

Job Evaluation Appeals Process

Guidance for Line Managers

1. Introduction

An important part of the appeals process is the requirement for Line Managers to provide factual information on Section 5 of the appeal form.

It is essential that you complete Section 5 and send the form to your Service Director as soon as possible but no later than **10 April 2009**.

2. Who is the Line Manager?

The Line Manager will generally be the person to whom the appellant reports on a day-to-day basis or has a significant supervisory involvement with the appellant. If there is doubt about who is the Line Manager, the Service Director will decide.

3. Issues to Consider When Completing Section 5

- Is the appellant's case factually accurate?
- Comment on the facts of the job not the appellant's ability to do the job
- Do not comment on whether or not you believe the appeal is warranted
- Do not comment on whether or not you support the appeal
- Be aware that the appellant will see your comments and that you may have to attend an appeal hearing

4. Timescales

Please complete Section 5 of the form as soon as possible and send to your Service Director no later than **10 April 2009**.

Job Evaluation Appeals Process

Guidance for Employees

1. Introduction

This Job Evaluation Appeals Procedure has been established to consider appeals arising out of **the initial evaluation of jobs** and is separate from all other grievance or appeal procedures.

A separate procedure will be established to deal with requests for re-evaluation or regrading on an ongoing basis and for the future maintenance of the job evaluation scheme.

2. Grounds for Appeal

You may only appeal on the basis that your job has been:

- matched to the wrong Service Group; and/or
- matched to the wrong level within the Service Group; and/or
- Allocated the wrong factor levels

3. Individual Appeals

If you wish to appeal you must complete the appeals form and send it to your Line Manager once you have completed Sections 1 to 4 of the form. Your Line Manager will complete Section 5 of the form and send it to your Service Director who must receive the form no later than **10 April 2009**. The date that the form is received by the Director will be regarded as the submission date.

The appeals form is available from the Job Evaluation website or from the helpline (Tel: 01349 886650). You may seek the assistance of your trade union representative or workplace colleagues in the completion of your form.

4. Group Appeals

You can submit a group appeal provided:

- all individual appellants are doing the same job and each individual's job has been allocated the same evaluation profile, i.e. factor level scores are identical
- the substance of each individual's appeal is the same

- each individual is aware that he/she is included in the group appeal and that he/she has to accept the outcome of the group appeal and will not be permitted to make an individual appeal

The names of all employees who are covered by the Group Appeal must be listed on the Appeals Form.

5. Stage 1

All appeals will firstly be examined by the Head of Personnel (or nominated officer). This may lead to a Job Analyst meeting with the jobholder, his/her TU representative if requested by the jobholder, and the jobholder's manager, to clarify the reasons for the appeal and to discuss the basis for the notified matching or evaluation. It could also involve direct contact with the jobholder, his trade union representative if requested by the jobholder, and the line manager. This stage may also clarify whether the appeal covers the appellant only or a group of jobholders.

If the appeal is resolved at Stage 1, the decision will be confirmed in writing to the employee.

6. Stage 2

If the appeal is not resolved at Stage 1, it will be heard by a panel comprising three members: an independent chair, a management representative and a trade union representative.

You can elect to have the appeal determined by the panel solely on the form submitted. Alternatively, you can make a personal appearance before the panel to present the appeal, or have the case presented on your behalf by your representative. Your representative must be a trade union representative or a work colleague of your choice.

7. Decisions and Notification

The decision of the appeals panel will be reached by consensus. If panel members fail to agree then the initial assessment of the job will stand.

The panel will decide at that stage if the appellant's appeal was either:

- upheld
- not upheld, or
- set aside pending further investigation

If the panel decides that the appeal is upheld then the job will be re-scored based on the instruction from the Panel.

If the appeal is set aside pending further investigation the Panel will instruct the Head of Personnel to oversee the further assessment of the job through the job evaluation process, which could involve re-interview by a job analyst or referral to the project team for the complete re-evaluation of the job facts and the use of the job evaluation software.

The appeals panel will reconvene on those cases where further assessment has been sought and provided by the project team at the request of the panel. When reconvening, it will be without further attendance of the jobholder and/or his/her representative.

The decision of the panel will be final.

The appellant will be notified of the results by letter including details of any revisions to factor levels, job overview, and where appropriate, resulting change in pay. Any change determined by the appeals panel will apply from the date of implementation of the job evaluation scheme results.

8. Returning Your Form

Your completed form must be sent to your Line Manager who will complete the relevant section and will send it to your Service Director. The date that the form is received by the Director will be regarded as the submission date which must be **no later than 10 April 2009**.

9. Further Information

A full set of the appeals information is available from the Job Evaluation Website, your Service or your trade union.