

Job Evaluation Policy

Reviewed

2006

Policy Approval

Reasons for introducing the Policy

This policy works in conjunction with the Equal Pay Policy and Job Evaluation Appeals Procedure. It seeks to set out the process for job evaluations post April 2007 and identifies when and how posts will be evaluated and re-evaluated and by whom.

Policy Statement

In respect of this Policy the Council will:

- ensure you are aware of this policy by publicising it on the intranet and through Team Brief
- monitor and review the outcomes of job evaluation and identify impact by equalities group
- ensure that posts are evaluated and re-evaluated in accordance with this Policy.

How will we go about it?

We will ensure that there is a clear route for evaluations for existing and new posts.

Specific policy areas

1 Existing posts

Following the implementation of Job Evaluation and its outcomes in April 2007, the process going forward will be that if you feel your post has materially changed, you will be able to submit a completed Job Evaluation Questionnaire, Job Description and Person Specification. This must be accompanied by a request for re-evaluation.

Evaluations may be requested by:

- the post holder or their Line Manager, when the post has changed materially and additional, new tasks or responsibilities have been added to the post
- the Line Manager when work has been taken from one post and allocated to another, thereby needing two re-evaluations. (For example, in the case of structural re-organisation)
- the Head of Service where they have reason to believe the workload has changed.

No existing posts will be accepted for re-evaluation more than once in a calendar year.

2 Vacant posts

When a post becomes vacant and a decision has been made to recruit, it must be assessed by the Head of Organisational Development on the need to re-evaluate before it can be advertised.

3 New posts

All new posts will need to be evaluated before they can be advertised. The Line Manager will complete a Job Evaluation Questionnaire and produce a Job Description and Person Specification.

4 Evaluation panels

Evaluation panels will be arranged on a monthly basis. A joint panel comprising one management representative, one UNISON/staff representative and one HR chair will then evaluate the job.

The panellists will be drawn from a pool of trained evaluators and will not be from the same section as the job being evaluated.

The Head of Organisational Development will act as the technical adviser and will sore thumb to ensure that consistency is maintained throughout the Council.

5 The process

The attached Job Evaluation Application Form at the end of this policy must be completed which includes a statement on why a request for evaluation is being submitted and/or how the job has materially changed since it was last evaluated.

The Job Evaluation Application Form along with an updated Job Evaluation Questionnaire, Job Description and Person Specification must then be forwarded to the Head of Organisational Development who will consider the application and convene a job evaluation panel.

Requests for re-evaluation/evaluation will be considered on the basis of the documentary evidence submitted.

The job evaluation panel will then assess the application taking into consideration the original job evaluation questionnaire and the points factor levels originally awarded.

The Head of Organisational Development will 'sore thumb' panel scores to ensure consistency.

You have the right to appeal the outcome using the agreed Job Evaluations Appeal Procedure.

The Head of Organisational Development will notify the Line Manager and the post holder in writing within 30 days of the outcome. If this is not possible then the Head of Organisational Development will outline a new timeframe. He/she will also inform Human Resources and Payroll if there is a change in grade.

Any salary or grade changes will normally be effective from the 1st of the month following the panel decision.

If the evaluation results in a decrease, protection arrangements as outlined in the Joint Agreement will apply and this will not affect the right to pursue an equal pay/value claim. EDDC and UNISON will work joint to resolve these issues where they arise.

If the employee's job has been re-evaluated at a lower level than their current grade and salary, they will receive pay protection for a period of four years. They will not be entitled to any pay award or increment during this four year period.

6 Terms and conditions of employment

The joint agreement signed in January 2005 and amended in October 2006 enables East Devon District Council to amend the terms and conditions of staff within its scope, including changes to grades and salaries of posts in order to implement job evaluation.

Outcomes

To ensure that jobs are formally evaluated against the Greater London Provincial Council scheme and that a fair grading structure is maintained.

Policy Consultation

This policy has been agreed by the Strategic Management Team, Executive Board and Staff Joint Forum.

Policy Review

The Head of Organisational Development will review this policy in the light of any legislation and in May 2008 to consider any changes required.

Related Policies and Strategies

- Equality and Diversity Policy
- Equal Pay Policy
- Job Evaluation Appeals Procedure
- Job Evaluation Joint Agreement

**East Devon District Council
Job Evaluation Application Form**

This form should be completed in accordance with the Job Evaluation Policy.

Name:	Job Title:
Post number:	Service:
Line Manager:	Section:
Current grade:	Date last evaluated:

Please briefly explain why the evaluation is being submitted and/or how the job has changed materially since it was evaluated.

.....please continue on separate sheet if necessary.

I confirm that this submission and the attached Job Evaluation Questionnaire, Job Description and Person Specification are accurate.

Sign and print name (post holder):

Date:

Sign and print name (Head of Service):

Date: