



Framework Agreement

Role Evaluation Appeals Questionnaire

Please complete this form as soon as possible after you have been informed of your new grade and send it to your Amicus representative *INSERT union rep contact details* You will then be asked to come to an informal interview by your representative who will review your case and advise on whether or not to proceed with the appeal, the final decision on whether to proceed or not will be yours but the union may not support every appeal. Please bring all paperwork and documentation to any meeting arranged by your representative.

Date:

Your Name:

Amicus Member No: Date Joined:

Was Your Role: White Circled: Red Circled:
 Green Circled: Blue Circled:

- *White circled = role evaluated as correct.*
- *Green circled = role evaluated higher than current grade*
- *Red circled = role evaluated lower than current grade.*
- *Blue circled = role not yet evaluated.*

You workplace representative (or HR) will be able to advise you further on the meaning of these terms.

Have you received and read the appeals process documentation from HR? Yes: No:

Was your role analysed: individually: as part of a group: as a benchmark:

Are there any roles you feel you could have been compared/matched against? Yes: No:

If Yes please give details: Are they Male: Female:

Are you aware of anyone else in your department/section that is likely to appeal? Yes: No:

Is your line manager likely to support your appeal? Yes: No:

Have you ever raised an appeal against your current or previous grading? Yes: No:

What new grade have you been assigned to?

What was your previous pay scale and grade?

Do you have a copy of your role analysis role outline form? Yes: No:

Please give details of the basis for your appeal, making it clear on what grounds you feel you have an appeal (e.g. missing role data, procedural errors or equal pay claim) and provide any further evidence you feel may not have been taken into account.

It is important to remember that any appeal could have a positive, negative or neutral outcome and that the process itself can take a long time to complete.

In the first instance any appeal should first be lodged in accordance your Institution or University appeals procedure, if this fails it may then be taken further through the Institution or University's grievance procedure, if this fails a grievance appeal can be lodged. **Be aware that there may also be legal time limits that apply especially to pursue any claim to an Employment Tribunal.** The union centrally will advise on these matters and you should contact your local union representative or Regional Officer for advice on how to do this. Do not delay taking action to have your appeal or grievance heard.

Please note that you as an individual have the right to appeal but if your union workplace representative believes your case is weak or could lead to a downgrading they may advise against an appeal.