**Appeals procedure flowchart for the GLPC job evaluation scheme**

**I disagree with the grading of my job because**

There are duties included in the job description which are not part of my job

My job is not adequately represented by the Job Description

I disagree with the evaluation of my post

Is this a multi occupancy generic JD?

Yes

No

It is normal where a JD covers a group of people. You may not be doing all the tasks, but your main duties should be included and will therefore have been evaluated

Is this a generic JD?

Yes

No

Discuss with your line manager. Do amendments need to be made to a generic JD?

Yes

No

Manager will make change and consult with other job holders

Discuss with line manager whether a separate JD is needed for your role

JD written by manager/ employee

Yes

No

Job Evaluated

Do you agree?

No

Yes

Covered by generic JD

Refer to senior manager for resolution

Speak to your line manager and ask if they are prepared to amend the JD

Yes

No

JD written

Job Re-evaluated

Refer to senior manager for resolution

Job Re-evaluated

No Action

No Action

Discuss with your line manager has the original JD substantially changed?

Yes

No

Line manager to speak to HR to manage the change

Complete JEA1 Appeal form

My job has changed since it was evaluated

If accepted by your line manager, JD should be amended and other job holders (if applicable) should be consulted

Job Re-evaluated

Discuss with your line manager