

REQUEST FOR RE-EVALUATION

Employee Name

Evaluation Reference Number

Post Title

Line Manager Name

Line Manager Title

Executive Officer Name

I consider that there has been a significant and permanent change to the role that has previously been ratified by the Job Evaluation Steering Group. I therefore consider the current Job Overview Document (Evaluation Reference Number as above) is no longer a true reflection of the level/s of responsibility, and/or there has been a significant change to the nature, frequency, duration or demand within one or more of the factor assessed.

I understand that further information or clarification may be sought by the Job Evaluation Team in undertaking the assessment of the post and that the assessment will be subject to the Council's quality assurance and consistency checking process. The outcome will be ratified by the Job Evaluation Steering Group.

POST HOLDER REQUEST FOR RE-EVALUATION

I agree that I wish to request that the above post be re-evaluated

SIGNED

PRINT NAME

DATE

Please note on page 2 onwards, the information you wish to be considered in relation to the read given for each Factor(s) you wish to be re-evaluated. Then forward this form to your Line Manager to complete.

LINE MANAGER COMMENT

I that the above post requires re-evaluated.

SIGNED

PRINT NAME

DATE

Once you have signed and added your comment(s). Please note: I agree with Post Holders comments, is not sufficient, a detailed explanation is required. Once completed, please forward to your Executive Officer for authorisation.

Factor(s) you wish to be considered for Re-evaluation.

Factor	Non Agreement with current read <i>Please indicate by inserting a tick against the appropriate factor(s)</i>
Working Environment	☐
Physical Co-ordination	☐
Physical Effort	☐
Mental Skills	☐
Concentration	☐
Communication Skills	☐
Dealing with Relationships	☐
Responsibility for Employees	☐
Responsibility for Services to Others	☐
Responsibility for Financial Resources	☐
Responsibility for Physical and Information Resources	☐
Initiative and Independence	☐
Knowledge	☐

The post Holder and Line Manager should provide the information in relation the significant and permanent changes to the tasks, duties and responsibilities that are undertaken by the Post Holder on a regular basis – Please do not quote directly from the Job Evaluation Scheme.

Factor

Post holder comments & information

Line Manager comments & information

To be completed by the Job Evaluation Team

Factor

Post holder comments & information

Line Manager comments & information

To be completed by the Job Evaluation Team

Factor

Post holder comments & information

Line Manager comments & information

To be completed by the Job Evaluation Team

EXECUTIVE OFFICER COMMENT

I that the above post meets the required criteria below to be re-evaluated.

- at least a year has passed since the effective date of implementation of the job evaluation outcome, its initial appeal, or a subsequent re-evaluation;
- the change in job content is substantial and does not just reflect an increased volume of work, i.e. it cannot be addressed by employing more people;
- the change is a necessary part of the job remit;
- the change arises directly from a change in service requirements;
- the change is considered to be permanent;
- the change is significant in terms of one or more of the 13 factors of the job evaluation scheme;
- clear evidence of the change can be provided in support of the application for re-evaluation, including the impact of new duties on existing duties, i.e. what is no longer being done or done to a lesser degree/frequency;
- the Line Manager agrees that the change in job meets all of the above criteria.

SIGNED

PRINT NAME

DATE

If the request for re-evaluation does not meet the required criteria above please state the reason below

If using additional pages please ensure that your name and the evaluation reference number are included.

Please return completed form to the Job Evaluation Team at:

Email address: jobevaluation@eastdunbarton.gov.uk

Postal address: Job Evaluation, 21a Southbank Road, Kirkintilloch G66 1NH