

Organisational & *People* Solutions

Job Re-evaluation Procedure
(Local Government Employees and
Craft Workers)



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1. Introduction

- 1.1. This procedure applies to Local Government Employees and Craft Workers only.

2. Context

- 2.1 The procedure sets out a mechanism to respond to those circumstances which justify a re-evaluation of an existing job, or the evaluation of a new job.
- 2.2 Services will be expected to maintain stability in their job grades, and managers must ensure that employees work within the terms of their job description. Any change in duties which extends beyond an employee's current job description should be as a result of an informed decision and agreement of their Line Manager and not as an unplanned consequence of circumstances evolving incrementally.
- 2.3 The Council will continue to meet its obligation to maintain the integrity of the job evaluation scheme and to regularly undertake an equality impact assessment of the pay structure.
- 2.4 The procedure addresses both individual requests as well as evaluations arising from structure reviews or service specific requirements.

3. Applications

- 3.1 Where an individual employee identifies that their job has changed, the following criteria must be met:
- i. a substantial change in the duties and responsibilities (not increased volume of work) impacting significantly on one or more of the 13 factors of the Job Evaluation Scheme, **and**
 - ii. the change is a necessary part of the job remit; **and**
 - iii. the change is considered to be a permanent feature of the post; **and**
 - iv. clear supporting evidence of the change can be provided, including the impact of new duties on existing duties, i.e. what is no longer being done or done to a lesser degree/frequency, **and**
 - iv the post has not been evaluated/re-evaluated within the preceding 2 years,
- 3.2 If their Line Manager agrees that the criteria are met in full, they both should complete the relevant sections of the re-evaluation request form, which should be forwarded to the relevant Head of Service, seeking approval for a re-evaluation of the job.
- 3.3 Where the Line Manager does not agree, this should also be recorded on the re-evaluation request form and submitted to the Head of Service for a determination. In the event that the Head of Service determines that all the criteria have not been met, the employee will be advised accordingly by their HR support and their request will not proceed further.

4. Documentation and Submission

- 4.1 Where supported, the completed re-evaluation request form should be signed by the Head of Service and submitted to the Head of Business (Organisational & People Solutions).

- 4.2 The job will be re-evaluated on the submission provided and it is essential, therefore, that all relevant evidence supporting the request, such as organisation charts, where appropriate, budgetary extracts, and job description, is attached with the completed form.

It should be noted that wording directly lifted from the job evaluation scheme is not supporting evidence; and comparability with other posts, either internal or external to the Council will not constitute grounds for a re-evaluation.

- 4.3 The timeline for submission of applications will be:
- i. from employee– within the month of February.
 - ii. from employing Service to the Head of Business (Organisational & People Solutions) by 30 April in each year
- 4.4 Subject to the necessary evidence being submitted by 30 April, the requests will be considered in the period to 31 August in each year.

5. Re-evaluation Process

- 5.1 The job will be re-evaluated by a job analyst under the relevant factors of the job evaluation scheme.
- 5.2 An audit trail will be retained of the job re- evaluation.
- 5.3 The job re-evaluation will result in one of the following:

Change to Factor level(s) and Grade

- 5.3.1 Where the re-evaluation results in an increase in grade, the increase in grade will have retrospective effect from 1 April.
- 5.3.2 The employee will be placed on the minimum point of the new grade, provided that the differential at least equals the smallest increment on the new grade, failing which they should be placed on the second point of the new grade. Where grades overlap, the employee should be accelerated by one increment, taking into account any normal progression on the scale.

Change to Factor Level(s) and /or Factor Text Only, or

No Change to post evaluation

- 5.4 The employee will be informed of the decision and provided with any necessary contractual changes, as appropriate.
- 5.5 Once a job has been re-evaluated, it will **not** be re-evaluated again within a two year period unless the post is subject to a wider Service review.
- 5.6 The Head of Business (Organisational & People Solutions) has delegated authority to approve revisions to grades.

6. Structure Review

- 6.1 Where a Service seeks to establish a *new* job as part of a structure review, the Service, in consultation with their HR support, must submit the following information to the Head of Business (Organisational & People Solutions) to allow a full and proper job evaluation to be carried out, **prior** to any submission to their Service Committee:-
- i. a copy of the draft report, which sets out the proposals;
 - ii. a copy of new job description for the job(s);
 - iii. a copy of the person specification for the job(s);
 - iv. a breakdown of the duties against the 13 factors of the job evaluation scheme (using the pro-forma, for this purpose) together with an organisation chart clarifying the line management responsibilities etc;
 - v. a general statement about the remit and scope of the job, identifying any specialist elements;
 - vi. identify any impact the establishment of this new job will have on existing jobs within the structure;
- 6.2 Where a Service is reviewing the duties and responsibilities of an *existing* job as part of a structure review, they must provide, in addition, evidence detailing the changes, and how the changes have come about and when, the impact of new duties on existing duties, together with the existing job evaluation reference number.

It should be noted that wording directly lifted from the job evaluation scheme is not supporting evidence; and comparability with other posts, either internal or external to the Council will not constitute grounds for a re-evaluation.

- 6.3 Only when the re- evaluation has been approved by the Head of Business (Organisational & People Solutions) should the Service submit a report to their Service committee for consideration and, if approved, to the Policy & Resources (Human Resources) Sub-Committee. The effective date of any re-grading will normally be the date of approval by the Policy & Resources (Human Resources) Sub Committee or, where appropriate, any future date as set out in the Service report.

7. Other Circumstances for Re-evaluation of a Job

- 7.1 Where a Head of Service requires a re-evaluation of a job which does not involve a structure review, the Head of Business (Organisational & People Solutions) has delegated authority to approve revisions to grades.

8 Appeals

- 8.1 There will **only** be a right of appeal in the following circumstances:-
- i. Where a request from an employee for a re-evaluation is not supported by the Head of Service.
 - ii. Where the outcome of a request supported by the Head of Service results in no change to the existing evaluation grade, including where there may be a text change or factor level change only.
 - iii. Where posts are subject to review as part of a structure review, or other circumstances outwith a structure review, and result in either no change or a text change or factor level change only.
- 8.2 Appeals will only be admissible where the appellant evidences in their written appeal submission that the evaluation outcome does not reflect the duties and responsibilities of the job as relied on in the original re-evaluation request. Appeals on the grounds of comparability with other jobs (either within the Council, other

Councils or nationally), or appeals seeking to restore previous differentials or appeals based on a change to the grounds of the original re-evaluation request will be inadmissible.

- 8.3 The decision as to whether an appeal will be admissible or not will be the responsibility of the appeals panel. The appeals panel will sift the submissions and identify those submissions which do not meet the grounds for appeal. For these cases, the appellant will be notified that their appeal will not proceed further in the process.
- 8.4 Appeals should be made using the prescribed appeals procedure (see appendix 1) and by completion of the appeal pro-forma which should be submitted, with any supporting documentation, to the Head of Business (Organisational & People Solutions) within three weeks of notification of the decision at the first stage.
- 8.5 Appeals will be by way of written submissions only and will be considered by a panel of three members, one from the Council side and one from the Trade Union side, with an alternating chair and supported by a member of the job evaluation team who has not been involved in the initial re-evaluation, and will normally be considered within 3 calendar months from receipt of the appeal documentation.
- 8.6 On completion of the appeals process, there will be no further right of appeal.

9. Further Information

- 9.1 The information to support this procedure can be made available in a range of languages and formats, including large print, Braille, audio, electronic and other accessible formats. Should any employee require assistance, either with accessing the paperwork in other formats or some other form of assistance, they should contact their Service HR support to discuss any appropriate reasonable adjustments that may be required.

1. Introduction

Appeals will be considered admissible where:-

- iv. Where a request from an employee for a re-evaluation is not supported by their Head of Service.
- v. Where the outcome of a request supported by their Head of Service results in no change to the existing evaluation grade, including where there may be a text change or factor level change only.
- vi. Where jobs are subject to review as part of a structure review, or other circumstances outwith a structure review, and result in either no change to the existing grade or a text change or factor level change only.

In addition, the appellant must evidence in their written submission that the evaluation outcome does not reflect the duties and responsibilities of the post

2. The Appeals Process

Appeals should be submitted to the Head of Business (Organisational & People Solutions) on the standard pro-forma which identifies:

- factor levels being appealed against
- appellant's case under each of the relevant factor headings
- views of the relevant line manager in relation to the factual content of the job and the accuracy of the appellant's case.

Appellants may attach supporting documentation in respect of their case, for example budget reports, organisational structures etc.

Appellants can access the factor definitions and guidance of the Scottish Joint Council's Job Evaluation Scheme on the Council's intranet site, Connect, or via their HR support.

Appellants, where appropriate, may seek the assistance of their Trade Union representative in the preparation of their appeal.

3. Timescales

Appeals must be lodged within three weeks of the date of receipt of the written notification of the outcome of the re-evaluation. However, in exceptional circumstances this timescale may be extended solely at the discretion of the Head of Business (Organisational & People Solutions).

4. Consideration of Appeals

Written appeal submissions will normally be considered by an appeal panel within 3 calendar months from receipt of the appeal documentation.

Where it becomes apparent that this timescale may not be achievable, the applicant will be advised accordingly, outlining the reasons for the delay and the expected timescale for conclusion.

The decision by appeals panel is final, and there will be with no further right of appeal.

5. Consideration of Appeal & Notification of Results

The appeals panel may either uphold the appeal in full or in part, or reject the appeal. Where the appeal is either upheld in full or in part, the job will be referred for re-evaluation by a job analyst who was not involved in the initial re-evaluation process. Following the consideration of the appeal by the appeals panel, notification of the decision will be made to the appellant within 10 working days.

6. Further Advice/Information

If you require further advice or information, please contact your line manager or HR support, in the first instance.