

A number of frequently asked questions (FAQs) have arisen.

Why do I have to sign for the score letter?

This is so that NCC can ensure that you have received the score for your post.

Does signing for the letter mean that I agree with the score?

No, all it means is that you have received the envelope.

Where can I find out about appeals?

A document has been produced by NCC called

'Job Evaluation Appeals procedure and how to appeal against your job evaluation job score'

This is available in school and has been e mailed to all UNISON members that we have an e mail address for. If you are a UNISON member and have not received a copy from us, simply email us and we will e mail a copy to you. We are not able to post paper copies to all members due to the size of the document, NCC have sent two copies into each school.

Where can I find out about other questions I have about how my score might affect me?

NCC have produced a document called

'Job Evaluation – School Support Staff Frequently asked questions'

This is available in school and has been emailed to all UNISON members that we have an e mail address for. If you are a UNISON member and have not received a copy from us, simply email UNISON (branch.office@nottsunion.org.uk) and we will email a copy to you. We are not able to post paper copies to all members due to the size of the document, NCC have sent two copies into each school.

What if I feel that I didn't have the opportunity to include all of the information or send in the appropriate profile?

All staff should have had the opportunity to submit the relevant profile from a choice of profiles and to include additional information where necessary. If you were not able to do this for your post and feel that this has made a difference to the score that your post has received you have the opportunity to either contact the Customer Service Centre or ring the UNISON office on **0115 9810405** and ask to speak with Selwyn Seymour.

The profile I sent in wasn't signed off by UNISON, has it been signed off now?

The intention was that all profiles would be signed off by the trade unions before evaluation. However due to the considerable amount of profiles this was not possible in all cases. This now means that scores will be released before some profiles have been signed off. Members should contact the UNISON office and talk to Selwyn Seymour and take the opportunity to raise any concerns - these will be looked in to. Or you can contact the Customer Contact Centre who will pass your concerns to the JE team.

Staff will still be able to raise any concerns after the scores have been released.

Contact details for Selwyn Seymour:

Telephone: 0115-9773761 or 0115-9774359

Email: selwyn.seymour@nottscc.gov.uk

I think I might have an equal pay claim?

Members should fill in the form sent to them very recently in the equal pay newsletter and return it to UNISON. If you have not got the newsletter you can ring UNISON's equal pay unit on 0115 847 5422 and another form can be sent to you.

It is vital to note that strict time limits apply to equal pay claims. A claim must be made to the Employment Tribunal within 6 months of the end of the employment which is the subject of the claim, or the date of a TUPE transfer - otherwise it will be time barred. The 6 month time limit can be triggered by a change of job, hours of work, promotion, a move from temporary to permanent, or a TUPE transfer. **The introduction of the new pay and grading structure may also amount to a time limit trigger, meaning all claims for historic losses need to be made within 6 months of its introduction.** We strongly recommend you make enquiries now if you have any concerns, and don't wait until later.