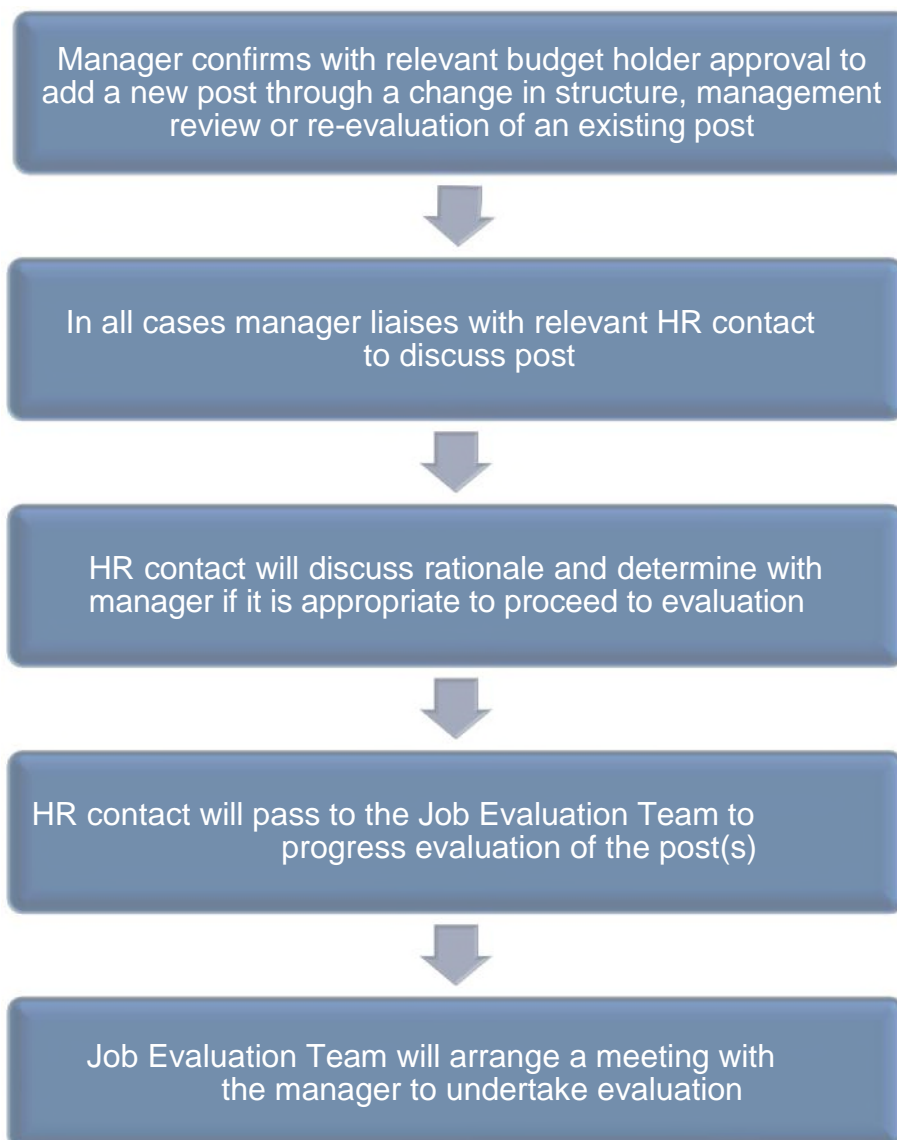


HOW TO – JOB EVALUATION REQUEST PROCESS

Managers requesting an evaluation of a new job or re-evaluation of an existing job

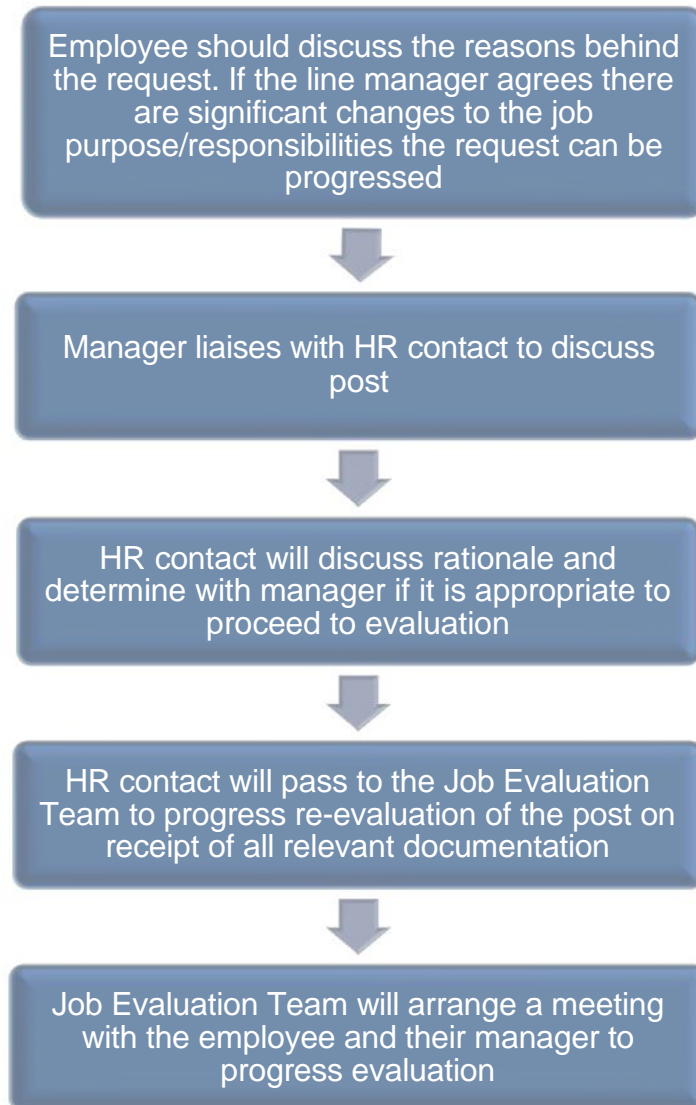
All managers have a responsibility to ensure the most effective and efficient organisation of duties and responsibilities for their team, having regard to the impact on customer, resources, finance and other team members.

Managers must have approval from the relevant budget holder prior to any request for evaluation / re-evaluation of posts. The following is a guide to the procedure:



Employees requesting a re-evaluation

In order to have a post re-evaluated there must be significant changes to the role which will be determined through discussion with your immediate line manager.



However should the line manager not agree to the employee's request, the employee can ask for the matter to be referred to the relevant Head of Service in consultation with Human Resources for a determination. Should the decision be upheld that a post should not be re-evaluated the Head of Service will provide an explanation in writing to the employee within 7 days of the decision. The Head of Service decision is final and there is no further right of appeal.

Implementing a job evaluation and outcome

Arrangements will be made to evaluate or re-evaluate jobs using the Scottish Councils' Job Evaluation Scheme as applied by this Council within 6 weeks following discussions with the HR contact and receipt of all completed and supporting documentation, which includes job profile, organisational chart (with grades), vacancy justification form or change of circumstances.

The evaluation/re-evaluation outcome will be communicated by email to the relevant Line Manager and the Head of Service for final approval and copied to the HR contact for information.

Following the Head of Service approval, the outcome can be entered onto the Change of Circumstances for existing posts for submission to HR Services or a Vacancy Justification Form for new posts for submission to the Recruitment Team who will add to the Establishment Approval Process (EAP).

If the post is a re-evaluation, on receipt of a change of circumstances and following EAP approval the Employee Support Team will issue an automated standard letter to the relevant employee(s) advising of the change to their terms and conditions.

The new grade will be applied with effect from the first pay period following approval by the EAP at SMT's. In exceptional circumstances the SMT can determine an earlier implementation date.

For further information please speak to your HR contact in the first instance or call 01738 475555.