**JOB EVALUATION**

**APPEAL SUBMISSION**

Individuals wishing to appeal against the evaluation of their job must use this form to make their written submission. This form should be completed by both the appellant and their line manager, and returned to the HR Services Manager within 1 month of the date of receiving written notification of the job evaluation outcome.

Before completing this form, Appellants are advised to read the council’s [Job Evaluation Appeal Procedure](https://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=28437&p=0) and familiarise themselves with the factor definitions and guidance of the [SJC’s Job Evaluation Scheme](https://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=1603&p=0) (available on Mytoolkit). Copies of relevant documentation used in the evaluation of your job can be requested by emailing Human Resources on [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)

**PART 1 - APPELLANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Work Location:** |  |
| **Contact Number:** |  |
| **Line Manager:** |  |

|  |  |
| --- | --- |
| **Please confirm the date on which you received written notification of the outcome of your job evaluation:** |  |
| **Please state the date on which you are submitting this appeal form:** |  |

**PART 2 – APPEAL GROUNDS**

Please indicate on which of the following grounds you are basing your appeal (no other grounds are admissible):

|  |  |  |
| --- | --- | --- |
|  | | **Please tick** |
| **1.** | **Factual inaccuracy in the evaluation process** (Continue to Part 3) |  |
| **2.** | **Failure to properly apply the Job Evaluation Procedure** (Continue to Part 4) |  |
| **3.** | **Misapplication of the Job Evaluation Scheme** (Continue to Part 5) |  |

**PART 3 - FACTUAL INACCURACY**

Please use this page to set out the details of your appeal, if you are appealing on the grounds of Factual Inaccuracy.

|  |
| --- |
| **Details of alleged Factual Inaccuracy in the Inputs or Outputs of the Evaluation Process** |
|  |
| **Supporting Evidence** |
|  |
| **Line Manger Comments** |
|  |

**Please copy this page if you need more space.**

**PART 4 - FAILURE TO PROPERLY APPLY THE JOB EVALUATION PROCEDURE**

Please use this page to set out the details of your appeal, if you are appealing on the grounds of Failure to Properly Apply the council’s Job Evaluation Procedure.

|  |
| --- |
| **Details of alleged Failure to Properly Apply the council’s Job Evaluation Procedure** |
|  |
| **Supporting Evidence** |
|  |
| **Line Manger Comments** |
|  |

**Please copy this page if you need more space.**

**PART 5 - MISAPPLICATION OF THE FACTOR DEFINITIONS, LEVELS AND GUIDANCE OF THE SCHEME**

Please use this table to indicate under which factor heading(s) you are making your appeal, and use the boxes below to set out the details of your appeal under each factor heading.

|  |  |  |  |
| --- | --- | --- | --- |
| **Factor Heading** | | **Level Assessed** | **Level Sought** |
| 1. | Working Environment |  |  |
| 2. | Physical Co-ordination |  |  |
| 3. | Physical Effort |  |  |
| 4. | Mental Skills |  |  |
| 5. | Concentration |  |  |
| 6. | Communication Skills |  |  |
| 7. | Dealing with Relationships |  |  |
| 8. | Responsibility for Employees |  |  |
| 9. | Responsibility for Services to Others |  |  |
| 10. | Responsibility for Financial Resources |  |  |
| 11. | Responsibility for Physical & Info Resources |  |  |
| 12. | Initiative and Independence |  |  |
| 13. | Knowledge |  |  |

|  |  |
| --- | --- |
| **Factor Heading:** |  |
| **Details of alleged Misapplication of Factor** | |
|  | |
| **Supporting Evidence** | |
|  | |
| **Line Manager Comments** | |
|  | |
| **Factor Heading:** |  |
| **Details of alleged Misapplication of Factor** | |
|  | |
| **Supporting Evidence** | |
|  | |
| **Line Manager Comments** | |
|  | |

|  |  |
| --- | --- |
| **Factor Heading:** |  |
| **Details of alleged Misapplication of Factor** | |
|  | |
| **Supporting Evidence** | |
|  | |
| **Line Manager Comments** | |
|  | |

**Please copy this page if you need more space.**