the form is factually correct and are not required to indicate whether they support the Appeal.
- Please engage and communicate with the employee i.e. let them know when you have completed your Section and that you have forwarded it to your Service Director.

3. Service Directors' (Or Nominated Head of Service/Senior Manager) Responsibilities

- Review the appeals form to check if there is an obvious anomaly or data error.
- If you consider that there may be such an anomaly or data error, please send a copy of the form to the Head of Personnel, together with an explanation. This should only be for obvious anomalies or data errors
- Ensure Section 6 is completed by yourself or nominated Head of Service/Senior Manager. As per Section 5 these should be comments on the factual accuracy of the appeal and/or the line manager's comments.
- After the appeals deadline date, ensure that the completed register and all appeals forms are forwarded to the Head of Personnel.

