

Requesting a Review of your Job Grade

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1 Introduction

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3 Appeals Procedure

3.1

An appeals system exists under both procedures and is used when the outcome of the evaluation is in dispute.

3.2

Where disagreement exists between the Head of Responsibility Centre and individual member of staff on the date of any amendment to the grade of a post, either party may approach the Pensions and HR Manager for advice on resolving the dispute. If the matter remains in dispute, the appropriate date will be determined by the HR Director or, in the case of members of the HR Division, by the Director of Administration.

4 Procedure A: Job Evaluation Recommendation

4.1

This procedure occurs when a Head of Division, independently or following a request from the staff member, considers that changes in the regular duties and responsibility of the post are sufficient to warrant a reassessment.

1. A current Job Description will be prepared and agreed by both the staff member and Head of Division.
2. The Head of Division will provide a Formal Statement of the case showing:

duties which have changed, indicating where greater complexity or increased responsibility are involved;
duties which have been added and the reason for such change, e.g. new work, organisational change, delegations, etc; and
the effects of such changes on other posts in the Department, if relevant.

4.2

The Pensions and HR Manager will be able to offer suitable advice to all parties, as required.

4.3

The job will be reassessed by a formal process of job evaluation and the result of this will be communicated to the Pensions and HR Manager or HR Director, who will inform the Head of Division - normally within one week of receipt.

4.4

If an upgrading is recommended, this and the proposed effective date of implementation will be submitted to the HR Director after consultation with the Head of Division.

5 Appeal Procedure A

5.1

Since this job evaluation procedure is based on the mutual agreement of a job description, the sole grounds for appeal are that the evaluator(s) have given inappropriate weight to the relative value of a specific task or tasks.

5.2

In the event of the Head of Division or the Head of Division and staff member being dissatisfied with the recommended grading, the Pensions and HR Manager, on receiving

6.4

Advice from a recognised Trade Union or Staff Association representative may be sought, and advice from the Pensions and HR Manager will also be available.

6.5

As cases of this type may arise from some dispute between the Head of Division and staff member concerning the relative weight or value of the listed tasks, the Pensions and HR Manager may request the views of the Head of Division if these have not already been presented.

6.6

The job will be reassessed by a formal process of job evaluation and the result will be communicated to the Pensions and HR Manager or HR Director, who will inform the staff member and the Head of Division - usually within one week of receipt.

6.7

If an upgrading is recommended, this and an effective date of implementation will be submitted to the HR Director after consultation with the staff member and Head of Division.

7 Appeal Procedure B

7.1

This job evaluation procedure is based on the broad agreement of a job description between the Head of Division and staff member. There should be no dispute about the actual tasks undertaken and any disagreement on the relative value of the listed tasks will have been formally documented as part of the case and made available to both sides. The sole grounds for appeal are, therefore, that the evaluator(s) have given inappropriate weight to the relative value of a specific task or tasks or, where that value is disputed, that the evaluator(s) have preferred the evidence of one side without proper cause or reason.

7.2

In the event of the staff member being dissatisfied with the recommended grading, the Pensions and HR Manager, on receiving his/her formal written statement outlining the basis of the appeal, will undertake further investigations as follows:

7.3

For Job Evaluation Investigations initially determined by a paper exercise:

The Pensions and HR Manager will review the findings to check whether the points made by the staff member were taken into consideration in the investigation and that the views of the Head of Division were not preferred without good cause or reason. If necessary, the Pensions and HR Manager will arrange for a further paper exercise to be undertaken by another suitable member of staff or convene a Job Evaluation Panel to reconsider the case. If the Pensions and HR Manager does not uphold the appeal, (s)he will provide written reasons to the staff member within one week of reaching his/her conclusions. Should the staff member not agree with the outcome of the appeal, the HR Director may agree that a further evaluation be undertaken by a panel; the outcome of this evaluation will be considered final and may not be subject to further appeal under this procedure.

7.4

For Job Evaluation Investigations determined by a panel:

The Pensions and HR Manager will review the findings of the panel to check whether the points made by the staff member were taken into consideration in their investigation and that the views of the Head of Division were not preferred without good cause or reason. The Pensions and HR Manager will review the matter with the Chairman of the Panel and, if necessary, convene a meeting with the JE Team, the Head of Division and the staff member. The purpose of such a meeting will be to identify areas of agreement or disagreement. Should the panel not uphold the appeal after this meeting there may be no further appeal under this procedure.

7.5

Where the staff member is satisfied with the recommended grading but the Head of Division is not in agreement the Appeals Procedure A will apply.