

SOR Guidance on the Agenda for Change Job Evaluation Review Process

The Job Evaluation Handbook contains two routes by which members can challenge their AFC matching or evaluation outcome – review and appeal.

The Job Evaluation Handbook can be downloaded from the AFC section of the SOR website www.sor.org

Review

The review procedure is described in Chapter 8, paragraphs 7.1 – 7.3 in the Job Evaluation Handbook. Members who are dissatisfied with the result of matching may request a rematch. A request for review must be made in writing within three months of formal notification of the matching outcome. The post holder must provide evidence to support the claim for higher levels in one or more factors. A second matching panel comprising a majority of members different to the first will examine the original matching documentation plus the evidence submitted by the post holder. The second panel will confirm the original match, match to a higher level profile or refer the post to local evaluation.

There is no right of appeal beyond the second panel if the complaint is about matching outcome.

What to do if you think your banding is unfair

Once the matching panel's decision has been consistency checked the following information will be provided to post holders.

- ◆ A letter stating the proposed band to which the post has been matched
- ◆ Identification of the profile used to match the post
- ◆ The post's evaluation level against each factor – the matched job report

If you think your banding is unfair

- ◆ Examine the rationale the matching panel has used so that you are clear why you have been matched to a particular profile.
- ◆ Look again at your job description and national Radiography profiles to see if you have been matched to a profile which reflects the skills and responsibilities detailed within your job description
- ◆ Examine the factor levels of the job profile you have been matched to and read the descriptions and notes for the factors in the Job Evaluation Handbook. Factor 2 (Knowledge, Training and Experience) and Factor 12 (Freedom to Act) are weighted most highly in the JE scheme. In addition to familiarising yourself with the levels of these Factors, read the extra guidance on Knowledge, Training and Experience in Chapter 3.
- ◆ If your job fits more easily into a higher level for any Factor(s) make a note of what you believe to be the appropriate levels for your job.

- ◆ Look at the Factor level score chart on page 50 of the Job Evaluation Handbook. Add up the scores you believe apply to your job. Check the pay bands and job weight chart on page 51 of the Job Evaluation Handbook. If the revised score for your job takes you into the next pay band you should seek a review of your initial job match.

How to apply for a review

- ◆ Talk to your SOR representative, your manager and the local AFC project lead and ask for information about your local JE review procedure.
- ◆ You need to submit written evidence for the review within 3 months of notification of the initial outcome so it is important to be aware of any specific forms you may need to complete.
- ◆ Prepare your evidence for the review. This should be in writing and should explain with examples which can be verified by your line manager why you match to higher levels for a particular factor.

Detailed advice about putting together evidence for a review is available on the SoR AFC website afc-sor.org

Appeal

The appeal procedure is described in Chapter 8, paragraph 7.4. Members who believe that there has been unfair application of the job matching/evaluation process can use the local grievance procedure. It should be noted that the local grievance may *ONLY* be pursued against misapplication of the process, not against the matching or pay banding decision.

If you believe the correct procedures were not *followed* when your job was being matched or evaluated contact your local SOR representative for advice on using the local grievance procedure.