

Job Evaluation

What does it
mean for me?



Your essential guide to the job evaluation process

Dear Colleague

Welcome to Devon County Council's Job Evaluation Information Booklet which contains all you need to know about the project and how you might be affected.



In the booklet you will find details of how the Job Evaluation project was carried out, the robust system that was used, the County's new pay and grading chart and details of pay protection arrangements which have been jointly agreed with the Trade Unions - UNISON, GMB and TGWU.

By carrying out a Job Evaluation project Devon County Council has committed to tackling inequalities in the workplace. A dedicated Job Evaluation team, together with the full support of the Trade Unions, has worked hard to ensure an open, fair and balanced process has been carried out, which focuses on job requirements and not the individual.

You will shortly be receiving a personal letter which will contain details of the job score for your job, your new spinal column point and actual salary. Please look out for this important information in the coming weeks.

If, as a result of Job Evaluation your salary decreases, your current pay will be protected for three years and support, training and development opportunities will be provided to help with your progression at the earliest opportunity.



Please read and keep this Information Booklet as you will need to refer to it when you receive your personal letter. In the meantime, if you have any queries please contact your line manager or call the Job Evaluation helpline on **01392 388888**.

Thank you.

Phil Norrey
Chief Executive

Job evaluation: a brief history

Devon County Council has carried out the Job Evaluation project as part of the 1997 national Single Status Agreement. This meant that all councils had to review their local pay arrangements and ensure pay and grading are fairly implemented.

Job Evaluation focuses on the requirements for the job and not the individual. It is a method used to establish a fair and equal pay and grading structure and to ensure that all jobs are evaluated in the same way.

The Council's Job Evaluation project has been carried out as joint exercise between management and the recognised Trades Unions, GMB, UNISON and TGWU. For our part we recognise the need to reward staff fairly based upon equal pay for work of equal value by using an open and transparent scheme. We believe that aim can now be delivered by this pay and grading review.

Over the years there have been numerous instances where a lack of an agreed scheme has led to various anomalies, where there has been little or no justification for placing staff within specific grades. These were not fair to staff nor helpful to team dynamics.

It has taken a considerable amount of time and hard work by all involved to deliver these results, and we hope that you will agree that whatever the implications for individuals the process has been dealt with in a fair, honest and consistent way for all staff.

In the future there will be a need to review altered or any new posts to ensure that equality issues are dealt with in a proper way. The process doesn't end here but will continue to ensure an on-going fair deal for staff.

Moira Andrews

Joint Secretary for the Trades Unions
(GMB, UNISON and TGWU)

Job evaluation at Devon County Council

In early 2003 a dedicated, full-time Job Evaluation team was appointed. They began gathering information, creating and issuing Job Evaluation questionnaires to staff and organising evaluation panels consisting of Union representatives, staff and members of the Job Evaluation team.

The evaluation panels decided a level for every key feature – or factor – for every job. Each factor level equates to a number of points, the sum of which gives a total score for the job. The job score indicates the overall size of the job and its relative position in the pay and grading structure.

Devon County Council used the Greater London Provincial Council (GLPC) Job Evaluation scheme as it is recognised by authorities as a robust system that is comprehensive and straightforward to use. The scheme has been tried and tested, has Trade Union support and complies with Equal Pay and Single Status requirements.

The last part of the project was to validate the questionnaire results, create a new pay and grading scheme and pay model and to inform you of the results of Job Evaluation.

How job evaluation works

The Greater London Provincial Council (GLPC) Job Evaluation scheme chart opposite is designed to help you see how the job score for your job (which will be on your personal notification letter) is arrived at.

Each factor contains a number of levels. The number of levels for each factor varies; some may have four levels, while some may have eight.

By using the chart and the profile line for your job (which will also be in your personal notification letter) you will be able to see if your job has been evaluated with a high or low factor level.

The profile line for your job will relate to the 11 different factors and give a score for each factor level.

The job score for your job has been calculated by adding together all the scores in your job's profile line.

Example 1

The profile line for a job has a factor level three for "Creativity and Innovation".

By using the chart you will see that there are seven levels in this factor, with level three just below the middle.

The roles and responsibilities for the job should relate to the criteria in the chart, with upper, medium and minimum criteria levels listed. As level three is just below the medium level, the medium criteria should best relate to the job.

Example 2

If you felt a good description of the job under the Work Demands Factor was "Some deadlines or change in priorities" then the profile line should have a level three against that factor.

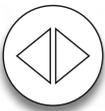
Greater London Provincial Council Job Evaluation Scheme

Factor	Levels	Minimum criteria	Medium criteria	Upper criteria
1 Supervision/Management of People				
Assesses the scope of managerial duties and the nature of the work which is supervised				
	1 - 7	Little or occasional supervision	Full, permanent, line management	Overall responsibility across a range of major functions
2 Creativity and innovation				
Measures the extent to which the work requires innovative and imaginative responses to issues and problems				
	1 - 7	Guidelines and processes limit creativity	General guidelines aid problem solving	Frequently "blue sky thinking" – no limits
3 Contacts and Relationships				
Looks at the type and level of people the job needs to deal with and the purpose of the contact				
	1 - 8	Routine limited contacts	Contacts may not be straightforward, detailed assessment required	Advising the Council on high level complex matters with major implications
Decisions				
4 Discretion: Identifies freedom to act and the controls in place				
	1 - 6	Little or no decisions, advice would be available	Working to general guidelines, a range of choices, advice not normally available	Decisions that affect the whole of the organisation
5 Consequences: Measures the outcome of decisions by effect, range and time scales				
	1 - 5	Limited effect, quickly known and readily amended	May have significant implications for the service	Major impact on the Council's policy and activities
6 Resources				
Assesses the direct responsibility for physical and financial resources				
	1 - 5	Little or no responsibility	Small plant, vehicles, larger sums of money	Major resources
Work Environment				
7 Work demands: Considers the relationship between work targets and deadlines and the management of priorities				
	1 - 5	Work not normally interrupted	Some deadlines or change in priorities	Constant change
8 Physical demands: Assesses the physical effort involved, including working in awkward positions and the high IT/computer use				
	1 - 4	Normal physical effort	Short periods of intense effort in awkward positions	Intense effort
9 Working conditions: Examines any unpleasant working conditions involved in the job, including heat light, dirt, noise and unpleasant surroundings				
	1 - 4	Work based inside	Majority of work outside or considerable dirty conditions	Continuously outside or continuously exposed to very disagreeable conditions
10 Working context: Examines the potential risk to employees in carrying out their duties				
	1 - 4	Minimal risk	Moderate risk	Substantial risk
11 Knowledge and skills				
Assesses the depth and breath of knowledge and skills, which are necessary to perform the full responsibilities of the role				
	1 - 8	Basic knowledge, readily understood rules	Specialist discipline, technician level	Working of a highly complex and diverse nature

Moving to the **new** pay and grading structure

As a result of Job Evaluation the salary for your job will be moved from the existing Devon County Council pay scales to the new pay and grading structure.

Where the salary for your job is placed on the new structure will depend on which category your job falls into: white, green or red.



WHITE salary stays the same

Your spinal column point on 1st April 2006 is within the spinal column point range of your new evaluated grade.

Your salary will be moved to the equivalent spinal column point in the new grade for your job or, if there is no exact spinal column point match, to the next highest spinal column point within the new grade.



GREEN salary will increase

Your spinal column point on 1st April 2006 is below the minimum spinal column point of your new evaluated grade.

Your salary will be moved up to the minimum spinal column point of the new grade for your job.



RED salary will decrease

Your spinal column point on 1st April 2006 is above the maximum spinal column point of your new evaluated grade.

Your salary will be moved to the maximum spinal column point of the new grade for your job at the end of the pay protection period, on 1st April 2010. The pay protection provisions are described in this booklet's Protection Arrangements section.

Our new pay and grading structure scheme

The chart below outlines Devon County Council's new pay and grading structure. This is needed as the existing grading boundaries are not compatible with the order of jobs coming out of the Job Evaluation project. The new structure has been jointly agreed with the Trade Unions.

Each job in Devon County Council has been evaluated and has scored a certain amount of Job Evaluation Scheme points. This is its Job Score.

Each new grade relates to a range of Job Evaluation Scheme points or scores.

Each of the new grades contains several spinal column points.



New Grade	Spinal Column Points	Job Evaluation Scheme Points/ Job Score	Current salaries* valid until 1st April 2007
A	1 – 6	Up to 230	Up to £11619
B	7 – 11	231 – 275	£11994 - £13854
C	12 – 17	276 – 330	£14142 - £15825
D	18 – 22	331 – 380	£16137 - £18450
E	23 – 28	381 – 430	£18993 - £22293
F	29 – 34	431 – 480	£23175 - £26928
G	35 – 39	481 – 530	£27492 - £30843
H	40 – 44	531 – 580	£31653 - £34986
T	45 – 50	Above 581	£35772 - £39968

*salaries will be subject to a "cost of living" rise on 1st April 2007

Implementation and effective dates

You will shortly be receiving a personal letter notifying you of the results of the Job Evaluation project, details of its implementation and how you will be affected.

The 'effective date' of implementation of the Job Evaluation project is 1st April 2006. Pay and grading changes will be carried out through the payroll system on the actual implementation date, which will be 1st April 2007. This is when pay changes will be reflected in your payslips.

If you are due an increase in pay as a result of Job Evaluation you will receive one year's pay arrears for the time between the effective date of 1st April 2006 and implementation date of 1st April 2007.

Pay protection arrangements

If your job is red circled and you experience a reduction in salary as a result of Job Evaluation, you will be entitled to full pay protection for three years.

The three years' protection will start on the implementation date of 1st April 2007 and will finish no later than 31st March 2010.

Incremental progression will continue during the pay protection period, within the boundaries of Devon County Council's current pay and grading structure.

Support, training and development opportunities will be provided if your job is red circled with the aim of moving you out of the red circle as soon as possible.



Equal Pay Compensation

Equal Pay Compensation is a payment that relates to the period before 1st April 2006. It will apply to employees who:

- receive an increase in pay as a result of Job Evaluation (Green jobs)
- were in the same post immediately before 1st April 2006
- may have an equal pay claim which could succeed before an Employment Tribunal.

If **all** the above requirements are met Equal Pay Compensation will be offered, depending on the relevant length of service in the post, up to a maximum period of six years.

Details of Equal Pay Compensation will be given to the relevant employees after the Job Evaluation results have been notified.

Pensions and Job Evaluation

If you have any concerns regarding how the Job Evaluation outcome will affect your pension you need to contact Devon Pension Services for personal information. Please see the Help section at the end of this booklet for their contact details.

As a general rule, if you are in a red circled job (please see the section on Moving to the new pay and grading structure) then Devon County Council are permitted to issue you with a Certificate of Protection of Pension Benefits. Certificates cover a period of 10 years and would be valid from the date at which your pay goes down after the three years protection has expired.

During this 10 year period, if you retire or leave the pension scheme (subsequently qualifying for a deferred benefit) your benefits will be calculated using your protected salary (ie the salary you were on prior to the Implementation Date) if that is still your highest salary.

During the protected time period, pension contributions will continue to be paid by the scheme member as normal on actual pay.



the appeals procedure

Devon County Council has taken considerable care to ensure that the process used to evaluate jobs under the Job Evaluation scheme is objective and fair. However, the importance of having an appeals procedure is recognised as part of the collective agreement between Devon County Council and the Trade Unions - UNISON, TGWU and GMB.

There will be two stages to the appeals procedure, informal and formal.

If you wish to register an informal appeal with the Job Evaluation appeals team, **the deadline is six weeks from your Job Evaluation notification date**. After the conclusion of the informal appeal has been confirmed in writing, you will have **20 days to register a formal appeal request** if you wish.

Informal appeals will consider existing Job Evaluation questionnaires. You will also be able to supply additional evidence to support your appeal, with the aim of resolving your concerns without the need for a formal appeal.

Formal appeals will be heard by an evaluation panel and will consider all the evidence and outcomes from the informal panel as well as a formal appeals form which you will be asked to complete.

The results of a formal appeal could alter your Job Evaluation score and therefore could change your job grade either up or down.

If your job grade increases as a result of the formal appeal you will be re-graded at the higher grade, and to the salary grade at which the salary for your job would have been moved to on 1st April 2007, with effect from 1st April 2006.

The outcome of the formal appeal could also decrease your evaluation score and subsequently your job grade or it could leave the evaluation score unchanged.

At both the informal and formal stages you can have Trade Union representation or be accompanied by a work colleague. For joint appeals, a section of those appealing will be nominated to represent the group and Trade Unions will also support the process.

To obtain full details of the appeals procedure and the relevant forms please contact:

Job Evaluation Appeals Team

Park 5

Arlington House

Harrier Way

Sowton Industrial Estate

Exeter EX2 7HU

Email: Jobeval@devon.gov.uk

Telephone: 01392 38 8888

Further help & advice

Hopefully this booklet will give you all the information you need about Job Evaluation and how you might be affected. For further help and advice please contact one of the services below:

Area of concern/questions needing answers	Source of information	Contact details
First point of contact for most queries	Your line manager	Their usual contact details
<ul style="list-style-type: none"> The Job Evaluation Process Frequently Asked Questions 	Intranet site	staff.devon.gov.uk /jobevaluation
Contract queries	HR Professionals	01392 385555
Payroll questions	Payroll Team	01392 382400
Pension queries	Devon Pensions Service	01392 688212 or 688216 Email: pensions@devon.gov.uk
<ul style="list-style-type: none"> General queries Not happy with the outcome 	Unions	Helpdesk 01392 383424
Health and wellbeing issues	Wellbeing at Work Service	Telephone 01392 384800 Email: wellbeingreferral@devon.gov.uk
Questions about the Job Evaluation Process for schools	School Champions	staff.devon.gov.uk /champions.doc
<ul style="list-style-type: none"> Queries about the Job Evaluation Process Queries about the Appeal Process 	Job Evaluation Team	Helpline 01392 38 8888 Available Mon-Fri 9am-5pm (plus Saturdays until Christmas)

If you would like this in a different format such as large print, Braille or tape, or in a different language, please contact the Council's Information Centre on 01392 380101 or email: info@devon.gov.uk



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