

JOB EVALUATION
PROCEDURE FOR RE-EVALUATION OF JOBS
DECEMBER 2020

PROCEDURE FOR RE-EVALUATION OF JOBS – DECEMBER 2020

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This procedure applies to East Dunbartonshire Council employees within scope of the agreement of the SJC for Local Government Employees, Craft Operatives and Chief Officers

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1. Introduction

East Dunbartonshire Council implemented its revised grading and pay structures with effect from 01/07/17 based on the results of the application of the 3rd Edition of the SJC JE Scheme as endorsed by the Scottish Joint Council for Local Government Employees in November 2015.

The East Dunbartonshire Council Job Evaluation Appeals Procedure was used to consider appeals arising from the Organisational Planning (OP) application of the SC JE Scheme to jobs within the OP job population. This accords with the model approach to JE appeals as set out in Section 6 of the JE Scheme Practice Manual as agreed by the SJC, which envisaged separate procedures being put in place for the on-going use and maintenance of job evaluation.

Jobholders who are in a post which has been ratified by the JESG will no longer have a right of 'appeal' about the grading of their job, but will be able to request a re-evaluation of their job in order to determine the significance of changes in job content or responsibility. This procedure sets out the Council's approach to ensuring consistency in the re-evaluation of jobs beyond the OP application of the SC JE Scheme in the Council.

2. General Principles

In order to maintain the integrity of the grading structure the re-evaluation of changed jobs, and any subsequent revision in grading, will be determined using the 3rd Edition of the SJC Job Evaluation Scheme as applied by the East Dunbartonshire Council Job Evaluation Team.

The definitions and guidance of all 13 factors of the SC JE Scheme will be applied to every job in accordance with the ground rules established by the Council Job Evaluation Team prior to implementation of the initial evaluation outcomes.

Where possible, members of the original Job Evaluation Team will be involved on an on-going basis to ensure consistency by:

- undertaking quality assurance of evaluations carried out by other members of the Team to ensure correlation between the descriptive and analytical elements of the documentation
- comparing provisional evaluation outcomes to the results of the evaluation of the Benchmark sample of jobs; and in particular to other jobs at the same level in the organisation hierarchy
- comparing provisional evaluation outcomes to the results of the evaluation of the subordinate, equivalent, and superior jobs within the relevant job families to ensure appropriate relativities in factor level scores.

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3. Criteria

The following criteria require to be met before an application for re-evaluation of an existing job can progress:

- 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.

If the Line Manager agrees that the criteria are met in full they should seek approval from the appropriate Executive Officer who will authorise the review of the job.

If the Line Manager does not agree that the change in the job fully meets all of the criteria, the jobholder may ask for the matter to be referred to the relevant Executive Officer for a determination. In the event that the Executive Officer determines that the request for re-evaluation does not meet all of the criteria the jobholder may appeal to the Job Evaluation Steering Group if they can show that the Executive Officer did not follow the correct procedure; and the JESG will determine if the change in the job fully meets the criteria for re-evaluation.

4. Documentation

Individuals who consider that changes in their job content and responsibility fully meet the criteria specified at paragraph 3 above should complete the 'Request for Re-evaluation' proforma – see Appendix (i) – which will be available from the HR Service Support Team and on the Council intranet.

The completed proforma should then be passed to the Line Manager and Executive Officer for comment. The Line Manager and Executive Officer should then complete the relevant part of the proforma for submission to the Job Evaluation Team – with appropriate accompanying documentation including an approved updated role profile and an approved Organisation Structure Chart.

The jobholder and their Line Manager should complete the proforma in accordance with the advice provided in the 'Re-evaluation Guidance Note' – see Appendix (ii) – and with reference to the original Factor Level Listings Report – a copy of which was provided at implementation. A further copy can be provided on request – see Appendix (iii)

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5. Submission

Requests for re-evaluation of jobs to take account of changes will be processed as and when required in accordance with the set criteria:

Written acknowledgement of the submission of a completed proforma in support of a request for re-evaluation will be provided to the jobholder within 10 working days from the date the Job Evaluation Team receive the required documentation.

6. Evaluation

The information provided in the proforma, and any subsequent clarification or further information provided, will be assessed by the Job Evaluation Team under the relevant factor heading(s) in comparison with the original evaluation, or previous re-evaluation, to determine:

- if the level of demand has increased or decreased as a result of the changes described in the content and responsibility of the job
- if the degree of change in either the nature, degree, frequency or duration of demand is sufficient to justify a higher or lower factor level score
- if the change in demand meets all of the elements of the relevant factor level definition and associated guidance as applied by the Council
- if the potential revision in factor level score is consistent with the application of that factor across the ratified job population.

If necessary the Job Evaluation Team will contact the jobholder and their line manager for clarification or further information required. This must be provided on the 'Re-evaluation Information' proforma, and agreed by both the jobholder and their line manager – see Appendix (iv).

If there is a change in any of the factor level scores a revised Job Overview Document and Factor Level Scores Breakdown Report will be produced. A documented audit trail of the evaluation process shall be retained for record purposes.

If there is a resultant change in the grading of the job the documentation shall be referred to the JESG for endorsement.

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7. Approval

If the re-evaluation results in a change of grade then the documentation and grading of the changed job will be referred to:

- The Executive Officer Organisational Transformation for approval, under the Council's Scheme of Delegation, in relation to the grade and any implications for policy
- The relevant Executive Officer for consultation and comment on the outcome of the evaluation.

Once these steps have been completed the Executive Officer Organisational Transformation will confirm the grade of the job in writing to the Executive Officer, and to HR Support Services. After which full details of the reviewed post and its revised grading will be lodged in the agreed rank order.

Details of the revised evaluation outcome, and any revision to grading and salary if appropriate, will be notified to the individual in writing by the HR&OD Manager within 10 working days of its approval – see Appendix (V).

If the outcome of the re-evaluation process is no change to the factor level scores, or grade, of the job, the jobholder will be informed in writing within 10 working days of the meeting at which the decision was taken.

If the outcome of the re-evaluation process is a change to factor level score(s), but not to the grade of the job, the jobholder will be informed in writing within 10 working days of the decision and provided with a revised Job Overview Document (JOD) and Factor Level Scores Breakdown Report.

8. Effective Date

The effective date of application of the revised grade will be the effective date of the approved changes as agreed with the relevant Executive Officer and the Executive Officer Organisational Transformation.

9. Right of Appeal

The agreed appeals procedure will apply.

Appendices

- (i) 'Request for Re-evaluation' proforma
- (ii) 'Re-evaluation Guidance Note'
- (iii) 'Example of a 'Factor Level Scores Breakdown Report'
- (iv) 'Re-evaluation Information' proforma
- (v) 'Notification Letter'