

INTERIM GRADING APPEALS PROCEDURE

This procedure shall apply to all permanent employees and all temporary employees with an employment contract of at least 1 year duration.

The detailed tasks and duties of posts vary from time to time due to ongoing changes in operational requirements. This procedure may only be activated by employees, if, having accepted a post following advertisement, the duties and/or responsibilities of the post are changed **substantially** by the action of management.

Where a grading grievance relates to pay equality issues between the sexes, this procedure may be activated without qualification.

Employees may not be represented by a lawyer, practising as such, at any stage of the grading grievance procedure.

An employee aggrieved with their current grade should in the first instance provide to their Head of Service a written statement of the reasons for the grading grievance.

The Head of Service will immediately acknowledge receipt of the statement in writing and provide a copy of the statement and acknowledgement to the Personnel Manager who will maintain a time log of all such grievances.

The Head of Service will consider the statement in consultation with the Personnel Manager and will respond to the employee within 4 weeks of receipt of the statement. The response will indicate whether or not the Head of Service supports the employee's case.

If the Head of Service does not support the employee's case, the employee may request that the Personnel Manager submit their unsupported case statement to Corporate Management Board (CMB) for determination, if they so wish.

If the Head of Service does support the employee's case, the Head of Service will submit the statement to the Corporate Management Board together with his/her rationale for doing so.

Within 8 weeks of receipt of the employee's statement CMB will either determine the matter, if it falls within the scheme of delegations to the Head of Paid Service, otherwise, submit the matter for determination by the Policy & Finance Committee at the next scheduled meeting.

CMB will advise the employee of their determination of the case within 3 days of the decision or else notify the employee of the date on which the matter will be determined by the Policy & Finance Committee, as appropriate.

If a change of grading is agreed the change will take immediate effect from the date of the CMB or Policy & Finance Committee decision.

The employee and his/her representative (a trade union representative or a friend), may, at the request of CMB, be required to attend the meeting of the Policy & Finance Committee to present the employee's case.

The Personnel Manager will advise the employee of the determination of the Policy & Finance Committee within 3 days of the decision.

An employee who remains aggrieved following notification of the determination of the case by either CMB or the Policy & Finance Committee will have a right of appeal to the Appeals and Licensing Committee whose decision in the matter shall be final.

The employee and his/her representative (a trade union representative or a friend) will be required to attend the Appeals and Licensing Committee to present the employee's case

If a grading grievance is upheld on appeal, back payment will be made to the date on which the determination of the case was made by CMB or the Policy & Finance Committee.

Nothing in this procedure is intended to prejudice an employee's legal rights, however, it is a contractual condition that all stages of this procedure must first be exhausted.

A flow chart of the procedure is shown overleaf.