

# HR & OD POLICIES

human resources and organisational development



## Grading of Local Government Employee Posts

## Procedure

## 1. DECIDING THE GRADE OF A NEW POST

Once a Service has identified the requirement for a new post one of the two procedures below should be followed depending upon whether other similar posts already exist or the post is completely new.

- **If the post already exists and has previously been graded**, e.g. Home Carer, the Service should complete an [EMIS Post Form](#) with the existing grade and submit the form to their Service Director for authorisation.
- **If the post has not previously been graded** the following procedure should be followed:

### STEP 1

The Service should prepare a [Job Profile](#) and [Job Analysis Questionnaire](#) and submit these to a member of HR&OD for grading assessment. The Service can indicate a provisional grade but this would be subject to confirmation through evaluation.

### STEP 2

HR&OD will arrange for the post to be graded using the [Single Status Job Evaluation Scheme](#) and will submit the grading outcome to the HR Manager for authorisation.

### STEP 3

Once the grade is authorised, HR&OD will advise the Service in writing of the outcome within 14 calendar days.

### STEP 4

The Service should then complete an [EMIS Post Form](#) in order to establish the post and submit the form to their Service Director for authorisation.

New posts, including those created through reviews, cannot be re-assessed within 12 months from the date of appointment of the first employee to take up post.

## 2. DECIDING THE GRADE OF A VACANT POST

If a post becomes vacant and the Service wishes to make changes to the post, these changes would fall within one of the following two categories:

- **Minor changes to tasks and duties**

A Service is free to make minor changes to the tasks and duties of a job profile without affecting the grading of a post. Clarification can be sought from HR&OD as to whether these changes would alter the grade of the post and an evaluation can be requested to verify the grade.

- **Significant changes to demands and responsibilities**

Where these changes alter the demands and responsibilities of the post, e.g. the addition of supervisory duties and/ or budgetary responsibility, it will be necessary for these changes to be evaluated. In this instance refer to the guidance above relating to 'Deciding the Grade of a New Post' from step 2 at 'post has not previously been graded'.

HR&OD may undertake spot checks to ensure consistency of grading.

If changes are made to a vacant post, whether minor or significant, the post cannot be re-assessed within 12 months.

## 3. RE-GRADING PROCESS

### Step 1

An individual employee or group of employees wishing to request a re-grading of their post must do so in writing by completing the Re-Grading Request Form and submitting this to their line manager.

Re-grading requests can be based on the following grounds only:

The demands and responsibilities of the post have increased beyond the job profile level applied to the post.

Re-grading requests will be accepted from 21st June 2013; however posts cannot be re-graded within 12 months from the date of appointment of the first employee to take up post.

Re-grading requests on the grounds of comparability with other jobs, either within the council, with other councils or nationally are not acceptable.

## Step 2

The employee(s) or their trade union representative should complete sections A and B of the Re-Grading Request Form and forward this together with a copy of their current job profile to their line manager.

## Step 3

The line manager will, within 14 calendar days of receipt of a re-grading request, discuss with the employee(s) the basis of the request. He/she should use the relevant [Job Role Profile](#) booklet to judge whether the request complies with the re-grading basis criteria, whereby the demands and responsibilities of the post have increased beyond the job profile level applied to the post.

The line manager may contact a member of HR&OD for assistance in making this judgement.

## Step 4a

If the claim is judged not to comply the employee(s) are informed of this along with their right to appeal to the Head of Service (Legal and People).

## Step 4b

If the claim is judged to comply the line manager should complete section C of the form and forward it to the Head of Service or other nominated Service Manager.

## Step 5a

If the nominated manager is satisfied that the case is worthy of detailed investigation then he/she should complete section D of the Re- Grading Request Form and forward it to HR&OD. The Service should advise the employee(s) of this action within 14 calendar days.

- For group re-gradings it is the responsibility of the nominated manager to confirm that the employees are undertaking the same job.

## Step 5b

If the nominated manager is unable to support a more detailed investigation then he/she should meet with the HR Manager, together with the relevant HR Advisor(s) to discuss the re-grading request.

- If the nominated manager and HR Manager agree that a detailed investigation should proceed he/she should complete section D of the Re- Grading Request Form and forward this to HR&OD. The procedure from Step 6 below would then be followed.
- If they agree that the request will not be supported then the nominated manager will immediately inform the employee(s) of this in writing, together with their right to appeal to the Head of Service (Legal and People).

### Step 6

Upon receipt of the completed form and any associated documentation, HR&OD will send acknowledgement of receipt to the employee(s) and the Service within 14 calendar days.

### Step 7

An HR Advisor will then arrange to meet the employee(s) in order to gather information about their post.

For group re-gradings a sample of employees will be selected for interviewing as it will not be possible to meet with all employees. Please see the table below for sample sizes.

No. of employees per job	No. of employees to be interviewed
1 - 2	1
3 - 10	2
11 - 20	3
21 - 30	4
31 - 50	6
51 - 100	8
Over 101	10

## Step 8

Verification of the duties and responsibilities will be sought from the employing Service.

In circumstances where employees and the Service do not agree upon the duties and responsibilities, a representative from HR&OD will be available to mediate in order to reach consensus.

## Step 9

HR&OD will then arrange for the post to be objectively assessed using the [Single Status Job Evaluation Scheme](#) and will submit the grading outcome to the HR Advisor for authorisation.

## Step 10

Once the grade is authorised, within 14 calendar days, HR&OD will advise the employee(s) and the Service in writing of the outcome. The employee(s) will also be advised of their right to appeal.

There are three possible grading outcomes from the job evaluation process:

- The grade is higher than the current grade of the post
- The grade is the same as the current grade of the post
- The grade is lower than the current grade of the post

The employee(s) will have 14 calendar days from the date of the grading outcome letter to decide whether they wish to accept or appeal the job evaluation outcome (detailed below in Section 4).

## Step 11a

If the employee(s) accept the outcome the Service should complete the appropriate [EMIS forms](#) to action the changes.

## Step 11b

If the employee(s) do not accept the outcome and wish to appeal please refer to the section below 'Appealing the Grading of a Post'.

If a request for re-grading a post is successful the revised grade will be effective from the date the written request for re-grading was submitted to the employing Service.

- In instances where an employee is no longer employed in a post which has been successfully re-graded, the employee should state their back-pay claim in writing to the Head of Service (Legal and People)

If a request for re-grading a post is unsuccessful the revised grade will be effective from the date the grade is approved.

- If the revised grade is the same grade the employee is currently paid, no further action will be taken.

## 4. APPEALING THE GRADING SYSTEM

Employees have the right to appeal to the Head of Service (Legal and People) against the decision of the grade of their post.

If the employee is not satisfied with the outcome of the grading of their post and wishes to appeal the outcome he/she should do so in writing by completing the [Grading Appeal Statement Form](#) within 14 calendar days of the date of the grading outcome letter. The Statement will provide the basis of the appeal.

The employee should complete the [Grading Appeal Statement Form](#) and forward this, together with a copy of the completed Re-grading Request Form, to the Head of Service (Legal and People).

The Head of Service (Legal and People) will make arrangements for a Grading Appeal Hearing, inviting the employee and Service representative to attend the Hearing with a suggested date, time and venue. If required, an HR Advisor would also be in attendance to explain the outcome of the job evaluation.

Employee(s) have the right to be represented at the Grading Appeal Hearing by a trade union representative or a work colleague.

The Grading Appeal Hearing will be chaired by either the Head of Service (Legal and People) or a nominated HR Advisor.

The employee or their representative will be asked to present their case and the Chair may then ask any questions he/she has about the case.

The Service representative will then respond to the employee's case and again the Chair may pose them questions about the case.

To conclude the Hearing the Chair will summarise the key points of the case and may ask further questions of either party in order to seek clarification.

There are three possible outcomes from the meeting:

- Appellant's case is upheld (employee wins case)
- Appellant's case is not upheld (employee loses case)
- Further investigation is required

If further investigation is required the employee will be informed of this verbally and will be contacted subsequently by a member of HR&OD. The Grading Appeal Hearing would then be re-convened at a later date.

Following the Grading Appeal Hearing the employee(s) will be notified of the outcome in writing within 14 calendar days.

The decision of the Head of Service (Legal and People) is final. The employee has no further right of appeal.

For further advice and guidance on any of the above please contact [askHR](#).



# Grading of Local Government Employee Posts

## Index of Documents

### Procedure

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
17-09-2010		Creation of Documents
08-07-2013	17-09-2010	Procedure Reformatted
08-07-2015	08-07-2013	Format Update