

**Employee
User Guide**

Regrading



Purpose

This User Guide is to complement the **Regrading Procedure**.

The Regrading Procedure exists for employees (individuals or a group of employees in the same post group) who request a **review of the grade** of their post. Options for help and support with this process are provided on page 3.

A review of the grade of a post can be requested when:

- **There has been a substantial permanent change** to the duties and responsibilities of the post since it was last graded.

OR

- **There is another post ('Comparator')** in the council which is believed to carry out the same type of duties but is being paid at different grade.

Step by Step Process

Submitting a Request

1. Employees must complete the **'Request for Review' form**.
 - The request can be for the whole post including **Job Working Circumstances (JWCs) OR just the JWC scores**.
 - A request can be submitted by an **individual OR on behalf of a whole (or part) Post Group**.
2. It is important to **provide evidence to support the application**, e.g evidence of new duties or new responsibilities, evidence to show how the role compares with the Comparator, updated Job Description (Post Specification) clearly highlighting any changes
3. **The completed form should be sent to the People Management Team - Pay and Reward** via the People Management Portal (link to portal on Intouch).



Reviewing a Request

4. **The employee will be invited to a meeting** with the Reviewing Manager (Service / Senior Manager) who will ensure any accessibility requirements are met. The meeting will normally take place within 10 working days. The Reviewing Manager will review the request and make a support or reject decision.
5. **Employees can be accompanied** by a trade union representative or work colleague. For group requests, it would be expected that two or three applicants would attend, rather than the whole group.
6. **The decision will be communicated** to the Pay and Reward team normally within 5 working days of the meeting and the employee will be informed normally within the following 5 working days.



If Request is Rejected

- Where the request has been rejected, **employees will be advised of the reasons and the right to appeal.**



Appeal

- Employees will be provided with an **appeal form and must submit their appeal to the Pay and Reward team.** For requests on behalf of a **whole (or part) Post Group, only one appeal is required.**
- It is important to provide evidence to support the appeal that challenges the advised reasons for rejecting the request.
- The employee will be invited to a meeting** with the Appeal Manager (a Senior Manager / Assistant Director, who was not involved in the review). The meeting will normally take place within 10 working days. The Appeal Manager will review the appeal and make a decision. The decision will be communicated to the Pay and Reward team normally within 5 working days of the meeting and the employee will be informed normally within the following 5 working days.
- Employees may be accompanied by a trade union representative** or work colleague. For group requests, it would be expected that two or three applicants would attend, rather than the whole group.
- The decision of the Appeal Manager** is final and there is no further right of appeal.



If Request is Supported

- Where the request has been supported by the Reviewing Manager, a **Regrading Panel will be set up** to make a decision.
- The decision of the regrading panel is final.** The decision will be communicated to the Service / Senior Manager normally within 5 days and they will inform the individual employees normally within the following 10 days. There is no right of appeal and this marks the end of the procedure.

Further Requests for Review

- Where a review of a post has been carried out, an employee cannot ask for a further review within 9 months of the outcome (this includes outcomes from reshaping).

Further Assistance

For any further help or support with this process, for hard copies, or for alternative formats of the documents, you can contact your line manager, the People Management Team (via Intouch or 01228 221231), or your Trade Union if you are a member.

The full Regrading procedure can be found online on Intouch **Regrading Procedure**. All Post group numbers and Job Allocations can be found online on the Job Families Share Point site from Intouch at **Job Families**.



Glossary

PG (Post Group) – Every post in the organisation has a PG number. For multiple identical / very similar posts in the organisation, these are grouped together under the same PG number. Unique posts have their own individual PG number. This assists with management of the organisation structure.

Regrading Panel – This group makes a regrading decision based on the information in the employee application. The panel is made up of two representatives from differing Trade Unions, a member of the Pay and Reward team and another from the People Management Team.

Comparator – A comparator post, is a post which an employee believes matches the same work they undertake but is graded differently.

JWCs (Job Working Circumstances) – Every Job Description (Post Specification) contains a section for JWCs. For some posts, JWCs can affect the final grade.

Job Description (Post Specification) – These documents summarise the duties of an employee's role.

People Management – This team provides the Human Resources service to the organisation and includes a smaller team focussing on Pay and Reward.

Job Family Generic Role Profile – This document provides an outline of the expected level of work with example duties for each job family allocation.

Frequently Asked Questions

Where is the link to the form?

'Request for Review' form.

Where do you get copies of the form, documents or procedure if you are an employee without ICT?

Contact your line manager, the People Management Team (via Intouch or 01228 221231), or your Trade Union if you are a member.

Where do you send the Regrading/Appeal forms if you are an employee without ICT?

If you are unable to scan completed hard copy versions of the form to attach to a portal ticket, you can post completed hard copy forms to:

Pay and Reward Team
People Management
Workforce & Organisational Development
Corporate, Customer and Community Services
Cumbria County Council
Parkhouse Building
Kingmoor Park
Carlisle
Cumbria
CA6 4SJ

How do I compare the grade of one role to another?

For every grade, there is a role profile which describes the level of work which would be expected. These generic role profiles can be compared to identify the differences between each grade. These can be found online on the Job Families Share Point site from Intouch at Job Families.

Flow Chart



