

## **Agreement reached on Grading Appeals Procedure between University of St Andrews, UCU, AMICUS and UNISON**

### **Introduction & Scope**

The University of St Andrews is committed to the principle of equal pay, and, in line with the national Framework Agreement, has introduced a single job evaluation scheme to measure the relative value of all posts across the institution.

By adopting a very thorough and objective approach to the role analysis project, the University has made every effort to ensure that posts are evaluated in a fair, consistent and equitable manner. The University recognises, however, that some staff members may be dissatisfied with the grade their post has been assigned. This procedure, therefore, sets out the process for staff to appeal against any grading decisions taken in relation to the implementation of the new pay and grading structure.

This procedure has been written with specific reference to the initial role analysis project and has been developed in partnership with AMICUS, UCU and UNISON.

### **Principles**

Any member of staff, irrespective of in what stage in the process they were involved, has the right to appeal against the grade their post has been assigned through the role analysis process. Members of staff are welcome to discuss the formulation of any possible appeal with a trained role profiler in Human Resources before they submit their appeal.

An appeal may be brought by an individual, or by a group of individuals in comparable roles.

There are two possible outcomes of an appeal against a grade as determined by the role analysis project:

1. the grade of the post is confirmed
2. the grade of the post is raised (effective from 1 August 2006)

Grades 8 and 9 cannot be accessed through this process since they are also subject to a merit-based promotion exercise.

While an appeal is being considered, the individual will be paid as per the grade initially assigned to the post.

### **Stage A – Appeal Against Grade**

Notification that a role holder intends to appeal against the grading decision must be submitted, in writing, to Louise Watson, Human Resources Project Manager, within **20 working days** of the date specified on the grade notification letter.

Once notification of an appeal is received, an Appeal Form will be issued to the appellant for completion. (An appropriate timescale for the completion and return of this form will be agreed between Human Resources and the appellant).

An appeal against a grading decision may be raised on the following grounds:

- An incorrect grade has been applied due to:
  - insufficient information gathered at the role analysis stage
  - incorrect interpretation of information
- There is clear evidence that the role has changed markedly since the role was first evaluated

In completing the Appeal Form, the appellant must state the grounds on which they are appealing and provide information to support their Appeal. The form should be agreed and signed off by both the appellant and the Head of School/Unit. If they cannot agree, advice should be sought from an officer designated by the Director of Human Resources.

On receipt of the appeal, a Role Analysis Review Panel, comprising the HR Project Manager (Chair), a Role Analyst designated by the Director of Human Resources and a representative of the appropriate Trades Union, will be convened to review the evidence provided and to re-evaluate the role. The Review Panel will request any further evidence as it sees fit. (All members of the Role Analysis Review Panel will be fully trained in the application of HERA and have not been directly responsible for the earlier role evaluation of the appellant).

Where possible, the decision of the Review Panel will be communicated, in writing, within 10 working days of the Panel's final meeting in relation to the case in question. In the event that this re-evaluation results in the post being re-graded, this written notification will detail the new grade and salary point as from 1 August 2006.

The decision taken by the Role Analysis Review Panel will be final unless the appellant decides to use Stage B of the Appeals Procedure.

### **Stage B – Appeal Against Stage A Process**

Where an appellant believes that there has been a significant/substantial flaw in Stage A, an appeal may be raised against that process.

Notification that an appeal is being brought must be submitted, in writing, to Louise Watson, Human Resources Project Manager, within **7 working days** of the date specified on the letter notifying the outcome of Stage A.

Once notification of the appeal is received, an Appeal Form will be issued to the appellant for completion. Again, the appellant will be asked to state the grounds on which the appeal is being made and provide information to support this. (An appropriate timescale for the completion and return of this form will be agreed between Human Resources and the appellant).

Within 10 working days of receipt of the completed Appeal Form, a Process Appeal Panel will be convened. The Panel will comprise an executive member of the Office of the Principal (Chair), a Head of School/Unit (unconnected with the appellant) and a representative of the appropriate Trades Union, none of whom will have been involved in the previous evaluation of the post.

In considering an appeal at this stage, the Process Appeal Panel will review the written submission from the appellant, and will normally call upon all relevant parties to attend a hearing. (Appellants have the right to be accompanied by a representative of the appropriate Trades Union or a work colleague. The accompanying person may confer and consult with the appellant, but may not answer questions on their behalf).

The Process Appeal Panel cannot alter the grade assigned, but it can refer the post back for re-evaluation by another freshly constituted Role Analysis Review Panel, chaired by the Director of Human Resources, if it considers that the process leading to the grading of the post has been flawed.

The Panel will write to the appellant within **7 working days** of the meeting informing of the outcome of the appeal.

The outcome of the Process Appeal Panel and any second Role Analysis Review Panel will be final.

David Corner  
June 2006