

DRAFT REVISED APPEALS PROCESS TO INCORPORATE INTO RCC'S JOB EVALUATION POLICY, PROCEDURE AND GOOD PRACTICE GUIDELINES

2.1.6 JOB EVALUATION APPEALS PROCESS

If an individual employee has requested a re-evaluation of their post and is dissatisfied with the grade approved by the Job Evaluation Steering Group Panel (JESG), the individual will have the right of appeal against the decision. The employee will have received a letter from Human Resources confirming the agreed grade and advising of the process and procedure to follow. No revised grades will be implemented until agreement or the appeal has been heard and a decision made.

An appeal must be based on sound reasons regarding the grade of the job and not about specific factors/scoring assessments, nor on any new responsibilities that have been added to the post subsequent to the original decision.

An employee can be represented by a trade union representative (except the trade union representative who sat on the JESG that approved the grade for the post). Alternatively, an employee can ask a work colleague (employee of the Council) to act in their support.

1. Procedure

1.1 The appeal must be submitted in writing to the employee's line manager with a copy to Human Resources within 10 working days of the date on the written confirmation of the grading decision.

1.2 A Human Resources Adviser will arrange to meet with the employee and their Line Manager to discuss in more detail the reasons for the appeal within 10 working days of receipt of the letter. The aim of the discussion is to assist in the understanding of the reasons for the grading decision. This will then provide the individual with an opportunity to consider whether they will proceed with the Appeal and on what grounds.

1.3 Within 10 working days of the meeting the employee must provide written confirmation to the Human Resources Adviser of whether or not they agree with the grading.

1.4 If they still do not agree with the grading, the Human Resources Adviser will arrange for another Role Analyst to conduct a job evaluation on the post. The Role Analyst will arrange a meeting with both the employee and manager to conduct the evaluation. The potential outcomes are that the grade may stay the same, increase or decrease.

1.5 If the outcome of the re-evaluation at this stage is that the grade should increase, the job is submitted to another JESG Panel for ratification. If the outcome is a reduced score and reduced grade, this will be discussed with the Line Manager and Human Resources Adviser.

1.6 If the outcome of the re-evaluation is that the grade stays the same, the employee may continue with their appeal by submitting a Job Evaluation Appeal Proforma (Appendix 5). The Proforma must be submitted to the Human Resources Adviser within 10 working days of the date on the letter confirming the outcome from the further evaluation, with a copy to the line manager and Director of their Directorate. The details of the grounds for the appeal, the areas where the individual considers that either their manager, Role Analyst or the Job Evaluation Steering Group Panel did not give appropriate consideration, along with any supporting documentation must be included.

1.7 Human Resources will co-ordinate the organisation of the JESG Appeals Panel ideally within 10 working days from receipt of the Appeal Proforma (depending on availability of panel members).

2. Appeals Panel and Hearing

2.1 The Appeals Panel will include a new panel of JESG members comprising a Chairperson and a minimum of two other Directorate representatives, one Trade Union Representative and a representative from Human Resources (unless there is a conflict of interests).

2.2 The Chair of the Appeal Panel may wish to seek further information regarding the evaluation decision from the Chair of the original Job Evaluation Steering Group Panel.

2.3 Copies of all documentation will be provided to all parties at least 5 working days before the Appeal Panel (or as soon as practically possible).

2.4 The Appeals Panel will hear the appeal and the employee will also be present and may be accompanied by their trade union representative or work colleague in their support (if applicable). The line manager who attended the original JESG Panel will also attend.

2.5 The employee and/or his/her representative will explain the reasons for the Appeal to the panel members. The panel may ask questions of the employee, representative or line manager to inform their understanding.

2.6 Following questions and discussion, the employee, representative and line manager will leave the panel. The panel will then make their decision to either:

- Uphold the original panels' decision, or;

- Re-evaluate the post – this will be conducted by the panel.

3. Outcome

3.1 The re-evaluation may result in a different score for the post. However, a change in the score may or may not change the grade, or it could result in a higher grade than the original panel. It is also possible for the JESG Appeal Panel to score the job at a lower grade and in such circumstances this will be discussed with the Chair, Line Manager and Human Resources Adviser.

3.2 Subsequent to the JESG Appeal Panel, the Chair of the panel will notify the employee and Line Manager verbally of the outcome as soon as practically possible after the panel. The outcome will be confirmed in writing to the employee and line manager within 5 working days of the Panel meeting.

There will be no further right of Appeal

A flow chart of the Job Evaluation Appeal Process can be seen at Appendix 6

JOB EVALUATION APPEAL PROFORMA

This form should be completed by an employee registering a Job Evaluation Appeal in accordance with the Job Evaluation Appeals Process. It should then be sent to Human Resources who will co-ordinate the organisation of the Job Evaluation Steering Group Appeals Panel and Hearing.

Employee Name	
Job Title	
Department/Team	
Date	

1. Name of first Role Analyst:
Date of Job Evaluation Steering Group Meeting:
Grade result:
2. Name of second Role Analyst:
Date of Job Evaluation Steering Group Meeting:
Grade result:
Summary of appeal
<i>Please set out the details of the grounds of your appeal, the areas where you consider that either your manager, Role Analyst or the Job Evaluation Steering Group did not give appropriate consideration, along with any supporting documentation. You may attach additional sheets if required.</i>

APPENDIX 4

Form completed by	
Signature	
cc. Name of Manager: Name of Director:	
For completion by Human Resources: Form received by	
Date	
Signature	

Flowchart of Job Evaluation Appeals Process

APPENDIX 6

