

### Easy Guide to Job Evaluation Appeals

The council has developed a job evaluation appeal procedure should employees be dissatisfied with their grade outcome under the council's Unified Reward project. This easy guide provides an explanation of the process for both employees wishing to appeal and managers / headteachers of those wishing to appeal

#### 1. Key features of the appeal process

- ◆ Appeals can only be submitted by employees of the council or support staff employed by community schools
- ◆ There is no right of appeal for casual staff, agency staff or any other worker who does not have a contract of employment with the council or community school
- ◆ **Appeals can only be heard against the grade of the job** (not other changes agreed as part of Unified Reward such as overtime rates or sickness triggers)
- ◆ Two-stage appeal process – stage one is an informal appeal meeting and stage two is a more formal job evaluation appeal hearing
- ◆ There are two processes depending on whether the employee is in an individual role (i.e. only one person doing that job) or whether they are in a group role (i.e. many people doing the same job such as Refuse Driver).
- ◆ If the employee is in a group role then a majority of employees must agree to the appeal before it can proceed
- ◆ The outcome of an appeal is that the grade (and pay) may increase, stay the same or go down
- ◆ Employees can only appeal on one of three grounds- these are explained in more detail below

#### 2. The appeal process

If an employee wishes to appeal then they need to see if they meet one of the three grounds of appeal:

<b>Ground One - Assimilation Error</b>	The employee believes they have been assimilated (matched) to the wrong job.
<b>Ground Two - Substantial Change in the Job</b>	The employee believes there has been a substantial change in the level of accountabilities / responsibilities and may require a higher level of knowledge, skills and experience since the role profile and person specification was agreed.
<b>Ground Three - Incorrect Evaluation</b>	The employee believes that their job has not been scored correctly using the job evaluation scheme. An example might be that the employee believes insufficient weight has been assessed against one or more of the job evaluation factors.

If the employee believes they can appeal on one of the three grounds they should complete the appropriate Job Evaluation Appeal Form and email it to the Unified Reward Team (unified.reward@barnet.gov.uk) within 10 days of receiving their job evaluation confirmation letter.

### Initial Assessment

The Unified Reward Team will carry out an initial assessment of the information provided. If there has been an obvious error made (for example, an employee has clearly been matched to the wrong job) then this may be corrected without the need for a Stage One meeting. If there is insufficient information or evidence provided to support the appeal then the appeal documents will be returned to the appellant. The appellant may proceed if they provide sufficient information by the appeal submission deadline. If there is no obvious error and there is sufficient supporting information then the appeal will move to Stage One.

### Stage One

At Stage One the appellant will meet with an HR representative and their line manager / headteacher to discuss the nature of their appeal. Appellants may be accompanied by a trade union representative (if they are a member of a trade union) or a work colleague if they wish. It is the appellant's responsibility to arrange this. The outcome of the Stage One meeting will be either 'no change', 'change of grade (up or down)' or 'proceed to Stage Two'. If the decision is 'no change' or 'change of grade (up or down)' then there is no further right of appeal.

### Stage Two

At Stage Two the appellant will be required to present their appeal to a job evaluation panel. The panel will consist of trained evaluators (one management and one union) and the appellant's line manager / headteacher. The appellant may be accompanied by a union representative (if they are a trade union member) or a work colleague if they wish. It is the appellant's responsibility to arrange this. The outcome of the Stage Two hearing will be either 'no change' or 'change of grade (up or down)'. The panel's decision is final and there is no further right of appeal.

## 3. Key Dates

Area	Activity	Key Date	Comment
Council	Appeal submission by employee	30 June 2016	Appeal forms received after this date will not be accepted
Schools	Appeal submission by employee	19 Sept 2016	
Council	Stage One and Two Appeals – planned	23 June to 30 Sept 2016	Appellants and line managers / headteacher to be available
Schools	Stage One and Two Appeals – planned	12 Sept to 31 Oct 2016	Appellants and line managers / headteacher to be available