



JOB RE-EVALUATION PROCEDURE

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Author	SAC
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1. INTRODUCTION

1.1 This procedure applies to Local Government Employees and excludes individuals employed on Chief Officer conditions of service.

2. CONTEXT

2.1 In accordance with the national single status agreement, South Ayrshire Council evaluated all relevant jobs within AVJB using the jointly recommended objective, analytical job evaluation scheme and the relative values were applied through the Council's pay and grading model to Local Government Employees in 2010.

2.2 The completion of the job evaluation exercise provides overall stability of job levels which can be relied on in the medium to long term. While it is recognised that job values may be impacted on by internal and external factors (some unanticipated and beyond the Board's control) these are likely to be at the margins and, overall, job levels should remain current and valid for some time.

2.3 While services will be expected to maintain stability in job levels and to ensure employees operate within their evaluated job remits in accordance with their contract of employment and associated job description, the Board will equally meet its obligations to monitor arrangements and any impact on the pay structure from an equalities perspective.

2.4 Within this context, the following procedure sets out the necessary mechanism to respond to those circumstances which legitimately justify a re-evaluation of a job level.

3. CRITERIA

2.1 Where a line manager or an individual employee identifies that a job has changed to the extent that the following criteria can be met, a written request for re-evaluation of the post should be made to the Assessor. The essential criteria are that:

- There is a material change in the duties and responsibilities (not increased volume of work) impacting on one or more of the 13 factors of the Job Evaluation Scheme; **and**
- The change is a necessary part of the post remit (as determined by the line manager) and is considered to be a permanent feature of the post; **and**
- The change arises directly from service requirements; **and**
- Clear documentary evidence of the substantial change can be provided to support the request, including the impact on the scheme factors – wording directly lifted from the job evaluation scheme is not supporting evidence.

This procedure is not intended, designed or available for cases where:

- The change which has prompted the request is increased volume of work – such situations should be addressed through staffing levels; **or**
- The request relates to a claim of comparability with another post or employee (either within or outwith the Board) or seeks to restore previous differentials or establish parity; **or**

- The basis for the claim is a residual or ongoing dissatisfaction with the outcome of the original job evaluation exercise or structural review; **or**
- The request is based on an individual's opinion as to what the job remit should be.

4. REQUEST FROM MANAGEMENT

Where the Board seeks to establish a new post or revise the duties and responsibilities of an existing post as a result of service review, restructure, national initiatives or legislative changes the Assessor, in consultation with the HR Team, should submit to the Head of Employee and Customer Services:

- A copy of the draft report which sets out the proposals; and
- A copy of the new, and old where appropriate, job description(s); and
- A copy of the person specification(s) for the post(s); and
- A general statement about the remit and scope of the post, identifying any specialist elements of the post; and
- Where the duties and responsibilities currently exist within the Board, details of the post(s) that currently undertake that work; and
- Where the work is new and not currently carried out within the Board, details of the impact the creation of the post will have on existing posts

5. REQUEST FROM EMPLOYEE

5.1 Providing it is at least 1 year since a previous evaluation or request for evaluation, (whichever is the most recent) an employee or group of employees, wishing to request a re-evaluation of their post can submit Form JE1 to their Line Manager who will examine the request and forward with recommendation to the Assessor.

The employee may attach supporting documentation to the JE1 in respect of their case. If the request is supported by the Line Manager a copy of the current and proposed job descriptions must be attached to the completed Form JE1. This form must also clearly detail the additional or new duties on which the support is based and clearly outline the post(s) within the Board that previously assumed these duties, or where the duties are new, background information on the reason for the introduction of the new requirement.

5.2 Where the Assessor believes the job has changed in accordance with the criteria set out at Clause 3 above, and therefore supports the request, he should, in consultation with the HR Team, complete and forward Form JE1 to the Head of Employee and Customer Services, together with any supporting documentation.

5.3 The post will then be re-evaluated on the basis of the submission. It is essential that all relevant evidence such as organisational charts and job description are submitted at the same time as Form JE1. The Assessor will also be required at that stage to identify the source of any additional funding that may be required.

5.4 Where the Assessor determines that the request cannot be supported he should notify the employee and their line manager, including details of the right of appeal, and send a copy of the correspondence to the Head of Employee and Customer Services.

5.5 Appeal

5.5.1 If the employee is dissatisfied with the reason provided by the Assessor they can appeal, using Form JE2, to the Head of Employee and Customer Services who will arrange for the appeal to be considered seeking additional information or clarification from the employee, Line Manager or Assessor as appropriate.

5.5.2 The outcome, including reasons, of the appeal normally will be confirmed in writing within 7 days of the appeal hearing. If further information is required this timescale may be extended.

5.5.3 If the appeal is upheld the post will be re-evaluated. If the appeal is not upheld the process will end at that point.

6. RE-EVALUATION

6.1 The re-evaluation will cover all 13 Factors and the employee will be required to complete the Job Holder Questionnaire contained within the Job Evaluation scheme. In addition to the information contained in the Questionnaire and in Form JE1 the Job Analyst undertaking the re-evaluation may be required to access and analyse other documentation and evidence and/or seek clarification or further information from the employee, their line manager or Assessor, or other employee of the Board as appropriate.

6.2 The re-evaluation process will result in one of 4 outcomes, namely:

- No change to the Job Overview; or
- A change to one or more Factor definitions but no change to individual Factor scores; or
- A change to one or more Factor definitions, resulting in a change to an individual Factor score, but no change in Level; or
- A change to one or more Factor definitions, resulting in a change to individual Factor scores, and a change in Level.

6.3 The outcome of the re-evaluation, including the revised Job Overview and Factor Level Score Breakdown, will be sent to the Assessor and, where an individual request for re-evaluation has been made, to the employee and their line manager. Any resultant change in Level will be effective from the date of evaluation. The normal timescale for the completion of a re-evaluation will be 28 days from the date Form JE1 is received by the Job Evaluation Team.

6.4 Where the re-evaluation results in a higher Level the employee will be placed on the first point of the new salary scale. However if an employee is on salary preservation on the effective date, the salary point used will be the one on the new Level which removes or reduces as far as possible the preservation amount.

- 6.5 Where the re-evaluation results in a lower grade the terms of the Board's Managing Change Policy will apply.
- 6.6 The outcome of the re-evaluation will apply to all other posts across the Board which have the same responsibilities and duties as the post in question.

7. RIGHT OF APPEAL

- 7.1 Employees have a right of appeal against the outcome of the re-evaluation of their job where:
- There is factual inaccuracy in either the inputs or the outputs of the evaluation process; or
 - There has been a failure to apply the agreed local job evaluation procedure; or
 - There has been a misapplication of the factor definitions, levels and guidance of the Scottish Council's Single Status Job Evaluation Scheme.
- 7.2 Employees wishing to appeal must submit Form JE3 along with all supporting documentation on which the appeal relies, to the Head of Employee and Customer Services within 14 days of receipt of notification of the outcome of the re-evaluation.
- 7.3 An appeal will be deemed inadmissible if:
- No evidence relevant to the Factor(s) being appealed has been submitted; or
 - The evidence relates to increased volume of work rather than a change to the Factor Definitions and Scores; or
 - The evidence is based on comparison with other employees; or
 - The submission is based solely on wording directly lifted from the Job Evaluation scheme
- 7.4 Appellants must:
- Identify the Factors being appealed; and
 - Detail the case under each of the relevant Factor headings
- 7.5 Upon receipt of Form JE3, the views of the relevant line manager in relation to the factual content of the job and the accuracy of the appellant's case will be obtained.
- 7.6 The appeal will be considered by an HR Manager supported by a Job Evaluation Adviser, who have not been previously involved in the particular re-evaluation process.
- 7.7 The HR Manager will consider the case submitted by the appellant and if necessary arrange to interview the appellant or any other employee who might assist the process. Where the appellant is required to be interviewed they are entitled to be accompanied at that interview by a trades union representative or appropriate colleague.

- 7.8 The considerations will focus on the Factors appealed but may also include other Factors referred to during the process.
- 7.9 The outcome of the appeal will be that:
- The appeal has not been upheld; or
 - The appeal has been upheld in part i.e. the case for some but not all of the Factors appealed has been made successfully; or
 - The appeal has been upheld in full.
- 7.10 A successful appeal in itself does not change the Level of a post. Where the appeal has been upheld in full or in part the Job Analyst will be asked to re-evaluate the relevant Factors taking into account the points supported during the appeal. To maintain the integrity of the scheme this evaluation will address any other anomalies which come to light at this stage.
- 7.11 Employees will be advised of the outcome of the appeal, including reasons, within 28 days of its receipt by the Head of Employee and Customer Services. Copies of the notification will also be sent to the employing Head of Service and Line manager.
- 7.12 The decision will be final with no further right of appeal.
- 7.13 The outcome of the appeal will apply to all other posts across the Board which have the same responsibilities and duties as the post in question.

8. COLLECTIVE APPEALS

- 8.1 Appeals may be considered as a collective appeal where:
- a) The individual appellants involved are all doing the same job; and
 - b) Each individual job has been allocated the same Job Overview.
- 8.2 In circumstances where more than one appeal is received and the appeals meet the above criteria, the Head of Employee and Customer Services can decide to consider these appeals as a Collective.



POST RE-EVALUATION REQUEST PRO-FORMA

SECTION 1 – EMPLOYEE DETAILS:	
Name:	
Job Title:	
Employee No:	
Current Grade/Level:	
Effective Date of Current Grade/Level:	
Location:	
Date of Last Job Evaluation:	
Job Overview Reference:	
Date:	

SECTION 2 – CHANGES TO CURRENT JOB		
Please indicate (by inserting x) which of the job evaluation scheme factors of have changed:		
Factor 1	Working Environment	
Factor 2	Physical Coordination	
Factor 3	Physical Effort	
Factor 4	Mental Skills	
Factor 5	Concentration	
Factor 6	Communications	
Factor 7	Dealing with Relationships	
Factor 8	Responsibility for Employees	
Factor 9	Responsibility for Services to Others	
Factor 10	Responsibility for Financial Resources	
Factor 11	Responsibility for Physical and Information Resources	
Factor 12	Initiative and Independence	
Factor 13	Knowledge	

SECTION 3 – EVIDENCE OF CHANGES TO JOB RESPONSIBILITIES:

Please indicate for each of the factors referred to above where there has been a change in the job. You may attach supporting evidence.

FACTOR	CURRENT FACTOR LEVEL SCORE	SUPPORTING EVIDENCE OF CHANGE TO JOB <i>(* You may attach a continuation sheet)</i>

Employee must submit to Line Manager and Assessor for completion.

SECTION 4 – LINE MANAGERS COMMENTS:

Are you supporting the request for a re-evaluation? <i>(if yes complete Q1 – 4 below)</i>	YES	NO
	YES	NO
1. Is the change in the job content substantial?		
2. Is the change a necessary part of the job remit?		
3. Has the change arisen directly from a change in service requirements?		
4. Is the change permanent?		

LINE MANAGER’S COMMENTS:

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Line Manager’s Name: _____

Line Manager’s Designation: _____

Date: _____

SECTION 5 - ASSESSOR’S COMMENTS:

Are you supporting the request for a re-evaluation? <i>(Please provide explanation below)</i>	YES	NO

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Name of Assessor: _____

Date: _____

If the Assessor supports the request, the completed form should be submitted to the Head of HR and OD together with the up-to-date job description plus any other supporting documentation.

If the Assessor does not support the request the completed form should be returned to the applicant and applicant advised of right of appeal.



APPLICATION APPEAL PRO-FORMA

This form should be used by an employee wishing to appeal against the decision of the Assessor to reject an application for job re-evaluation. **You must attach a copy of completed Form JE1.**

Please state why you believe the decision not to support your request is unreasonable:

Name: _____

Employee No: _____

Date: _____



RE-EVALUATION APPEAL PRO-FORMA

This form should be used by an employee(s) wishing to appeal against the outcome of a job re-evaluation.

SECTION 1 - EMPLOYEE DETAILS:	
Name:	
Job Title:	
Employee No.	
Job Overview Reference:	
Date:	

SECTION 2 - CRITERIA (Please select the reason for your appeal)	X
There is factual inaccuracy in either the inputs or the outputs of the evaluation process	
There has been a failure to apply the agreed local job evaluation procedure	
There has been a misapplication of the factor definitions, levels and guidance of the Scottish Council's Single Status Job Evaluation Scheme	

SECTION 3 Please indicate (by inserting x) the Factor(s) to which your appeal relates.		
Factor 1	Working Environment	
Factor 2	Physical Coordination	
Factor 3	Physical Effort	
Factor 4	Mental Skills	
Factor 5	Concentration	
Factor 6	Communications	
Factor 7	Dealing with Relationships	
Factor 8	Responsibility for Employees	
Factor 9	Responsibility for Services to Others	
Factor 10	Responsibility for Financial Resources	
Factor 11	Responsibility for Physical and Information Resources	
Factor 12	Initiative and Independence	
Factor 13	Knowledge	

FACTOR	PLEASE PROVIDE A STATEMENT IN RESPECT OF EACH OF THE FACTORS INDICATED AT SECTION 3.

The completed Form should be submitted to the Head of Employee and Customer Services.