

## **UNISON CITY OF EDINBURGH BRANCH**

### **STEWARDS GUIDANCE – JOB EVALUATION APPEALS**

The following guidance is to assist stewards when advising members on how best to complete the pro-forma for job evaluation appeals. Before a member submits an appeal they should make sure they have the following documentation:

- A copy of the job description that was evaluated
- Details of whether the post has been evaluated or allocated
- A copy of the job profile the post has been allocated to
- A copy of the job evaluation scores

Make sure that the reasons for the appeal are clearly defined and correspond to the reasons on the pro forma.

Remember that posts currently under review cannot be subject to an appeal. These posts will be re-evaluated once a new job description has been agreed.

Collective or group appeals should be subject to a full discussion with all members affected. In group appeals a member should be identified who is willing to be the contact person & be present at the appeal hearing.

Stewards should liaise directly with the appeals team on behalf of their members. Detailed analysis of the scores should not form part of the appeal submission at the initial stage.

All appeals should be submitted to the branch office by Friday 17 December at the latest.

Appeal Team :- Elaine Wishart, Wattie Weir, Irene Stout

### **PROCESS**

1. member contacts steward wishing to appeal
2. steward checks all relevant documentation is present
3. steward ensures member completes the appeal pro-forma
4. steward collates appeals for groups of staff
5. steward forwards appeal form to the appeals team at the branch office
6. appeal team check appeals pro-forma & documentation
7. appeal team liaises with stewards to gather any additional information required
8. appeal team advises stewards & members if the appeal is valid
9. appeal team lodges appeal on behalf of the member(s) with Council

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