

## Appendix 2c – Group Job Evaluation Appeals Procedure

### I was part of a group evaluation – can I submit an individual appeal?

Where a post is occupied by more than one employee, each employee has the individual right of appeal if you believe you have been incorrectly matched to a job.

If you feel you can demonstrate that your job is different to others in your group, you should submit an individual appeal under grounds 1 or 2 to show what you consider the differences to be as outlined in the attached procedure.

The Appeal Panel will make a decision based on the information you have submitted as part of your appeal.

Where the Appeal Panel agrees the post is sufficiently different, the new score and grade will only apply to the individual that submitted the appeal.

The Appeal Form contains provision for an employee to state if the appeal is for his/her job only, or for other employees covered by the same JDQ or job family level

### How do I submit a group appeal with other people in the same role as me?

If you and your colleague(s) are doing the same job and you want to appeal against your outcome you need to submit a group appeal.

All staff involved in a collective appeal need to be consulted on the reason for the appeal and should jointly agree the information that is submitted on the Appeal Form. Group appeals should be submitted on Appeal Form signed by all jobholders, the line manager and the Heads of Service involved. Where an Appeal Form is received for posts that have more than one jobholder but not all jobholders have signed up to the appeal submitted, the job evaluations panel will write to all those jobholders who have not submitted or signed an Appeal Form informing them that an appeal has been lodged. The job evaluation panel will then ask them and their line manager to sign if they agree with the appeal. 51% of job holders need to agree the appeal and sign the form in order for the appeal to be valid.

Group appeals will follow the same two stage process applicable to other appeals, except the right of attendance shall be limited to three representative post-holders at the appeal. The nomination of employees to form the representative group shall be a matter for the group to decide.

The outcome of the Appeal will be binding on all Job holders.