

Notts UNISON – Job Evaluation March 2011

By now you should have received the score for your post as it was in 2008.

This was done based on the Job Description and the completed role profile for your post that was sent into the JE team at County Hall. **It may not reflect the job that you currently do as there may have been significant changes to your duties since 2008 or you may have changed jobs since then.** Advice on what to do if this is the case is available in the guidance documents sent into schools by NCC, these can also be easily found on the Notts UNISON website <http://www.nottsunison.org.uk/> and further up to date advice will be placed on the BIG ISSUES section of the NCC Website.

You were asked in school to sign for the letter containing your job score – **please note that this was not to say that you agreed with the outcome of the evaluation. It simply confirmed that you received the envelope.**

If you need to contact your UNISON steward with a query it will help if give the person that you speak with the following information when you call:

- Your name
- The school you work at now
- Was the profile submitted as part of a group ie: a group of admin assistants?
- Is the score you are calling about at the school you work at now?
- What your post was in September 2008 –(remember that is this post that your score is for)
- The nature of your query, is it about assimilation, appeals etc

Caretakers - Consolidated pay will no longer be included in the salary for caretakers.

Information on the pay arrangements for standby, callouts, split shift allowances can be found on p14 of the Evaluation Outcomes & Implementation guidance booklet that you is in school, this can also be found on Notts UNISON website.

Make sure that you know how to claim for lettings, callouts and split shifts.

Notts UNISON will be sending out a flier to all caretaker members at their home address in the near future. If you feel that you did not have the opportunity to fill in the right profile for your post and add all the relevant information you can appeal your score. Guidance is in the booklet Job Evaluation Appeals Procedure which is available in school - ask your Headteacher for a copy.

Teaching Assistants

If you are a TA and your role has changed since 2008 ie: you were Grade 1 in 2008 and are now Grade 2, your Head will soon have a form to complete to allow the grade to be reviewed without the need for an appeal. This is because this is a large job group with many changed jobs. Details can be found on p5 of the Evaluation Outcomes & Implementation booklet that has been sent to your school and can be found on the Notts UNISON website.

Appeals If you feel that the scheme has been wrongly applied, that there is new or better information to support the evaluation of your post or if your post has an indicative score (marked with an I on the score) you should read the NCC guidance; *Appeals Procedure and how to appeal against your job evaluation score* which is available in your school and on the Notts UNISON website. It will help you to have:

- A copy of the job description for your post that was sent to County Hall

- A copy of the completed role profile that was sent to County Hall
- A copy of the Factor Descriptors for your Job Group (available on the BIG ISSUES section of the NCC website)
- A copy of the 13 Factors and how scores are attached that are available in the JE manual in your school

Notts UNISON is talking to NCC to agree the best way of supporting staff with appeals.

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NCC have set the date of 25th March to register an intention to appeal and 15th April to send in supporting paperwork to the JE team.

Notts UNISON is aware that the timescale for appeals is short, we are taking this issue back to NCC and will continue to press for extensions. In the meantime if you wish to appeal you must comply with these deadlines. Please contact the Branch office if you need assistance.

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Pay Protection

If the score for your job means that your pay will go down you need to select your Pay Protection option by 31st May 2011.

You can consider the options and advice on p10 of the NCC Evaluation Outcomes & Implementation booklet that is in your school and you can also find this on the Notts UNISON website.

If you have not received your score please contact the JE team as they are able to answer your questions in those circumstances.

You may work in a Voluntary Aided or Foundation School – please let Notts UNISON know if the Governors have decided not to implement the results of the JE process at your school.

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 the newsletter you can ring the UNISON 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 that you make enquiries now if you have any concerns, and don't wait until later.

What's happening about back pay?

NCC has agreed that the implementation date will be 1st April 2002. However UNISON is still seeking resolution of all equal pay back pay issues and part of the present negotiations. To protect your rights we strongly recommend that you fill in the equal pay enquiry form sent to you recently. Additional copies of the form are available from the Branch office.