

## Introduction

The Brooke Weston Trust is introducing new pay and grade arrangements in order to ensure a consistent and fair approach across the Trust with regard to support staff pay. The effective date for implementation of these arrangements is 1<sup>st</sup> September 2017.

This procedure applies where an individual employee or a group of employees in the same job role is dissatisfied with the outcome of the job evaluation that has been undertaken as part of the introduction of the NJC job evaluation scheme across the Trust. This procedure applies to all existing employees employed on a support staff contract by the Trust before 1 September 2017. It will not apply to job evaluation requests arising through the normal course of employment.

As part of the implementation process, it is recognised that employees may have grounds on which to appeal the job evaluation outcome applied to their job. It is the Trusts intention to process any such appeals within 3 months of notifying employees of the job evaluation outcome for their job.

## Evaluating jobs

The Brooke Weston Trust has evaluated all support staff jobs using the NJC scheme. The scheme measures the size of each job relative to others through a number of factors and sub factors, with sub factors being further divided up into levels with scores assigned to each level. This enables a total to be scored for each job.

Within the Trust there are either:

- Job families which is a series of progressively higher, related jobs distinguished by levels of knowledge, skills and responsibilities or
- Individual jobs which can be held by more than one employee

Both of the above have been evaluated using the NJC scheme. An employee is entitled to have a copy of the Job Description and Job Evaluation Questionnaire (JDQ) which relates to their role and will have access to all of the support staff job families and JDQs held by the Trust. These are held at a central place in each individual school. Every employee has been issued with the job evaluation score for their JDQ in the accompanying letter.

## The Appeal

Employees will be entitled to appeal against the outcome of the job evaluation process once they have been notified of the job match and new grade associated with the implementation of the NJC scheme across the Trust.

### Grounds for Appeal

The grounds on which appeals against the outcome of job evaluation can be made are as follows:

<b>Ground 1</b>	The JDQ or job family level does not accurately reflect their role and as a result the employee believes they have been matched to the wrong job.
<b>Ground 2</b>	The job is unique, or significantly different, and the employee believes they should have been evaluated separately to other employees who undertake this job
<b>Ground 3</b>	The JDQ or job family level does not accurately reflect the role and as a result the employee believes the post has been incorrectly evaluated
<b>Ground 4</b>	The job has not been evaluated at the same level as roles that the post holder believes are similar to their role within the structure

An appeal must be made on one or more of the above grounds. An appeal cannot be made because the employee disagrees with the pay grade for the role resulting from job evaluation outcome.

### Submitting the Appeal

Employees are required to submit an appeal within 30 working days from the date of the letter notifying them of their job evaluation outcome. Extensions will only be given in exceptional circumstances.

Employees who are on leave, for example maternity and sickness are required to submit an appeal in line with the timescales referred to above.

Appeals should be submitted using the job evaluation appeal form (see appendix 2b). The appeal form should be fully completed and employees should state and provide the evidence to support their grounds for appeal. Where supporting evidence and/or a detailed explanation is not given the appeal will be rejected and the employee will be informed of this in writing

The appeal form will ask the employee if the appeal is being submitted on behalf of one or more job holders and whether the employee sees the appeal as affecting a wider group

If your role is part of a family, only group appeals can be submitted as any regrading will affect all job holders in the group. Arrangements for submitting appeals on behalf of more than one job holder are outlined in appendix 2c in this document.

### Appeal Stage 1

The Appeals Panel will consist of a senior member of staff and two union representatives. A HR representative from our HR provider may attend to give any technical advice or guidance on the scheme. An Appeal Panel member will not have been involved in the original evaluation of the role nor should they proceed with an appeal if there is any conflict of interest.

The Principal who matched the job-holder to the role in the job family or JDQ should attend to present the reasoning behind their matching decision.

The employee may be accompanied to the appeal by a trade union representative or work colleague and should make their own arrangements in this regard. See appendix 2d for the invitation to appeal letter.

The employee will receive a minimum of 5 working days notice of the appeal meeting.

The purpose of the appeal at Stage 1 is for the Panel to:

- Fully understand from the employee the grounds for their appeal and the role they undertake
- Fully understand from the Principal the role the employee undertakes and the reason for their job match
- Consider the evidence presented by the employee and the Principal
- Review the relevant JDQs/job family

The options available to the Panel are:

- There are insufficient grounds to uphold the appeal
- There is sufficient information to warrant the role to be re-evaluated
- There are sufficient grounds to uphold the appeal without the need for the role to be evaluated e.g. where the employee has been matched to the wrong job

The employee will be informed of the outcome of their appeal using the form in appendix 2e and this also informs the employee of their right of appeal under stage 2. The results of the appeal could alter the Job Evaluation score and therefore could change the employee's job grade either up or down or it could remain the same. Any regrading will affect all jobholders matched to the job.

### Appeal Stage 2

If an employee is not satisfied with the decision reached under Stage 1 they may ask for rehearing of the appeal decision. Such request must be in writing and submitted within 10 working days using the form in appendix 2f. The request must specify why the job-holder feels the Appeal Panel has reached an incorrect decision and attach any new evidence if applicable

The Stage 2 Appeals Panel will consist of the Trust Finance Director and two Trade Union Representatives. A HR representative from our HR provider may attend to give any technical advice or guidance on the scheme. An Appeal

Panel member will not have been involved in the original evaluation of the role, the Stage 1 Appeal nor should they proceed with an appeal if there is any conflict of interest. See appendix 2g for the invitation to appeal letter.

The Principal who matched the employee to the role in the job family or the JDQ should attend to present the reasoning behind their matching decision.

The employee may be accompanied to the appeal by a trade union representative or work colleague and should make their own arrangements in this regard.

The employee will receive a minimum of 5 working days notice of the Stage 2 appeal meeting.

The purpose of the appeal at Stage 2 is for the Panel to:

- Fully understand from the employee the grounds for their appeal and the role they undertake
- Fully understand from the Principal and the role the employee undertakes and the reason for the job match
- Consider the evidence presented by the employee and the Principal
- Review the relevant JDQs/job family

The options available to the Panel are:

- There are insufficient grounds to uphold the appeal
- There is sufficient information to warrant the role to be re-evaluated
- There are sufficient grounds to uphold the appeal without the need for the role to be evaluated e.g. where the employee has been matched to the wrong job

The employee will be informed of the outcome of their appeal using the form in appendix 2e

The results of the appeal could alter the job evaluation score and therefore could change the employee's job grade either up or down or it could remain the same.

The decision of this Stage 2 Panel will be final and constitutes the last stage of Appeal.