

The University of Reading

Framework Agreement

Appeals Process

The University will implement a new pay and grading structure with effect from 1 August 2006. All staff in the relevant categories will be assimilated to the new structure following the completion of a job evaluation exercise. Individual staff will be placed on an appropriate grade on the new structure (with pay protection where appropriate) on the basis of the direct analysis of their role using the HERA system or via a matching process against evaluated benchmark roles. The following procedure sets out individual staff's right to appeal against their positioning on the new structure as a consequence of the outcomes of the job evaluation exercise.

The following limitations will apply:

- 1) This appeals procedure is applicable only to the outcomes of the assimilation exercise as part of the University's implementation of the Framework Agreement.
- 2) Any appeal will be based on the role as it was at the time of analysis or matching; if the role has changed subsequently a case for regrading should be made through the appropriate channels.
- 3) The Appeals Process is not to be considered as an alternative route to personal promotion.
- 4) The decision of the Appeals Panel will be final.

Each member of staff in the relevant categories will receive a letter, prior to the implementation date of 1 August 2006, confirming their personal assimilation to the new structure. The letter will contain confirmation of the basis for assimilation including, where matching has taken place, and the role profile against which their role has been benchmarked. The letter will confirm the right to appeal, with the following conditions and timings:

- i. An appeal must be submitted within 4 weeks of receiving official notification of the new grade and salary, unless the individual concerned can demonstrate good reason for extension.
- ii. Appeals will be acknowledged in writing within two weeks of receipt.
- iii. Any salary adjustment following a successful appeal will be effective from 1 August 2006.

There will be flexibility depending on the timing of the issue of the formal assimilation letters to take holidays etc into consideration. Colleagues will also be encouraged to seek feedback from the Personnel Office prior to proceeding with an appeal, and may of course seek advice from a relevant trade union representative.

The letter will also specify the valid grounds for appeal, as follows:

- a. Where a post has been the subject of HERA analysis, there has been a serious omission or misinterpretation of relevant material from the job summary form, or;

- b. Where a post has been matched, the benchmark role profile is considered inappropriate.

Where an appeal is lodged on the basis of (a) above, the individual must provide supplementary information, countersigned by the Head of School or equivalent line manager.

Where an appeal is lodged on the basis of (b) above, the individual will be required to complete a HERA questionnaire, countersigned by the Head of School or equivalent line manager.

Should there be a dispute between the appellant and the relevant line manager, the next more senior line manager will be asked to arbitrate.

Formal appeals will be considered by an Appeals Panel, comprising:

A lay member of Council (Chair);
The Pro-Vice-Chancellor (Resources);
The Director of Personnel;
Two Trade Union Representative (appropriate to the staff category concerned and not having been previously engaged in the role analysis of the specific case being appealed).

Prior to considering appeals the members of the Appeals Panel will receive appropriate training in the application of the HERA system.

Consideration of appeals will proceed as follows:

1. Formal appeals will be submitted to the Senior Project Officer (Personnel) who will act as Secretary to the Appeals Panel.
2. The Secretary will seek to identify any clear and obvious errors and highlight these, with appropriate recommendations, to the Appeals Panel.
3. The number and timing of meetings of the Appeals Panel will be determined in the light of the volume of appeals received.
4. The Appeals Panel will consider written submissions only but will reserve its right to seek further and better information where appropriate, including the possibility of an interview with the member of staff concerned.
5. The Appeals Panel will consider the submission and, in the unlikely event of a consensus not being reached, the outcome will be determined on the basis of a majority vote.
6. The outcome of individual appeals will be notified in writing within two weeks of the Appeals Panel's decision.
7. The decision of the Appeals Panel will be final.

Director of Personnel
March 2006