

Grading Appeals Policy and Procedure

October 2016

Policy control

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| Supporting policy | Job Grading Review Policy and Procedure |
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| Author | David Dalziel, Head of HR |
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Grading Appeals Policy and Procedure

1. SCOPE AND PURPOSE

- 1.1 This policy applies to those posts at the Glasgow School of Art (GSA) that are subject to the arrangements agreed as part of the local implementation of the National Framework Agreement.
- 1.2 GSA is committed to the principles of equal pay for work of equal value, and has introduced a single job evaluation scheme (HERA) to measure the relative value of all jobs. The grading, and therefore the salary range, of all posts subject to the National Framework Agreement are determined by the outcome of job evaluation.
- 1.3 This policy sets out the procedure to be followed when an individual believes the grade allocated to their post may be incorrect.
- 1.4 This policy and procedure has been agreed in partnership between GSA and the four recognised trade unions, EIS UCU, UNISON and Unite.

2. SUMMARY

- 2.1 Unless otherwise agreed, staff have ten working days from the date of being informed in writing of the grade to which their post has been allocated to lodge an appeal.
- 2.2 There are two stages to the appeals process; a first informal stage and a second formal stage.
- 2.3 An appeal will only progress to the formal stage when the informal stage has been completed.
- 2.4 There is no further right of appeal beyond the second formal stage.

3. FIRST STAGE (INFORMAL APPEAL)

- 3.1 If a member of staff is considering appealing against the outcome of the evaluation of their role, they should in the first instance approach either their line manager, a member of the HR Team or their trade union representative to discuss their concerns. At that time, the individual should identify which elements of their evaluation they are considering appealing.
- 3.2 The staff member should then seek to deal with the appeal informally. An informal approach may include meeting with the role analysts concerned with the evaluation of the role, the purpose of this meeting being to explain

the evaluation process, check the content of the individual's job evaluation form, and discuss any basis for appeal.

- 3.3 The informal stage of appeal should be completed within two weeks, unless otherwise agreed. If the individual is satisfied with the outcome then no further action will be taken. However, if the individual is not satisfied a formal appeal may be lodged.

4. SECOND STAGE (FORMAL APPEAL)

- 4.1 The appeal will be made in writing to HR within two weeks of the completion of the informal stage, and if the complete original evaluation is not being appealed then the specific elements should be identified along with the reasons for lodging the appeal. The possible reasons are:

- The agreed evaluation process has not been followed.
- The role was not correctly described on the job evaluation form.
- The evidence provided has been wrongly interpreted.
- There has been inconsistent treatment compared to other role holders.

- 4.2 As with the informal stage, the individual should note that as a consequence of an appeal the score for identified elements could go either up or down. Also, the individual should be aware that information supplied for a particular element may impact on other elements.

- 4.3 HR will acknowledge receipt of the appeal in writing, and will advise the individual of the timescales for hearing the appeal, which will normally be considered within four weeks of being lodged.

- 4.4 Any revisions to the job evaluation form should be confirmed by the relevant line manager. If the manager does not support the appeal then the manager will be invited by HR to explain in writing why they do not support the appeal. HR will then meet with the line manager and the individual (with representation if required) to attempt to resolve the matter.

- 4.5 If the line manager supports the appeal, then the documentation will be considered by two trained role analysts (normally one trade union analyst and one human resources analyst) who were not directly concerned with the original evaluation.

- 4.6 If, however, the attempt to resolve the situation proves unsuccessful and the individual is dissatisfied with this outcome, then that person may invoke GSA's Grievance Procedure.

4.7 The individual and their line manager will normally be advised of the outcome of the appeal in writing within ten working days of the appeal being considered, along with the reasons for the decision. Possible outcomes are:

- The appeal is upheld, and the role is re-graded.
- The appeal is not upheld because although there may be an increase in the score, it is insufficient to justify a change in grade.
- The appeal is rejected.

GRADING APPEALS PROCESS

