

Job Grade Review Procedure

Human Resources Department

Lead Director: Director of Human Resources and Student Support
Date ratified by Council:
Procedure issue date: February 2016
Procedure to be reviewed every 4 years. Date of next review: 2020

1. Introduction and Scope

- 1.1 The University recognises the contribution of all staff to its effective operation and has adopted pay and grading structures which appropriately reward knowledge, experience and responsibilities, whilst providing for salary and career progression.
- 1.2 Job roles do not always remain static and changes to the range, complexity and level of duties, accountabilities and responsibilities may necessitate a review of the grade of the post. The growth of roles should be management led and be the result of planned job development or organisational structural change. It is therefore expected that cases for job grade reviews will normally be requested by the line manager.
- 1.3 This procedure is not intended to reward outstanding performance or recognise and reward one-off or temporary contributions of exceptional and significant performance. The Ex Gratia and Additional Increments & Contribution Points policies make provision for rewarding such performance.
- 1.4 This procedure defines the principles and process to follow where it is believed that a role has changed substantially and appears to meet the criteria of a higher level. Job grade review requests must be based on significant and substantive changes to the level of duties and responsibilities driven by business needs. It should be noted that an increase in the volume of work undertaken by the postholder would not normally result in an increase in the job size in line with grading criteria.
- 1.5 This procedure applies to all staff on Keele Spine Grades 2-9 excluding those covered by the Academic Promotions / Progression Procedures.

2 General Principles

- 2.1 The University's grading structure categorises roles into job families and is underpinned by the Hay Job Evaluation Scheme. Posts put forward for regrading will be considered by trained job evaluators from the Human Resources Department.
- 2.2 This procedure provides a mechanism for the review of job grades through matching and full job evaluation. Information regarding job evaluation and the Hay Job Evaluation Methodology, along with Keele University Job Families can be found at the following link <http://www.keele.ac.uk/hr/payjobevaluation/>
- 2.3 An application for a job grade review can be submitted whenever a significant and indefinite change to the level of duties and responsibilities of an individual post is required.
- 2.4 Applications will normally be initiated by the manager, however where the line manager does not support a case, an individual may submit a personal application.
- 2.5 Where a job grade review request results in a change of grade for a member of staff who requires permission from UK Visas and Immigration (UKVI) to work at Keele, the University must notify UKVI of the proposed change in

salary. UKVI will then decide if the changes are permissible. Please note that the salary change cannot be made until UKVI have been notified of the change.

- 2.6 The University is committed to ensuring that the effect and application of this procedure accords with the commitments set out in its Equality and Diversity Strategy and will monitor this as appropriate.

3 Job Grade Review Application Process

3.1 Cases supported by line managers

- 3.1.1 In the majority of cases, the formal review of a job grade will be the conclusion of planned job development and/or organisational structural change and will be budgeted for in advance.
- 3.1.2 Line Managers are expected to produce the application documentation in consultation with the individual post holder and ensure that all documents are agreed.
- 3.1.3 Where an individual initiates a discussion about their job grade and the line manager supports the cases, the line manager is responsible for producing the application documentation in consultation with the individual post holder.
- 3.1.4 Schools and Departments are expected to meet the full costs of successful applications for job grade review. Managers should identify the funding source before making or supporting any proposal.

3.2 Personal Cases

- 3.2.1 Where an individual initiates a discussion about their job grade and their line manager does not support their case, the individual will be given an explanation as to why the changes in duties and responsibilities are not sufficient to warrant a grade reassessment.
- 3.2.2 Following discussions, should the staff member still wish to pursue an application for a job grade review, without their line manager's support, they may do so. The individual is responsible for producing the application documentation and must ensure that all documents are reviewed and signed by their line manager prior to submission. The line manager should provide an explanation as to why they do not support the case.
- 3.2.3 A personal case for a job grade review cannot be submitted without an agreed job description. Any disagreement on the content of the job description should be resolved between the job holder and line manager. Where agreement cannot be reached, the next senior manager should become involved to reach a decision on the matter.

3.3 **Application Documentation**

3.31 Applications should be submitted to Human Resources and consist of the following documentation:

- Job Grade Review Application Form;
- Agreed revised job description and person specification;
- Supporting statement (no more than 2 pages) detailing the elements of the job description which have changed;
- Revised organisational structure indicating the hierarchy of posts above and below the post under review.

3.4 **The Evaluation**

3.4.1 The receiving Human Resources Manager/Advisor will check the application documentation to ensure it is fully completed. Any queries or missing documentation will be requested prior to the case being taken forward for evaluation.

3.4.2 Cases are evaluated by a panel of at least three trained job evaluators from Human Resources. A Human Resources Manager will chair the panel.

3.4.3 Using the Hay methodology the panel will undertake a full job evaluation.

3.4.4 Should it not be possible for the panel to complete the evaluation based on the information submitted, they will adjourn to request further information.

3.4.5 The Chair is responsible for ensuring that the process is carried out in a consistent and fair manner and that all members of the panel have an opportunity to fully understand the role before being asked to participate in the evaluation.

3.5 **Notification of Outcome**

3.5.1 The appropriate line manager will be informed of the evaluation outcome and the line manager will arrange to meet with the individual to provide feedback on the case.

3.5.2 Following notification of a successful job grade review, the line manager must complete a Contract Variation Form (CVF). Human Resources will then confirm the regrading in writing.

3.5.3 The individual's salary will increase to the minimum point of the new salary grade with effect from the month following the date on which the regrading is confirmed (subject to 2.6 in respect of staff who require permission from UKVI to work in the UK). An individual will only receive increments in their new grade after a minimum of six months in that grade.

3.5.4 In the case of an unsuccessful application, Human Resources will confirm this in writing and provide details of the staff member's right to appeal.

3.6 Appeals

- 3.6.1 A member of staff has the right to appeal if they feel there has been a procedural irregularity.
- 3.6.2 Full details of the Appeal Procedure can be found in the University Appeals Procedures.

4 Timescales

- 4.1 The outcome of a job grade review application will ordinarily be communicated to the applicant within 4 weeks of Human Resources receiving a fully completed application. Where this timescale cannot be achieved, Human Resources will contact the line manager or individual to notify them of this.

5 Additional Information

- 5.1 As a general principle, this procedure will be reviewed by the Human Resources Department, in consultation with recognised Trades Unions after two years or where operational and/or legislative requirements change.
- 5.2 This procedure is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment or withdrawal.
- 5.3 Further guidance on the application of this procedure is available from Human Resources.