

# Procedure - Job Evaluation Appeals v2.0





## **ROLES AND RESPONSIBILITIES**

### **Employees:**

Are responsible for completing the Job Evaluation Appeal documentation, and agreeing the content with their Line Manager. Advice and support will be available from the Pay and Reward Specialist.

### **Line Managers:**

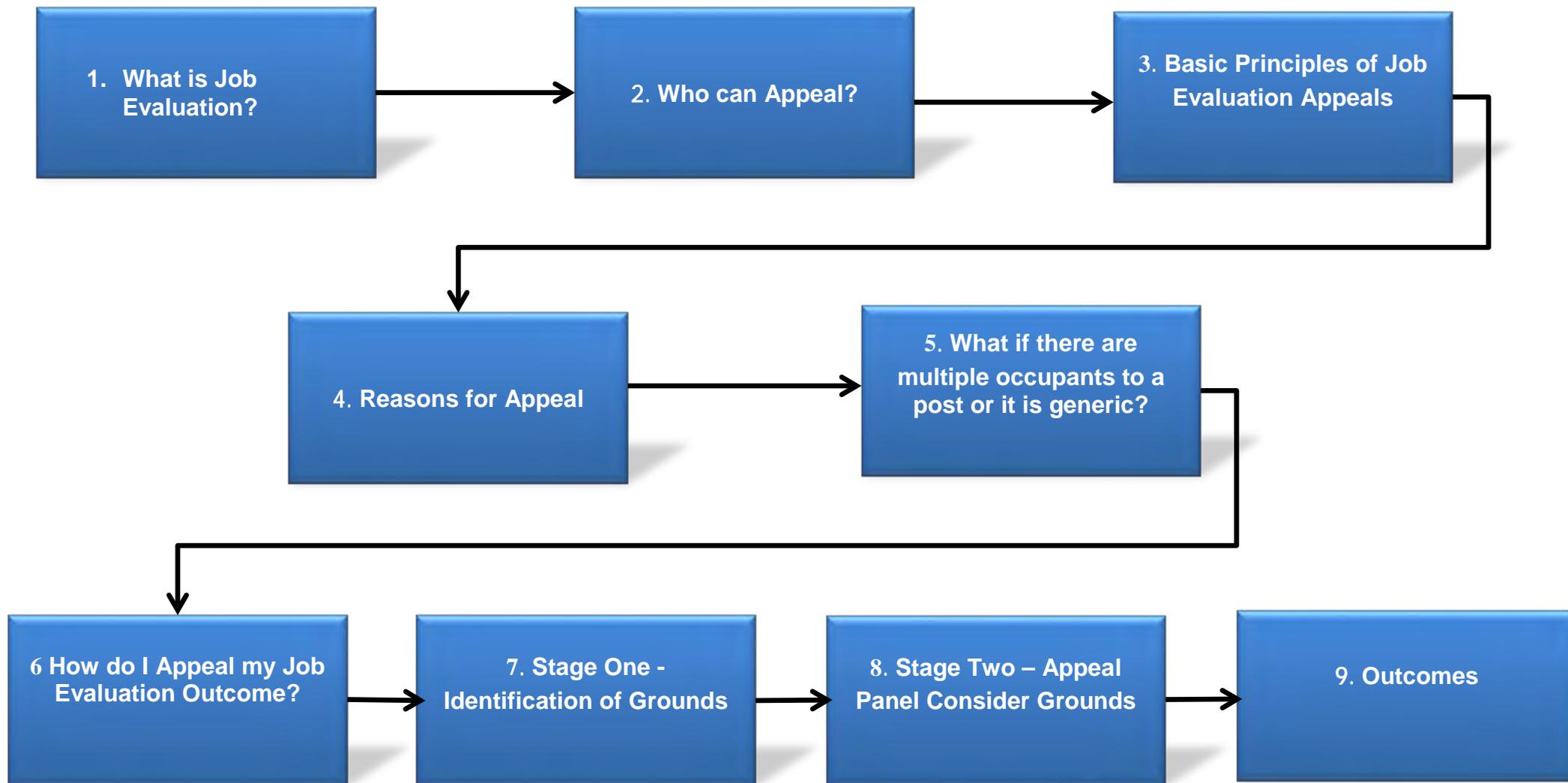
Are responsible for ensuring the information in the Job Evaluation Appeals documentation accurately reflects the duties of the appellant and providing supporting information as per the appeals form relating to the requirements of the post and not the person undertaking the role. Advice and support will be available from Pay and Reward Specialist.

### **Pay and Reward Specialist:**

Is responsible for quality checking the appeal documentation, collating relevant material, arranging the Appeals Panel and providing an advisory service to the Job Evaluation Appeals panel where the grounds for appeal will be considered.

### **Job Evaluation Validation/Appeal Panel:**

Are responsible for considering any request submitted to the panel for approval, ensuring consistency and fairness in application throughout Denbighshire County Council.



# 1. What is Job Evaluation?

Denbighshire County Council ensures their employees are treated fairly and consistently and comply with equal pay requirements.

The purpose of job evaluation is to provide an analytical, systematic and consistent approach to defining relative job worth within Denbighshire County Council.

The job evaluation maintenance process uses the Greater London Provincial Council (GLPC) Job Evaluation Scheme to ensure that where work is the same or a broadly similar nature all employees will be treated equally and pay differentials will be justifiable on the basis of a genuine material factor and does not discriminate on unlawful grounds.

This process ensures that the council has a fair and effective arrangement for dealing with appeals against evaluations arising from the GLPC job evaluation scheme.

## 2. Who can Appeal?

The Job Evaluation Appeals Process is made available to all employees under the terms negotiated and agreed during the Single Status negotiations for Denbighshire County Council in 2008. The Appeals process will allow an employee to disagree with the outcome of the job evaluation process if they so wish.

## 3. Basic Principles of Job Evaluation Appeals

- The appeal (and overall process) is about the job and not the person who is doing it.
- As a result of an appeal a grade may go up, stay the same and, in some circumstances go down.
- The Appeals Process consists of two stages. The first stage will identify the grounds of the appeal at the monthly Job Evaluation Maintenance Panel; the second stage Appeal Panel will comprise of a Head of Service, who will chair, 1 x Management and 1 x Trade Union Representatives and the Pay and Reward Specialist.
- Appeal Panellists must not have immediate line management involvement (up or down) with appellants. They must not be involved in signing the appeals documentation. They will also declare any interest in jobs where they have direct/indirect involvement.
- The Head of Service must be from a different service. They must not be involved in signing the appeals documentation. They will also declare any interest in jobs where they have direct/indirect involvement.

- Where a post is new, this may be due to a restructure, maintenance or a new role the appeals will not be heard during the first 6 months of the post being occupied.

## **4. Reasons for Appeal**

Employees will have 3 months from the date they receive their evaluation results notification in which to submit their appeal, unless a post is new, this may be due to a restructure, maintenance or a new role the appeals will not be heard during the first 6 months of the post being occupied

The grounds for appeal are:-

- The requirements of the job are not reflected in the evaluation as stated in the Job Evaluation Questionnaire or Job Description. Reasons must be given; simply stating this is not enough.
- The evaluation process was not applied correctly. Reasons must be given; simply stating this is not enough.
- There is a similar comparative post that has come out at a different grade. The jobs that are being compared must be stated.

## **5. What if there are multiple occupants to a post or it is generic?**

If the appeal is for a post where there are more than one postholder or a generic job description, all postholders must sign and agree the appeal documentation. Should the appeal reach Stage 2, 3 employee representatives may attend the Stage 2 Appeal Hearing and can be accompanied by 1 Trade Union Representative. The outcome of an appeal will apply to all employees covered by the generic or multi-occupancy job description.

If the postholder is part of a multiple occupancy group and they feel that the generic JD does not adequately reflect their duties or their individual job has not been taken into account then this appeal should be discussed with their line manager. If the manager agreed with this then a new job description should be developed and submitted in line with the Job Evaluation Maintenance Process.

If the line manager does not agree with the employee then the employee may raise this with the next level of manager for resolution.

## 6. How do I Appeal my Job Evaluation Outcome?

All appeals must be submitted in writing on the [Job Evaluation Appeals Form](#), including and up to date job description and person specification and a completed [Job Evaluation Questionnaire](#) to their line manager detailing:

- The grounds for the appeal with reasons
- Whether they would request to be accompanied should the appeal reach Stage 2.
- The outcome that the appellant is seeking.

The employee should demonstrate on their appeals form the responsibilities they have in their role that meet with the factor level criteria of the GLPC Scheme. The employee should provide as much detail as possible including reasoning and evidence where available.

The manager who has significant supervisory involvement with the appellant should read the appeals documentation, make comments and sign.

In terms of specific comment the following may be helpful to managers:

- Consider the factual accuracy – is the appellant's statement correct, do they complete the tasks on a regular basis as detailed?
- Has the job changed extensively since the evaluation?
- Comment on the job, not the person's ability to do the job.
- Please do not comment on whether you believe the appeal is warranted or not.

The Manager then asks the relevant Head of Service to sign the appeals form.

Please note that managers may be requested to attend the appeal panel hearing. They will not be asked to make a formal presentation on behalf of the appellant but will be expected to answer questions on the appellant's duties and responsibilities.

Once the form has been completed by the appellant, the manager and signed by the Head of service please return to HR Direct, for the attention of the Pay and Reward Specialist.

## 7. Stage One – Identification of Grounds

The documentation will be taken to the monthly Job Evaluation Validation Panel, which consists of the Pay and Reward Specialist, a Trade Unions Representative from at least two of the recognised Trade Unions and a trained Management Representative from at least two of the Services.

The Validation Panel will consider the documentation and any evidence submitted by the appellant. They will consider one or more aspects of the evaluation, should any of these aspects need to be revisited they will ask the Pay and Reward Specialist to provide a re-evaluation of the job from the GLPC software.

They will then make one of the following recommendations, with the help of the new evaluation where appropriate, within the integrity of the evaluation scheme:

- a) There are no grounds for appeal.
- b) There are grounds for appeal, with recommended grading if appropriate
- c) There are some grounds for appeal, with recommended grading if appropriate. For example, if the person has appeals on all 3 grounds or on more than one factor level, one or more of them may be valid, but not others.

In the case of a) the Pay and Reward Specialist will write to the appellant and the manager explaining that the appeal has been rejected and the reasons why.

For b) and c) the appeal will progress to Stage 2 on those factors indicated only. The Pay and Reward Specialist will write to the appellant and the manager to confirm the recommendations made by the Validation Panel and the details of the Stage 2 Appeal Hearing. The appellant will be asked if they wish the Appeal Panel to proceed with the documentation or with a hearing in person. The appellant will have 10 working days to respond.

If there is no consensus on the recommendations then the evaluation documents will progress to Stage 2.

## 8. Stage Two – Appeal Panel Consider Grounds

Stage 2 Appeals will be heard by a fully trained panel of 3, who will normally comprise of:

- 1 Head of Service, who will chair the panel
- 1 Trade Union Representatives
- 1 Trained Management Representatives

The Pay and Reward Specialist will also attend to provide advice and guidance, but will not have a casting vote on the panel.

In cases of a hearing the appellant will also be asked to explain what additional information they may have for the panel to consider that was not including on the original submission. Further information will not be required at Stage 2 for those factor levels deemed to have no grounds which will be detailed in the appendix sent by the Pay and Reward Specialist after Stage 1.

If the appellant has opted to attend a hearing he/she may be accompanied by a Trade Union representative or fellow employee, the Appeal will not be unduly delayed whilst this is being arranged

The Appeal Panel may request further information from the job holder or their manager (either in writing or in person), and may adjourn the appeal hearing if necessary but will not unduly delay the appeal hearing and outcome.

If the appellant has opted for consideration without a hearing the Appeal Panel will consider the appeal documentation and reach their decision based on the recommendation from the Validation Panel. The Chair of the Appeal Panel will lead the Appeal hearing. The Chair will ensure that the panel hears all the relevant information necessary to reach a decision.

## 9. Outcomes

If the Appeal Panel considers that any of the 3 appeal grounds are valid they will either reach their decision based on the recommendations from Stage 1, or if new evidence has emerged, they will ask the Pay and Reward Specialist to amend the evaluation using the GLPC computer software and then reach their final decision. It does not necessarily mean that the post will attract a higher grade. The evaluation score may be higher, but the post may remain in the same grade. The score may stay the same, or even, exceptionally go down.

The Appeal Panel's decision will be put in writing to the individual normally within 10 working days setting out the decision. There will be no further right of appeal. The Appeal Panel's decision is final and binding. Associated grade changes will apply from the date of registration of the appeal or a date agreed and confirmed to the Pay and Reward Specialist by the appellant's manager.

## **Frequently Asked Questions (FAQs)**

### **When can I submit an appeal?**

You have 3 months from the date you receive your evaluation result notification in which to submit their appeal. This may be waived during the implementation period, in which case further information will be given. It will be made clear the dates by which the appeal must be submitted.

### **I was appointed to my new role 3 months ago, but I do not think that the job is accurately reflected in the grade I am receiving, can I appeal?**

You can appeal against the evaluation of a new post after you have been in the position for 6 months. After 6 months you would appeal in line with the process detailed above.

### **Can I make a joint appeal against a job evaluation with my colleagues?**

If you and your colleagues are doing the same job and you all want to appeal against your outcome you can choose to submit a collective appeals form. It is the same application form for single and group appeals.

### **Will the outcome mean I will be awarded a higher grade?**

No, it does not necessarily mean that the post will attract a higher grade. The evaluation score may be higher, but the post may remain at the same grade. The score may stay the same, or even, exceptionally, go down.

### **When will I be informed of the outcome?**

If the Appeal Panel considers that any of the 3 appeal grounds are valid they will either reach their decision based on the recommendation they already have or, if new evidence has emerged they will reach their final decision.

The Appeal Panel's decision will be put in writing to the individual normally within 15 working days setting out the decision with reasons. If they cannot meet this they will let the appellant know. There will be not further right of appeal.

### **What if my Manager doesn't agree with the appeal?**

If the line manager does not agree with the employee then the employee may raise this with the next level of manager for resolution.