

Lancaster City Council

Job Grading, Regrading and Appeals (post implementation of JE)

1. Introduction

- 1.1 This procedure describes the arrangements for the evaluation of new and changed posts* and for assessing regarding applications.

*Re-evaluations will only be undertaken where the changes to the job description are significant.

- 1.2 This procedure will apply to all employees of the Council whose terms and conditions of service are determined by the NJC for Local Government Services (the Green Book).
- 1.3 All evaluations will be undertaken by the Human Resource staff fully trained in the use of the GLPC computerised job evaluation scheme.

2. Procedure

Grading of New or Changed Posts

- 2.1 Prior to the submission and approval of a report containing staffing implications it is essential that a Job Description Questionnaire (JDQ) (Appendix 1) for each new or changed post is prepared and submitted to the Human Resource Team who will consider the documentation and discuss the details with the Line Manager. In the case of a changed post, the discussion will also include the postholder(s) if the post is filled. The post will be evaluated by the HR Team using the computerised job evaluation scheme and its associated locally agreed conventions.
- 2.2 Following the evaluation, HR will inform the manager concerned (and the employee(s) if the post is filled) of the outcome. The manager will prepare a report for approval in line with the requirements of the Constitution.

Regrading Applications

- 2.3 Applications for regrading are generated by the postholder(s).
- 2.4 Applications must be submitted on the appropriate form (Appendix 2) and be signed by the applicant(s) and the line manager before they are submitted to the Human Resource Team.
- 2.5 Regrading applications will only be accepted where there is a significant change to the job. The manager must confirm that the description of the duties and responsibilities and that the effective date claimed in the application is accurate. If there is disagreement this must be resolved before the application is submitted for evaluation. If the manager and applicant(s) cannot agree the matter should be referred to the relevant Head of Service or nominated senior officer who should seek advice from the Human Resources Team. If the applicant remains dissatisfied after this s/he may lodge a formal grievance.

2.5 The Applicant(s) must send the completed application for regrading form and copy of the job description to the Human Resources Team.

2.6 The Human Resources Team will:-

- Acknowledge receipt of the application
- Clarify any issues with the postholder(s) (and line manager where necessary)
- Evaluate the post
- Inform the line manager concerned of the outcome
- Write to the applicant setting out the decision including the rationale and the right of appeal. If the grade is changed a report will be prepared by the appropriate Head of Service.

2.7 Following approval, the Human Resource Team will write to the applicant advising them of the decision and of the date of implementation. This will normally be the date of the application unless an earlier date is claimed which is supported by evidence.

Right of Appeal

2.8 Employees whose job has changed and employees who submit a regrading application will have a right of appeal to the Job Evaluation (JE) Appeals Panel if they are dissatisfied with the job evaluation and can demonstrate that one of the two grounds for appeal is satisfied.

Grounds for Appeal

2.9 An employee who is dissatisfied with their job evaluation has the right of appeal on one or more of the following grounds:

- The Salary of the post has been reduced
- There has been a loss of incremental progression

The Procedure

2.10 To exercise this right, the employee(s) must appeal in writing to the Human Resource Manager, on the form provided, within 10 working days of receipt of written notification of the grade.

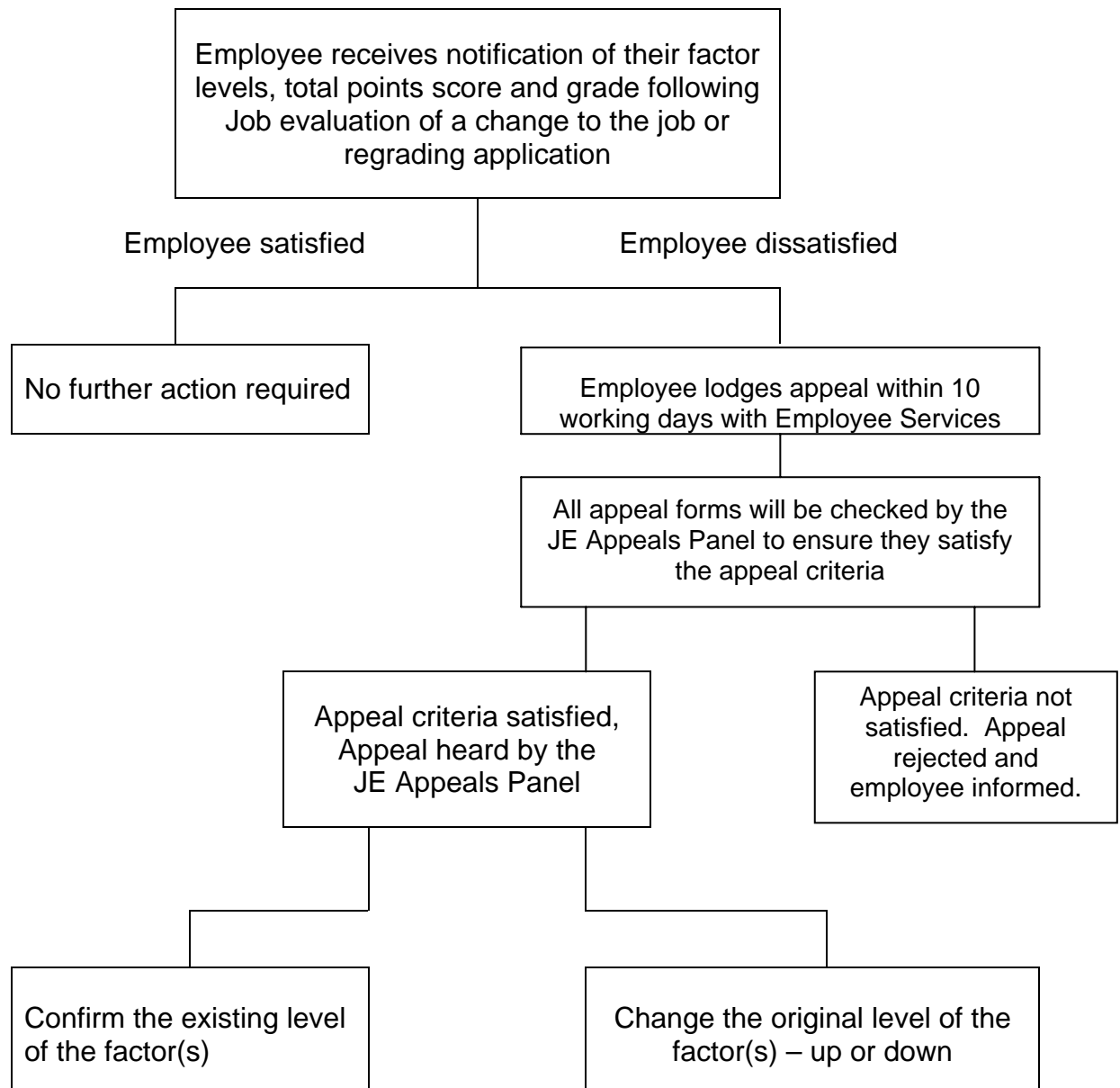
2.11 On receipt of the Appeals Form, the Human Resource Manager (or appointed Deputy) will gather all the information required by the JE Appeals Panel.

2.12 The appeal will be considered by the JE Appeals Panel. The Panel will be composed of:

To be considered following Consultation.

- 2.13 A meeting of the Job Evaluation Appeals Panel will normally be convened within 20 working days of receipt of the appeal.
- 2.14 The appellant has the right to attend and present their case to the JE Appeals Panel and be accompanied by a trade union representative or work colleague of their choice. A management representative will also be present. After presenting the case the employee, their representative and the management representative will leave the room to allow the JE Appeals Panel to consider their decision in private.
- 2.15 The Human Resources representative who evaluated the job will normally attend to provide support to the JE Appeals Panel. Their role will be to explain the rationale behind the decision and to provide information and advice on the GLPC Job Evaluation scheme.
- 2.16 All appeals will be presented to the JE Appeals Panel for the Panel to check whether they satisfy one or more of the grounds for appeal. If this is the case, the appeal will proceed. Appeals which do not meet one of the grounds for appeal will be rejected and employees will be advised giving reasons for the rejection.
- 2.17 If information is missing, or if new information is forthcoming, or there has been a misapplication of the job evaluation scheme, any new information will be entered into the software by the Human Resources representative for re-evaluation of the factor/s concerned.
- This could change the original level of the factor (which could go up as well as down) or could confirm the evaluated factor level.
- 2.18 This section is subject to change following consultation in relation to section 2.12. Suggested wording: *Decisions of the JE Appeals Panel will be reached by a majority vote. If there is a failure to agree, the evaluation will remain unchanged. The decision of the Panel is final and there is no further right of appeal.*
- 2.19 The appellant will be notified by Human Resources of the outcome of their appeal within 5 working days of the date of the meeting. Details of any changes to the factor levels and total score will be provided, together with confirmation of whether the amendments have resulted in a change to the grade of the job.
- 2.20 Successful appeals will be backdated to the date of the regrading application (unless an earlier date is claimed which is supported by evidence) or, in the case of a changed job, the date of the appointment to the post.
- 2.21 If an appeal against a grade involves a group of employees, wherever possible agreement should be reached between the employees in the following areas:-
- The content of the appeal
 - Nomination of an employee to attend the appeal panel on behalf of the group.

Grading Appeals Procedure Summary



The decision of the JE Appeals Panel is final

REGRADING APPLICATION FORM

How to Complete the Form

General Guidance

Before you begin to complete the Grading/Regrading Appeal Form you should read the guidance notes below. If you are a trade union member you may wish to discuss your appeal and the completion of the Appeal Form with your trade union representative.

Grounds for Appeal

The following are grounds for appeal:

The scheme has been wrongly applied, e.g. factor level/s have been wrongly allocated, the evaluation has failed to follow guidance etc.

You will need to explain why you believe the scheme has not been applied correctly and give your evidence for this.

The job information provided was not complete

If you did not provide enough information on your questionnaire or you have since thought of something you forgot to include on it, or mention in your interview, then you need to provide the details. If you feel you have not been credited for something the post requires you to do, you need to describe what that is and give examples.

Making an Appeal

You will need to complete the appeal form and send it to Human Resource Manager within 10 working days of receipt of written notification of the grade.

What will happen after that is clearly laid out in the Grading, Regrading and Appeals Procedure.

REGRADING APPEAL FORM

To be completed by the job holder, and returned to the HR Team within 10 working days of receiving written notification of the grade.

Employee Name:			
Post No:			
Job Title:			
Directorate:			
Job Evaluation Points:		Grade:	
Is it an Individual Appeal or a Group Appeal (please delete as appropriate)			
Name of Manager/Supervisor:			
Title of Manager/Supervisor:			
Please indicate the Grounds for Appeal		Please tick	
1. The scheme has been wrongly applied.		<input type="checkbox"/>	You need to complete info in Box 1
2. The job information provided was not complete.		<input type="checkbox"/>	“ “ “ Box 2
For Office Use only			
Date Appeal Lodged:		Date Form received in Employee Services	
		Human Resource Manager _____	

1. The Scheme has been wrongly applied.

Why do you believe the scheme has been wrongly applied?
Please provide detailed evidence to support your claim.

Signed:

Date:

2. The job information provided was not complete.

What information is missing?

Why was this not provided during the evaluation process?

Signed:

Date:

**For office use only
Grading Appeals Panel comments and outcome**

Signed: _____ Date: _____ (Chair)	
Signed: _____ Date: _____ (Management Representatives)	
Signed: _____ Date: _____ (Trade Union Representatives)	