



Re-Grading Application Procedure

Northumberland National Park Authority

Policy Last review approved November 2005
Presented for approval 11 March 2024

INTRODUCTION

All posts are assessed using the Local Government Job Evaluation Scheme and Local Conventions agreed by the Authority and Unions. Through time, the duties of a post may change, and the re-evaluation of the post may become necessary. Any employee or manager can request a post be re-evaluated, but this must be at least 6 months after the commencement of employment. Employees & Managers should bear in mind that increasing hours will not necessarily increase responsibilities etc. i.e. more of the same type of work.

Any re-evaluation should be based on one of the following criteria:

- duties and responsibilities have changed to potentially change factor scores, either formally or where change is more gradual, over a sustained period of time.
- it is believed that an equivalent job is graded higher (equivalency is a criterion included to deal with situations where there could be equal pay or equal value considerations. Equivalency is judged on the 'whole job' and does not apply to situations where a limited number of factors are similar in different jobs). If you are applying under this option, please refer to the appropriate section.

The option of an honorarium should be explored where additional duties are undertaken for a defined period of time e.g. to complete a particular project or where appointments of staff are significantly delayed. Any honorarium should however be agreed in advance of the work being carried out and should not involve a gradual or haphazard change to duties.

The re-evaluation process should take no more than 6 weeks from the completed submission to a final decision being made. All re-evaluations will be effective on the first of the next month after the evaluation takes place. Advice on and co-ordination of all aspects of this procedure is available from the HR Officer.

RESPONSIBILITIES

It is the responsibility of the employee to accurately complete the job description questionnaire (JDQ) for the evaluation, which is objectively verified for accuracy by the manager and signed off by the relevant Director. It is also the manager's responsibility to ensure that once filled, the post in question is fulfilling its expected level of delivery. If the post is not meeting the delivery expected, managers should be regularly assessing whether it is due to the post duties and responsibilities changing or there is an issue with the performance of the post-holder. Any post can be re-assessed after 6 months of a post-holder being appointed and the process can be instigated by either the employee or the line manager.

PROCEDURE

A copy of the original JDQ and evaluation scores should be requested from the HR Officer. A panel consisting of the HR Officer (in all cases except appeals) and two of the following:

- Director of Finance and Resources;
- Director of Park Management;
- Director of Business Development;
- Finance Manager;

- Senior Finance Officer; and
- a Unison representative (if one were to be appointed by staff)

will evaluate the post based on additional information supplied by the post-holder or manager. This might be in the form of changes to the original JDQ or a totally new JDQ being formulated. All information supplied must be signed by the post-holder and validated and signed off by the appropriate Manager and Director. Any change in salary will be made from the beginning of the month after the post has been evaluated. The holder of a downgraded post will be cash protected for duration of employment in that post.

APPEAL

Appeal documentation should be completed by the employee (copies are available from HR Officer) and must be submitted to the HR Officer within 21 days of the original evaluation. The appellant will inform their Director and Manager who must validate and sign off the appeal documentation once completed by the employee. Within 21 days of receipt of the validated JDQ a panel will evaluate the post. The panel will consist of a Director and two other members of the pool listed above. In the event of the Appeals Panel being unable to agree on the appeal, then a newly constituted panel will be convened to consider the appeal. If this second Appeals Panel cannot agree, then the appeal will be lost, and the status quo will apply. An employee cannot resubmit an application for re-grading within 12 months of the appeal date.

Where a person is appealing because they believe that an equivalent job is graded higher, a letter should be sent to the HR Officer identifying which post or post(s) are considered as equivalent and in broad terms why they are considered so. The HR officer will acknowledge receipt of the letter.

The HR Officer will then investigate as to whether the same claim had been made previously by another employee. If a claim has been made the person will be notified as to the outcome of the previous claim. Unless circumstances are materially different, the previous outcome will prevail.

If a claim of equivalency has not previously been made or there are material differences between now and then, the HR Officer will convene an Evaluation Panel, comprising HR Officer and two of the pool listed above, who will examine the relevant job description questionnaire(s) and decide whether jobs are truly equivalent on the 'whole job' principle.

The HR Officer will notify the employee of the panel's findings and if there is a grading implication arrange for payroll to pay any new salary retrospective to the date of the original letter.

RE-GRADING APPLICATION APPEAL DOCUMENT

Name _____ Title _____

Signed _____ Date _____

Your appeal must be based on your understanding that the Scheme has been wrongly applied and therefore factor levels have been wrongly allocated.

Please complete a separate section for each factor under appeal. Your grounds for appeal should clearly state why you consider that a higher factor level should have been applied. This justification should relate to the information shown on your JDQ.

Factor:
Grounds for appeal:

Factor:

Grounds for appeal:

Factor:

Grounds for appeal:

COMMENTS OF DIRECTOR (in respect of any questions of fact)

<p>Signed: _____</p> <p>Date: _____</p>
