

Human Resources

JOB EVALUATION – APPEALS POLICY

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South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

NON-UNIFORMED JOB EVALUATION

INTRODUCTION

1. The following appeal procedure will apply to all non-uniformed employees within South Yorkshire Fire and Rescue whose jobs have been evaluated using the Greater London Provincial Council (GLPC) scheme of job evaluation.
2. Grounds for appeal will normally be on one or more of the following:
 - a. the job analysts have not understood the job under one or more of the job evaluation factors
 - b. the allocation does not fit the functions performed
 - c. there has been a change in the functions performed since the first evaluation was undertaken
3. If appropriate, the job analyst will attempt to obtain agreement on the analysis sheet from the post holder(s) by re-evaluating the original questionnaire before referring the case to the Appeal Panel.

PROCEDURE

4. When all evaluations are completed and agreed by the job analyst, the post holder(s) will be written to which will include the grade that the post has been assimilated to along with an analysis sheet which provides details of the factor levels awarded.
5. The job analyst will ask the post holder to sign the attached declaration that they agree that the information on the analysis sheet reflects that on their questionnaire. This form should be countersigned by the post holder's manager. The manager should be in agreement with all of the information provided on the declaration. This should be returned to the job analyst within two weeks from the date of issue.
6. Where a post holder(s) refuses to sign their agreement, they should provide details of why they do not agree in the appropriate section on the declaration. This should be returned to the job analyst within two weeks from the date of issue.
7. **Manager Agrees**
 - a. In cases where the manager agrees with the post holder(s), the job analyst will re-evaluate the questionnaire, taking into account the information provided on the declaration.
 - b. The new analysis form will be distributed to the post holder(s) and they will be asked to sign the declaration form, in accordance with point 5 above. This should be returned to the job analyst within one week from the date of issue.

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- c. In cases where the post holder(s) does not agree with the new analysis sheet, their case will be referred to the Appeal Panel.

8. Manager Disagrees

- a. Where the manager does not agree with the reasons that the post holder(s) has given for refusing to sign the declaration, the job analyst will arrange a meeting with the post holder(s) and the manager. The post holder(s) may be accompanied by their Trade Union representative if they require. The Trade Union representative may not however be a member of the Appeal Panel.
- b. The aim of the meeting is to obtain agreement between the post holder(s) and the manager about the reasons for the disagreement.

9. Agreement Reached

- a. If agreement is reached, it will be decided at the meeting whether it will be necessary to re-evaluate the questionnaire. If it is decided to re-evaluate, paragraph 7a will be followed.
- b. If the post holder(s) refuses to sign the new analysis sheet, the case will be referred to the Appeal Panel.
- c. If it is not necessary to re-evaluate, a revised contract of employment will be prepared for issue.

10. Agreement Not Reached

- a. Where agreement cannot be reached in the meeting, the case will be referred to the Appeal Panel.

APPEAL

11. The Appeal Panel will be made up of the following:

Director of HR
HR Manager – Transactional HR
Unison Trade Union Representative
GMB Trade Union Representative

12. Wherever possible, both Trade Union Representatives will be in attendance at the appeal hearing. If this is not possible, at least one Trade Union Representative will be in attendance.
13. Wherever possible, the appeal will be heard within four weeks of submission of the declaration form.
14. Appeal submissions will not be accepted if they are received outside of the deadline given.

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15. The post holder(s), the manager and the job analyst may be required to attend the hearing and provide any information requested by the Appeal Panel.
16. The post holder(s) will be informed of the decision of their appeal in writing within seven days of the hearing.
17. Only one appeal per post will be heard.
18. Where there are a number of posts with a generic job description, a representative should be nominated to attend the Appeal hearing.
19. The decision of the Appeal Panel is final and there will be no further right of appeal beyond the Appeal Panel.

FURTHER INFORMATION

20. Revised contracts will not be issued until a agreement has been reached on all Analysis Sheets.
21. Posts will be assimilated to the new pay scale with effect from 1st September 2006. Where appropriate, salaries will be back-dated to this date.
22. Where a post's grade is reduced, pay protection will be applied from 1st September 2006.
23. This procedure should be read in conjunction with the Job Evaluation Policy and Guidance Notes, and the Pay Protection Policy.

If you require any further guidance on this Policy please contact the Human Resources Section.