



APPEALS PROCEDURE

1. Introduction

It is essential to the success of the Role Evaluation project that there is a right of appeal against the decisions which result from the HERA exercise. The reasons for this include:

- Ensuring fair application of the scheme and equal pay for work of equal value;
- Ensuring that staff have confidence in the scheme;
- Continuation of current arrangements where there is a right of appeal against grading decisions.

2. Scope of the Procedure

This procedure applies to all support staff. Its purpose is to deal with appeals arising from the initial implementation of role evaluation. The process relating to ongoing grading appeals will be discussed with the Trade Unions as part of the ongoing discussions about the continuing use of HERA.

3. Basis of Appeals

The grounds for appeal are:

- The information collected is incomplete or inaccurate;
- Disagreement over the interpretation of the information used to evaluate the role;
- That there have been procedural irregularities during the process of evaluating the role (eg the role holder was given insufficient opportunity to comment on the information used to evaluate the role).

4. Informal Resolution

The University and Trade Unions agree that disagreements over grading are best resolved informally. Where such disagreements arise, the Role Evaluation team will arrange and lead a meeting attended by the Head of Department or Senior Manager and role holder to discuss the concerns raised in the appeal. This would enable any obvious errors or inaccuracies to be addressed before a more formal stage of the process. All appeals will be based on supporting evidence relevant to the role.

5. Appeals Process

There is a two-stage appeal process. The second stage will be triggered if there was no resolution at the previous stage.

First Formal Stage. A review of the case by the Human Resources Department. This will involve the consideration of paperwork collated by the Human Resources Department following discussions with the Head of Department and role holder.

Appeal Stage. A formal Appeals Panel from outside the Human Resources Department will hear submissions from the Human Resources Department and from the role holder, as well as considering the original paperwork. The role holder may be represented by a trade union representative or colleague.

6. Formal Panel Composition

The Appeals Panel will be chaired by a member of the University Council. The panel will be completed by two representatives of University management and two trade union representatives. The Director of Human Resources will attend panel meetings in an advisory, non-voting capacity. The Trade Unions will be consulted on any appointment to the Chair of the Appeals Panel.

Decisions will be made by a simple majority vote of the four panel members, with the Chair using a casting vote only when the rest of the panel have a split decision.