

# Re-grading Procedure

If your role has changed substantially over time, or you have taken on more responsibility you may need to have it re-graded. This procedure sets out what you need to do.

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## 1 General Principals

- 1.1 This procedure applies to all Council employees on NJC terms and conditions.
- 1.2 If a group of employees wishes to apply for a re-grading, only one form needs to be submitted, providing that:
  - the reasons for the application are the same for each applicant, and
  - they attach a list showing the name, post title and section of each applicant, and
  - each applicant signs the application, and
  - they identify a contact person for the group.

If there is more than one line manager for the group of employees, one manager will be identified as the contact person for management.
- 1.3 If an employee applies for a re-grading where other employees have the same post the manager should inform the other affected employees.
- 1.4 The outcome of the re-grading will be effective from the date the re-grading application was submitted to the manager. Employee(s) will be issued a revised job description which includes the increased duties and responsibilities.
- 1.5 Where the re-grade has resulted in a decrease in salary the highest point of the new grade will be used as the starting salary. Pay protection in line with the latest policy will apply.
- 1.6 Where the re-grade has resulted in an increase the minimum point of the new grade will be used as starting salary, unless this is below the employee's current salary.

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- 2.1 If you want to apply for re-grading of your post you should complete the Job Information Questionnaire (JIQ). The questionnaire should highlight what the

substantial increase in duties and responsibilities are that you have undertaken.

- 2.2 Send the completed JIQ to your line manager for their comment.
- 2.3 If your line manager agrees the JIQ is an accurate reflection of the individuals/groups responsibilities, they will acknowledge the application and will send the form within 10 normal working days to the HR Policy and Strategy team.
- 2.4 If your line manager does not agree the JIQ is accurate they must discuss this with you or the nominated contact person. In the event that no agreement can be reached the JIQ will be sent to the HR Policy and Strategy team with management comments.
- 2.5 The Grading Review Panel will assess the JIQ using the Hay process. The Grading Review Panel will write to you and the line manager to advise you of the outcome of the review. The letter will include the JIQ used to make the decision and will inform you of your right to appeal.
- 2.6 You can only appeal a re-grade decision where you are able to provide additional evidence, not included in the original application. The additional evidence must show what additional duties or responsibilities the role includes. Appeals must be made within 5 normal working days.
- 2.7 Appeals will be heard by a Grading Review Panel, members of which will not have been involved in the original panel.