

Schools Job Re-evaluation Policy, Procedure and Toolkit



Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

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1 Policy Outline

1.1 What is the policy about?

Durham County Council has a Job Evaluation Scheme to evaluate the grading of new posts within the Authority and to enable posts to be re-evaluated when there has been a change in duties and responsibilities of the post since the original evaluation.

The Council has taken considerable care to ensure that the process used to evaluate jobs under the jointly agreed National Joint Council (N.J.C.) Job Evaluation scheme is objective and fair. However, the importance of having a re-evaluation procedure is recognised by both the Council and the Trade Unions.

The purpose of the re-evaluation process is to:

- Consider the impact of significant changes to existing job descriptions
- Ensure that evaluations are fair, consistent, open and transparent;
- Ensure the proper application of the factors of the job evaluation scheme to individual jobs;
- Maintain the integrity of the Job Evaluation Scheme, and its applications, as a whole.

This policy covers employees who wish to apply to have their job re-evaluated. It applies where there has been a significant change in the duties and responsibilities of a job since the original evaluation, subject to the Council's new Job Evaluation Scheme.

The procedure is time limited and the relevant timescales are set out within the procedure.

It does not apply to job evaluation requests arising throughout the course of any restructuring or reorganisation project where the evaluation of a new job needs to be established. These evaluations should be dealt with by contacting your relevant HR Advice & Guidance Team Leader.

Please Note: No re-evaluations can be considered within 12 months of the outcome of the Appeal Panel as part of implementation of Job Evaluation or within 12 months of appointment to a post. This is unless the employee is able to give details of where there have been clearly demonstrable and significant increases in duties and responsibilities since the date of the outcome of the appeal or since the date of appointment.

1.2 Who does the policy apply to?

This policy, procedure and toolkit currently covers;

- All school based jobs up to and including spinal column point 49 which are covered by the National Joint Council (NJC) for Local Government Services Agreement (referred to as Green Book employees for the purposes of this agreement).

The following staff groups are not within the scope of this agreement;

- Officers paid above spinal column point 49 covered by the national Joint Council (NJC) for Local Government Services agreement (referred to as Green Book employees for the purposes of this policy)
- Chief Officer Terms and Conditions
- Soulbury

- JNC Youth and Community Workers
- Craft Workers (Red Book)

1.3 Responsibility

It is important that the correct procedure is followed in relation to any re-evaluation application.

Employees

Employees must ensure that the appropriate documentation is completed as detailed within this procedure. Employees can obtain assistance with completion of the documentation from their Trade Union Representative.

Managers

Head Teachers will have a responsibility to ensure that where required the correct documentation is completed within the appropriate timeframes when providing information in relation to re-evaluation and appeals.

1.4 Monitoring

Monitoring will include:

- A record of all re-evaluation applications received;
- Reviewing all re-evaluation applications to monitor outcomes;
- Identifying issues and appropriate action;
- Corporate record keeping in line with equalities monitoring.

The Payroll and Employee Services Team will monitor the number and type of re-evaluation applications to identify any further action to be taken at a corporate level.

1.5 Support

Support can be accessed via the DCC Extranet pages, and by contacting line managers in relation to any initial concerns/issues. Guidance will be available for both Head Teachers and employees. In addition, the Payroll and Employee Services Team in Human Resources can be contacted on 03000 267 256 or by email: [hrPayroll and Employee Services@durham.gov.uk](mailto:hrPayroll_and_Employee_Services@durham.gov.uk)

Employees and Head Teachers can also contact the Payroll and Employee Services Team directly for advice, support and guidance on the Job Re-evaluation process at:

Payroll and Employee Services Team,
Green Lane,
Spennymoor,
County Durham
DL16 6JQ
Tel: 03000 264 321
Email: PESSchools@durham.gov.uk

A range of channels and tools will be used to support the implementation of this procedure:

- The Council's New Era site – Accessed from a personal computer via www.durham.gov.uk/newera ;
- DCC Extranet site – Accessed internally;
- Printed material – For any employee **without access to e-based communications**, the above documentation and other general information will be made available through current line management arrangements.

1.6 Confidentiality

The school complies with all relevant statutory obligations. For more information please contact the school directly.

The school privacy notice provides more specific information on data collected and how it is handled, a copy of which can be accessed from the school.

If you have any concerns about how your data is handled, please contact either the school Data Protection Officer (details available from the school office), or the Information Commissioner's Office.

1.7 Dealing with abuses of the policy

Employees who attempt to abuse this policy may face disciplinary action. DCC takes false or misleading accusations very seriously which may result in further action taken through the Disciplinary Procedure. This will not include ill-founded allegations that were made in good faith.

1.8 Reviewing the policy

The operation of this policy will be kept under review and such changes will be made to the policy as deemed appropriate following necessary consultation with the trade unions.

1.9 Equality and Diversity

The Council's vision is of an Altogether Better Durham comprising 2 key components of an Altogether Better Place which is Altogether Better for People. Within this vision are three key equality objectives, set out in the Single Equality Scheme, to provide high quality accessible services to all, be a diverse organisation and work with others to promote equality countywide. These objectives apply both in the delivery of services and in relation to DCC employment practices. The Council is committed to including equalities in everything that it does. This includes the elimination of unlawful discrimination, promoting diversity as a positive force and valuing and celebrating a diverse workforce and community.

An equality impact assessment has been carried out in the preparation of this policy and the assessment will be reviewed on an on-going basis.

1.10 Alternative formats

Where any alternative format is required, any initial enquiry should be made through your manager or by following the instructions below:

Please ask us if you would like this document summarised in another language or format.

العربية (Arabic) 中文 (繁體字) (Chinese) اردو (Urdu)

polski (Polish) ਪੰਜਾਬੀ (Punjabi) Español (Spanish)

বাংলা (Bengali) हिन्दी (Hindi) Deutsch (German)

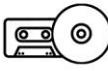
Français (French) Türkçe (Turkish) Melayu (Malay)

hrPayroll and Employee

03000 267 256



Braille



Audio



Large Print

1.11 Forms

Forms relating to this policy and procedure will be downloadable from the Intranet.

Sample forms are included at the back of this document for information purposes only.

1.12 Further information

If you would like any further advice on this document you can contact the Schools Payroll and Employee Services Team on 03000 264 321 or by email: PESSchools@durham.gov.uk.

2 Procedure

2.1 Scope of the policy, procedure and toolkit

This policy, procedure and toolkit currently covers;

- all school based jobs up to and including spinal column point 49 which are covered by the National Joint Council (NJC) for Local Government Services Agreement (referred to as Green Book employees for the purposes of this agreement).

The following staff groups are not within the scope of this agreement;

- Officers paid above spinal column point 49 covered by the NJC for local Government Services Agreement (Green Book)
- Chief Officer Terms and Conditions
- Soulbury
- JNC Youth and Community Workers
- Craft Workers (Red Book)

Please Note: No re-evaluations can be considered within 12 months of the outcome of the Appeal Panel as part of implementation of Job Evaluation or within 12 months of appointment to a post. This is unless the employee is able to give details of where there has been clearly demonstrable and significant increases in duties and responsibilities since the date of the outcome of the appeal or appointment to a post.

The procedure sets out the process to be applied to employees who wish to apply to have their job re-evaluated. It applies where there has been a significant change in the duties and responsibilities of a job since the original evaluation, subject to the Council's new Job Evaluation Scheme.

The procedure is time limited and the relevant timescales are set out within the procedure.

It does not apply to job evaluation requests arising throughout the course of any restructuring or reorganisation project where the evaluation of a new job needs to be established. These evaluations should be dealt with by contacting your relevant HR Advice & Guidance Team Leader.

2.2 General

The re-evaluation process has 2 stages. All re-evaluations which meet the criteria (please refer to 2.3.1 Grounds of re-evaluation) will progress through the Job Re-evaluation Stage (Stage 1). Depending on the outcome of Stage 1, employees may decide to progress to the Appeal Stage (Stage 2). However employees are strongly advised to take advice from their Trade Union Representative prior to progressing to Stage 2. At Stage 2 an Appeal Panel will meet to determine that a due and correct process was applied at Stage 1.

The employee should be aware that a re-evaluation application that progresses to Stage 1 can result in 1 of 3 possible outcomes which would see the grade determined by the re-evaluation:

- remaining the same;
- being increased;
- being reduced.

Should the re-evaluation result in the same grade as the original evaluation, the grade confirmed at notification will continue to apply and there will be no change to the employee(s) salary.

Should the re-evaluation result in producing a higher grade than the original evaluation then an appropriate adjustment to salary will be made. This adjustment will be effective from the date of the re-evaluation application.

Should the re-evaluation application result in producing a lower grade than the original evaluation then the new grade for the post will be applied from the date of the re-evaluation application. However the rules for protecting the employee's original salary i.e. the salary prior to submission of the re-evaluation application will apply and be effective from the date of the re-evaluation application.

Making an Application for Re-evaluation

Re-evaluation applications can be submitted on an individual or group basis. Where re-evaluations are submitted by groups of employees the re-evaluation application MUST include names and payroll numbers (found on payslips) of **all** employees submitting the application. In addition each group member must complete and submit an individual Equal Opportunities Form.

Receipt of individual re-evaluation applications from employees who are covered by group JRDs may require further clarification on the grounds of re-evaluation and may result in the re-evaluation being submitted to the Head Teacher as one appeal rather than individual submissions.

In the case of an individual re-evaluation application where the employee is currently part of a group JRD, consideration needs to be given as to whether or not the additional duties and responsibilities affect the whole group. If it does the whole group needs to be notified accordingly.

2.3 Appeals

2.3.1 Re-evaluation Application (Stage 1)

Job evaluation outcomes are based upon analysis of the data provided on Job Record Documents (JRD) and therefore any re-evaluation application must be based on the fact that the current JRD does not adequately reflect the duties and responsibilities of the job through one of the criteria detailed below.

Re-evaluation applications are only admissible where they meet the following criteria:

- (a) The content of an employee's job has changed significantly since the date on which the JRD was evaluated and signed;
- (b) The content of the JRD for the employee's post does not reflect the duties and responsibilities attached to the job;
- (c) The employee's job has been evaluated as part of a group covered by a collective JRD and the employee can identify materially different duties/responsibilities;
- (d) An employee believes that they are undertaking an equivalent job within the school which is more highly graded and paid and can demonstrate that the job title, roles and responsibilities as defined in the Job Description and current JRD (inclusive of any additional evidence supplied through the job evaluation appeal process) are exactly the same.

Re-evaluation applications relating to the following aspects will be inadmissible:

- Comparability of roles outside of the School in which the employee is employed;
- Seeking to restore previous salary differentials;
- Grounds not related to the role i.e. performance.

Employees may request access to their JRD by contacting the Payroll and Employee Services Team via email: PESSchools@durham.gov.uk, Tel: 03000 264 321.

Submission of re-evaluation application

- Re-evaluation applications are restricted to the grounds outlined in section 2.3.1
- An employee must submit an Application for Re-evaluation Form. The employee (or representative) must provide justified reasons for the change and examples of when and how the change has occurred. (The employee will be required to complete an Equal Opportunities Monitoring Form and sections 1-3 of the Application for Re-evaluation Form).
- The employee is advised to discuss the content of their re-evaluation application with their Head Teacher before submitting it.
- The content of the re-evaluation application should include evidence to support the statements made in the application and must be returned, by email (hrPayroll and Employee Services@durham.gov.uk), to Human Resources - Payroll and Employee Services.

If the employee is unable to access email, either directly or through their Head Teacher, the form should be posted to the following address:

Payroll and Employee Services Team,
Green Lane,
Spennymoor,
County Durham
DL16 6JQ
Tel: 03000 264 321
Email: PESSchools@durham.gov.uk

- The Payroll and Employee Services Team will undertake a basic check upon receipt of the re-evaluation application documentation to ensure it meets the specified grounds and contains the relevant details.

Acknowledgement of re-evaluation application

- Where all relevant information is received and the grounds for the re-evaluation stated are admissible, receipt of the application will be acknowledged by the Payroll and Employee Services Team within 5 working days. Where the grounds for re-evaluation are inadmissible this will be confirmed to the employee(s).

Verification of re-evaluation application

- The completed document will be referred to the relevant Head Teacher who will review the information and confirm if there is an agreement from the School as to the content of the re-evaluation application.

- The relevant Head Teacher will be required to provide reasons for the agreement, or otherwise, to the content of the re-evaluation application and record this information by completing sections 4 and 5 of the Application for Re-evaluation Form. If the Head Teacher identifies an issue and does not feel able to support the application, prior to completing sections 4 and 5 of the Application for Re-evaluation Form they will need to contact the Payroll and Employee Services Team to discuss the reasons for this decision.
- The Head Teacher must return the Application for Re-evaluation Form to the Payroll and Employee Services Team within 25 working days of receiving the information. The Payroll and Employee Services Team will advise the employee of the Head Teachers decision.
- Where agreement on the content of the re-evaluation application is provided by the relevant Head Teacher the application will proceed. Where there is no agreement on the content of the application it will not progress to the re-evaluation stage. The Payroll and Employee Services Team will notify the employee of either of the above outcomes.

Re-evaluation

- The completed documentation and original JRD, where content is agreed, will then be supplied to the Re-evaluation Team.
- The Re-evaluation Panel will consist of the following representatives:
 - A Job Evaluator;
 - A Leadership Team Representative; and
 - A Trade Union Representative.
- The Re-evaluation Panel will re-evaluate the role using the data provided by the employee and MUST complete sections 6 and 7 of the Application for Re-evaluation Form.
- Where possible, members of the Re-evaluation Panel should not have been involved in the original evaluation process unless it is agreed that there is no suitable alternative Panel member.
- The relevant Head Teacher will be informed of the outcome of re-evaluation prior to the individual or group being informed in order to allow the Head Teacher time to consider the potential impact on the Service structure.
- The outcome of the re-evaluation will be provided to the individual with information relating to the opportunity of progressing to stage 2 of the procedure.

2.3.2 Appeals Procedure (Stage 2)

- Before a re-evaluation application is able to progress to Stage 2, it must first have gone through Stage 1 of the process. Employees may wish to take advice from their Trade Union prior to progressing an appeal to Stage 2 of the process.
- Notification of a request to progress to Stage 2 must be received in writing within 10 working days of receipt of the outcome of Stage 1.

- Stage 2 will be in the form of an Appeal Panel whose responsibility in considering any appeal will be to decide if due and correct processes have been applied at Stage 1 of the process.
- The Appeal Panel will consist of the following representatives:
 - A Job Evaluator;
 - A Trade Union Representative;
 - A Leadership Team Representative.
- Members of the Appeal Panel should not have been involved in stage 1 of the job re-evaluation.
- The Appeal Panel will be provided with the original re-evaluation documentation agreed at Stage 1 and a summary of the re-evaluation process undertaken by the Job Evaluator and Trade Union representative (**it is not permissible to submit additional data at this stage**).
- The employee should include in their appeal submission, which part of the process they consider has been breached (it is not permissible to submit additional data at this stage).
- The Appeal Panel will only consider the written documentation as provided in order to determine if the correct process has been followed.
- The appointed Chair of the Appeal Panel MUST complete sections 8, 9 and 10 of the Request for Regrading Application Form and return to the Payroll and Employee Services Team. The Chair will be appointed on an alternate basis between the Trade Union Representative and the Leadership Team Representative.
- The Appeal Panel's decision must be unanimous otherwise the appeal will fail.
- The employee will be notified by the Payroll and Employee Services Team of the Appeal Panel decision within 10 working days of the date on which the Appeal Panel took place.
- The outcome of the Appeal Panel is final and no further re-evaluation application will be considered within 12 months of the outcome of the Appeal Panel unless the employee is able to give details of where there has been clearly demonstrable and significant increases in duties and responsibilities since the date of the outcome of the appeal.

2.4 Summary of timescales

The following timescales will apply to the re-evaluation process:

Re-evaluation Application (Stage 1)

- Request for Application for Re-evaluation Form received:
- Receipt of application will be acknowledged within 5 working days;
- The Head Teacher will have 25 working days from receipt to consider the re-evaluation application and provide a response to the Payroll and Employee Services Team who will then notify the applicant.

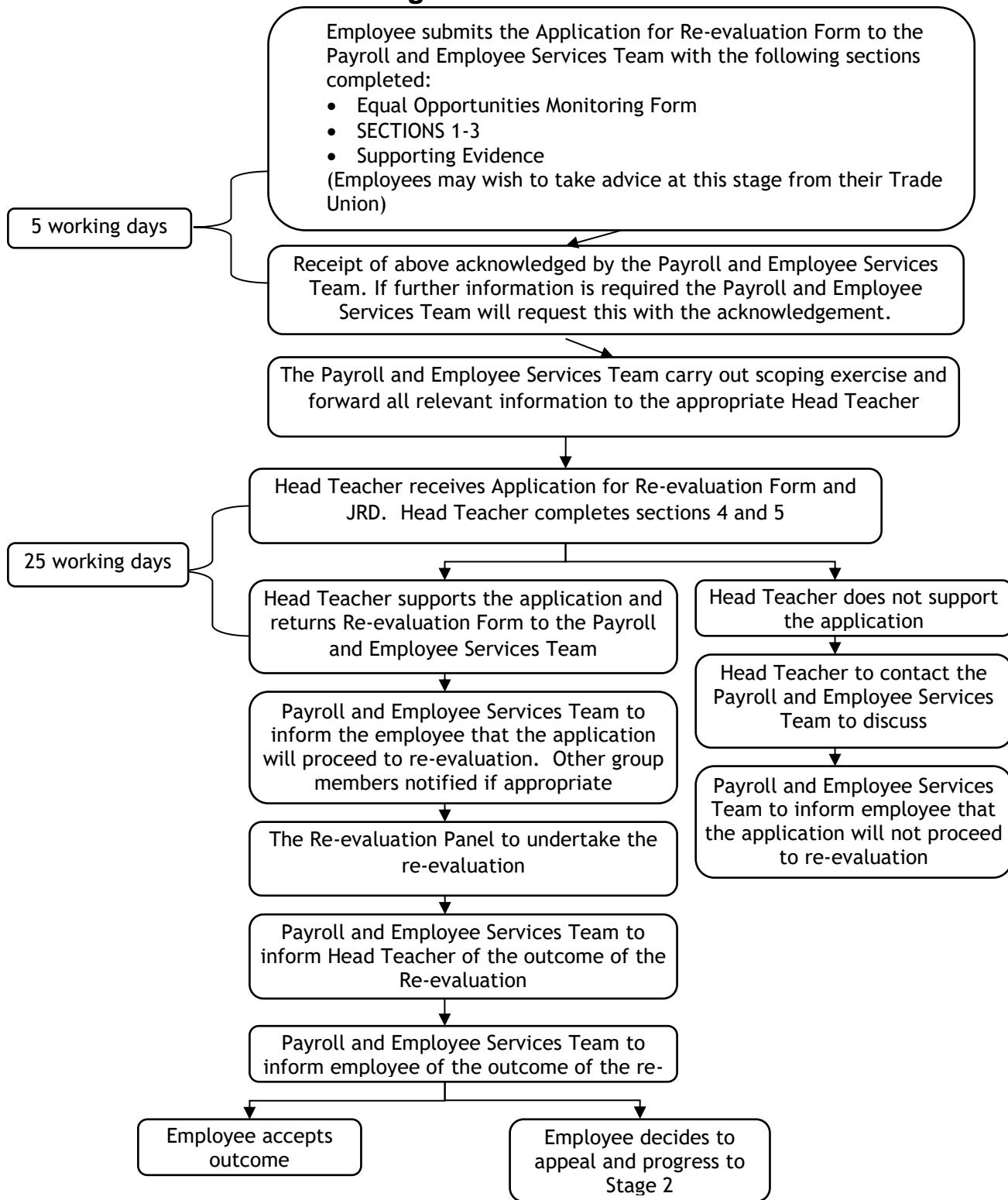
Appeals procedure (Stage 2)

- Notification of Stage 2 of the procedure must be within 10 working days from receipt of the outcome of Stage 1;
- Receipt of Notification of Stage 2 will be acknowledged within 5 working days;
- The Appeal Panel's decision will be communicated to the employee within 10 working days of the date the Appeal Panel took place.

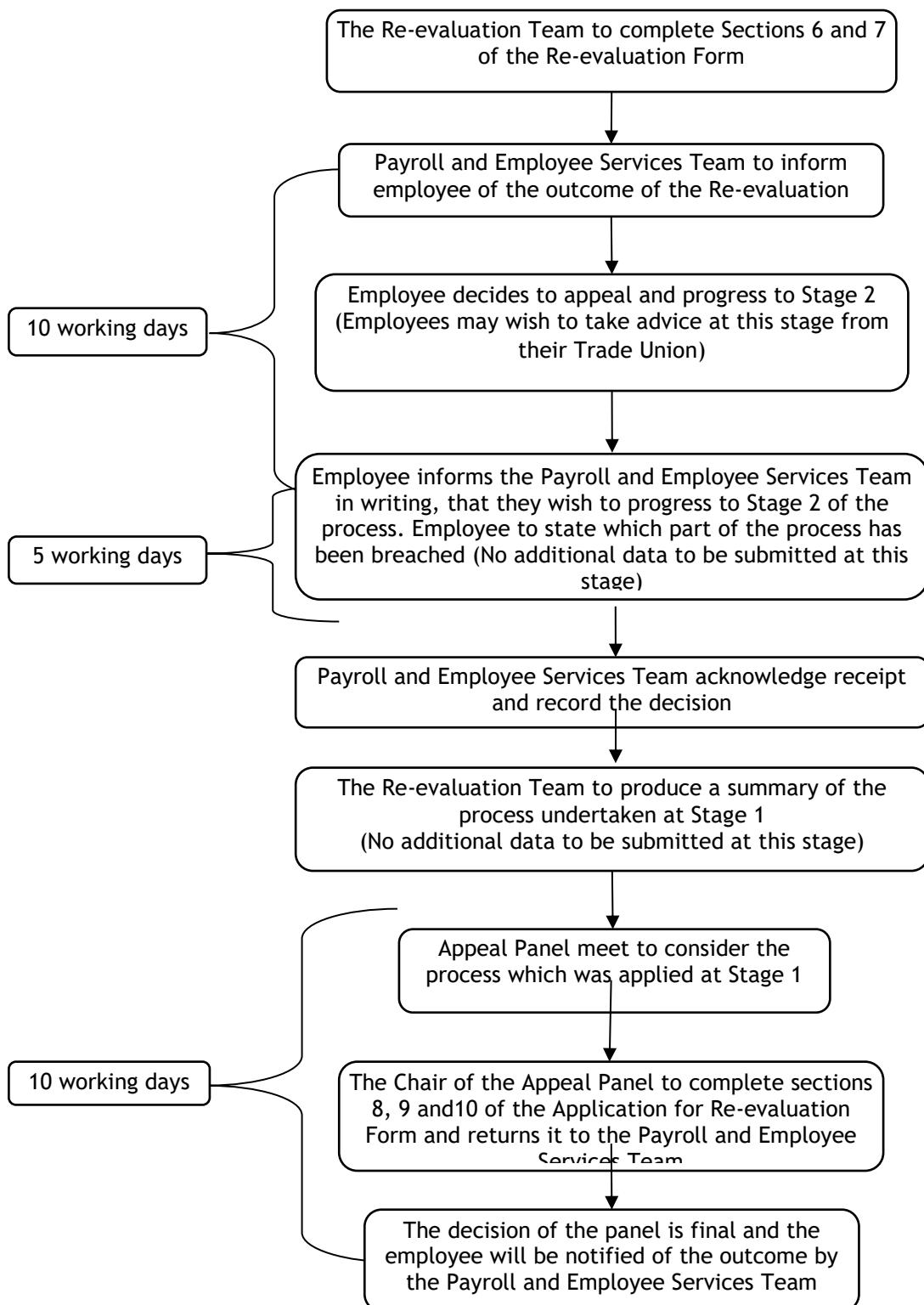
2.4 Frequency of panel meetings

Meetings will be held as and when required in order to deal effectively with numbers of re-evaluation appeals received.

2.5 Process flowchart – Stage 1



2.6 Process flowchart – Stage 2



3 Toolkit

3.1 Equal Opportunities Monitoring Form

We are an equal opportunities employer and want to ensure that all re-evaluations are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

1. Are you: Male Female

2. How old are you: Prefer not to say

3. Do you consider yourself to be a person with a disability?

This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.

Yes No Prefer not to say

4. What is your religion or belief?

<input type="checkbox"/> Christianity	<input type="checkbox"/> Judaism	<input type="checkbox"/> Baha'i
<input type="checkbox"/> Hinduism	<input type="checkbox"/> Sikhism	<input type="checkbox"/> No Religion
<input type="checkbox"/> Islam	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Prefer not to say
Other – e.g. Humanist, Atheist, etc (Please state)		

5. How do you describe your sexuality?

<input type="checkbox"/> Heterosexual / Straight	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Gay Man	<input type="checkbox"/> Gay Woman / Lesbian	

6. Please describe your ethnic origin?

White

- British
- Irish
- Any other White background

Black or Black British

- Caribbean
- African
- Any other Black background

Arab or Middle Eastern

- Arab
- North African
- Any other Arab or Middle Eastern Background

Travelling Community

- Gypsy/Roma
- Traveller of Irish Descent
- Other member of the travelling community

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed Background

Other ethnic groups: Please state

Prefer not to say

- Prefer not to say

7. What is your Relationship Status?

<input type="checkbox"/> Married/Civil Partnership	<input type="checkbox"/> Prefer not to say
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3.2 Request for Application for Re-evaluation Form

- **Important Information:** Where applications are group based please ensure that all employees submitting the application are listed with their payroll numbers on a separate sheet.
- You are advised to discuss the content of your application with your manager prior to submitting the Application for Re-evaluation Form.

SECTION 1 – Personal details (to be completed by the Employee/Group)

Name		Job Ref. Number	
Job Title		Job Grouping	
Service		Work address	
Email		Tel. Number	
Signed		Date	

Section 2 – Supporting Information (to be completed by the Employee/Group)

If the grounds of your re-evaluation are based on your belief that the content of the job was not accurately reflected or has changed significantly since the date of evaluation please provide details of what you believe has not been taken into account under each element of the NJC Job Evaluation Scheme in **section 3** of the Application for Re-evaluation Form.

SECTION 3 – Supporting Information for Grounds of Re-evaluation Application (to be completed by the Employee/Group)

- a) Please indicate any substantial changes and/or additional duties/responsibilities attached to your post:
- b) Please indicate which factors you consider will be affected by the details in (a) and give reasons.
- c) If the request for re-evaluation is under grounds 2.3.1d please provide details of the comparator post title and grade for the re-evaluation team to assess.

Please note all sections of this form do not need to be completed. Only complete the factors which have changed since the original job evaluation or that you feel are not accurately reflected in your JRD.

Please continue on the continuation sheets and ensure you complete the required field with your Name, JE Ref Number, Job Title and Job Grouping.

Knowledge and Skills

1. Knowledge

2. Mental Skills

3. Interpersonal and Communication Skills

4. Physical Skills

Effort Demands

5. Initiative and Independence

6. Physical Demands

7. Mental Demands

8. Emotional Demands

Responsibilities

9. Responsibility for People

10. Responsibility for Supervision/Direction/Co-ordination of employees

11. Responsibility for Financial Resources**12. Responsibility for Physical Resources****Environmental Demands****13. Working Conditions**

Sections 1-3 of the Application for Re-evaluation Form should be returned with all supporting documentation to the Payroll and Employee Services Team, Human Resources.

Office use only

Date received by Payroll and Employee Services Team	
Date forwarded to Head Teacher	
Date due for return from Head Teacher (25 working days)	

Date received by Head Teacher

Section 4 – Head Teacher Details (to be completed by the Head Teacher and returned within 25 working days)

Name		Job Title	
Service		JE Ref. Number of job you are reviewing	
Work Address			
Email		Signed	
Tel. Number		Date	

Please confirm if you agree with the Re-evaluation Application: Agree Disagree

Section 5 – Head Teacher Comments (to be completed by the Head Teacher)

- Please provide reasons for the agreement, or otherwise to the content of the Re-evaluation Application.
- Please note the content of this section may be shared with the employee.

Office Use Only			
Date returned to Payroll and Employee Services Team			
Section 6 – Re-evaluation			
Job Evaluator * Name		Signed	
Leadership Team Representative *		Signed	
TU Representative * Name		Signed	
JE Ref. Number of job being reviewed		Date	
* Where possible, members of the Re-evaluation Panel should not have been involved in the original evaluation process unless it is agreed that there is no suitable alternative Panel member.			
Section 7 – Re-evaluation Summary and Outcomes			
Summary			

Outcome	Please Tick the Appropriate Outcome		
The re-evaluation resulted in a change to the evaluation but there was no change to the outcome.			
The re-evaluation resulted in a change to the evaluation and a reduction in the evaluated grade.			
The re-evaluation resulted in a change to the evaluation and an increase in the evaluated grade.			
The re-evaluation resulted in no change to the evaluation.			
The following information should only be completed where there has been a change in JE score and/or evaluated grade.			
JE Score at Evaluation		JE Score following Re-evaluation	
Grade at Evaluation		Grade following Re-evaluation	
Salary Range at Evaluation		Salary Range following Re-evaluation	
Office Use Only			
Date Individual Informed			
Section 8 – Appeal Panel			
Job Evaluator Name		Signed	
Leadership Team Representative Name		Signed	
TU Representative Name		Signed	
JE Ref. Number of Job being Reviewed		Date	

Section 9 – Appeal Panel Comments/Justification

Please provide comments/justification which supports your decision at Stage 2.

Section 10 – Appeal Panel Decision

Were due and correct processes applied at
Stage 1

Yes

No

For Office Use Only

Date Individual(s) notified of changes