

GUIDANCE ON JOB EVALUATION APPEALS

1. General

1.1 Right of Appeal / Timescale

Officers have the right of appeal against the grades assigned to their posts through job evaluation, but the following timescales apply:-

- (a) An officer (appellant) must register intention of appealing in writing with the County Personnel Officer within four weeks of notification of the result of the evaluation by the latter.
- (b) The appeal document must be completed for submission to the Local Appeals Panel by not later than 12 weeks from receipt of the document from the County Personnel Officer.

Note: Failure to meet either of the above timescales will invalidate an appeal.

1.2 Local Appeals Panel

Appeals are heard by a Local Appeals Panel, using the job evaluation system, consisting of two members of the Personnel Sub-Committee and two members of the Local Branch of Unison representing the Employer's and Staff side respectively. The Chairmanship alternates between the two sides which both have a Technical Adviser in attendance. Each appellant is required to appear before the Panel in support of the case and similarly a job evaluation officer appears in support of the case for the original evaluation against which the appeal is made.

2. Preparation for Appeal

2.1 Advice

Once an appeal has been registered, an appellant can seek advice on the formulation of the appeal case from ~~the Branch Organiser of Unison~~ the Branch Organiser of Unison and the Staff Side's Technical Adviser to the Local Appeals Panel.

2.2 Panel Documentation

The Appeals Panel is sent the following documentation for individual appellants prior to an appeal hearing.

- (a) The appellant's appeal submission.
- (b) The Authority's appeal submission.
- (c) The job evaluation officer's assessment of the evaluation.
- (d) The technical support documentation, organisation chart and job description(s).

(Both Technical Advisers also have a copy of the appellant's questionnaire).

3. Appeal Hearing - Procedure

- 3.1 The Panel will meet and the Chairperson for the day will direct their attention to the matters for consideration before the appellant and the job evaluation officer are admitted to the hearing. The Chairperson will ensure that the salient issues of the case are understood seeking clarification, as necessary, from the Technical Adviser and that the Panel are clear on the line of questioning to be followed during the hearing.
- 3.2 The Chairperson will ask for the appellant and the job evaluation officer to be admitted and the Employer's Technical Adviser will explain the proceedings to the appellant.
- 3.3 The Chairperson will invite the appellant to make an opening statement, with which assistance can be given by the Staff Side Technical Adviser, and the job evaluation officer will have the right of reply.
- 3.4 The Chairperson will invite members of the Panel to ask questions of the appellant relating to the issues involved with the case and the job evaluation officer will be given the opportunity to comment on any points during this part of the procedure.
- 3.5 The Chairperson will ask the job evaluation officer to make a closing statement prior to the appellant making a final statement, in which, again, assistance can be given by the Staff Side Technical Adviser.
- 3.6 The Chairperson will ask the appellant and job evaluation officer to withdraw from the hearing.
- 3.7 The Chairperson will direct the Panel's attention to the job evaluation factors associated with the main issues of the case, although the validity of any factor levels can be addressed.

- 3.8 The Chairperson will ask the Panel to vote whether or not to change any of the factor levels. Where a new points total is forthcoming, the Technical Adviser will inform the Panel of the grading and, if appropriate, the effective date.
- 3.9 The Chairperson will ask for the appellant and the job evaluation officer to be recalled and will inform them of the grading decision.
4. Failure to Agree
- 4.1 In the event of there being a failure to agree between the Employer's and Staff Side, the decision will be deferred and the case heard at a further meeting of the Local Appeals Panel with completely new members on both sides.
- 4.2 There is no right of Provincial appeal and the decision arising from 4.1 above will be final. Failure to agree at the further hearing would result in the grading remaining unchanged.

Revised 1st April 1986

WILTSHIRE COUNTY COUNCIL
AND
STAFF SIDE
JOB EVALUATION GRADING APPEAL

Name of Officer.....Department.....
.....

Designation.....Post no.....

1. Documentation Procedure

- 1.1 Please complete in black ink (typed where possible or in block lettering).
- 1.2 Send the original submission to the Director of Corporate Services, County Hall, Trowbridge, BA14 8JN, but retain a copy to bring with you to the Appeal Hearing.

2. Officer's Grounds of Appeal

2.1 Give details of your grounds of appeal below.

2.2 Give below the key elements of your job that you consider may not have been taken fully into account.

2.3 Give below at 'B' the appeal grading that you consider appropriate to your post.

'A'
Prior Grade

'B'
Appeal Grade

Date.....Signature of Officer.....