



East Herts Council

Job Evaluation Protocol and Procedure

HAY Evaluation Scheme

January 2008

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East Herts Council

Job Evaluation Protocol and Procedure

Back ground

1. The scheme is known as the East Herts Council Job Evaluation Scheme and it has been applied since 01 May 2001.
2. The Scheme and all Job Evaluations will be considered confidential to the panel, manager and affected employee, breaches of confidentiality will be subject to disciplinary proceedings. An employee may discuss the outcome and score of a Job Evaluation with their Union representative but not the Job Evaluation Process.
3. All existing NJC posts have been subject to an evaluation and all new posts will be evaluated before they are advertised and may be subject to review within 6 months.

Substantial Change

1. Any established post, with the exception of Chief Executive and Director which changes substantially, will be re-evaluated six months after the change, subject to job descriptions being agreed with the individual, line manager and Head of Service.
2. Any impact on the grade will be effective from the date of agreed change to the post.
3. The evaluations will be carried out by joint People and Organisational Development and UNISON panels.

4. All posts with the exception of Chief Executive and Director will be evaluated using the Hay scheme.
5. Results will be issued to the postholder and Line Manager.
6. Substantial change will not automatically mean a job will receive a higher grade. It may but it could also remain the same or be allocated a lower grade.

Re-grading of Posts

1. Should a post be graded at a higher grade the postholder will be placed at the lowest SCP of the new grade band, unless the grade overlaps then the postholder will move to the next SCP.

Protection

1. East Herts Council will offer protection to postholders whose posts are evaluated at a lower grade than is currently paid.
2. The protection will be in accordance with the Councils Redeployment Scheme. This entitles the postholder to be protected for a period of three years.
3. At the end of the three year period if the new rate of pay is still lower, the employee will drop down to the new rate at the top of the grade.
4. During the period of protection the current salary only is protected. The postholder will not receive increments, pay awards or any other payments which would see their monthly salary increasing (actually incurred payment like mileage and subsistence would be allowed at the current rate).
5. If an individual leaves during the protection period their post will be advertised at the evaluated grade.

Appeal

1. All results are subject to appeal in accordance with the jointly agreed Appeals procedure.

Lease Cars

1. As from 01 May 2001, the scale point for eligibility for a subsidised Lease car was determined to be SCP 41.
2. Any post evaluated below this grade or any postholder currently within a grade range below this point will not be entitled to a subsidised Lease Car.
3. If the employee had a lease car attached to their previous role, this will be continued until the lease or the protection runs out, whichever is soonest.

Changes to Other Benefits

1. Annual leave and other service related benefits will be protected for 3 years.
2. Where a lower level of annual leave entitlement is attached to the new post, this will apply at the end of the protection period.

JE Checklist

- Post Holder and Line Manager identify changes
- Agree changes between individual and Line Manager
- Obtain Head of Service agreement for roles below Head of Service level
- Email amended and original Job Description and Personal Specification to People and Organisational Development with a statement supporting the substantial changes and a copy of the current structure including grades of the relevant section
- Job Description will be evaluated by the joint UNISON and People and Organisational Development Panel
- People and Organisational Development will email the Line Manager and Individual with the evaluation score and grade of the post
- The Line Manager will email People and Organisational Development to confirm agreement to the date the new grade is to be effective from.

- People and Organisational Development will write to the postholder to confirm score, new grade and the date the grade will be effective from
- If the postholder or Line Manager is unhappy with the evaluation then they have the right of appeal