



## Re-grading Policy and Procedure

### 1 Introduction

- 1.1 The University states in its vision that staff are its most important resource. It is clear that staff have a crucial role to play in achieving the challenging mission, vision and strategic goals set out in Our Future. The University therefore needs appropriate arrangements in place to recognise in a timely, transparent and fair way the development and growth of jobs. Circumstances will include those where an individual's role has expanded or become extended to incorporate sustained work requirements at a higher level than their current grade.
- 1.2 The purpose of this policy is to provide a sound framework within which to facilitate the re-grading of roles in a fair, consistent and equitable manner across the University. The accompanying procedure provides guidance on how this policy will be implemented.

### 2 Scope

- 2.1 This policy is applicable to all applications for re-grading of roles up to and including grade 8 (other than academic and research staff). It applies irrespective of the type of role that staff fulfill and how their post is funded. However, when a role is not expected to last beyond 12 months (such as internships and some secondments) a re-grade would not normally be considered unless there are exceptional circumstances. There are separate salary review arrangements for staff at grade 9.
- 2.2 This policy applies to all roles where there has been a substantial increase in the requirements of the job and a significant increase in the level of responsibility. It is recognised that individuals in all grades throughout the University put a great deal of effort and commitment into their work and sometimes undertake additional activity for their own personal development. However, these factors do not form a sufficient basis on which to make an application for re-grading unless they impact on the level of ongoing responsibility required of the role. The Rewarding Exceptional Performance Policy may be an appropriate alternative means of rewarding an exceptional

contribution in respect of a one-off task/project or rewarding sustained exceptional contribution in a role.

- 2.3 This policy is not for use in circumstances where there is a difference between pay for particular roles in comparison with current rates for similar roles in the wider employment market. In such cases, reference should be made to the University's Market Pay Policy.

### **3 General Principles**

- 3.1 In order for the policy and procedure to be effective it is essential that all staff involved in its application are aware of this document and adhere to its provisions. Advice and guidance on the operation and application of this policy and procedure is available from the Job Evaluation, Reward and Benefits Team or People and OD Partners.
- 3.2 Opportunities for promotion to higher graded jobs are available via advertised vacancies. Where staff seek advancement, and where there is no requirement for their existing role to develop to a higher grade, they are encouraged to apply for promotion in this way.
- 3.3 If a member of staff wishes to raise a grievance in connection with the allocation of a grade to their role during the re-grading procedure, such grievance shall be dealt with under this policy and not under a separate grievance procedure. If, however, the grievance relates to other matters, for example dignity at work, it will be dealt with according to the relevant policy, as determined by the applicant's Head of People and OD.
- 3.4 Re-grading will be approved where assessment of the evidence provided results in a new role profile which scores within the boundaries of a higher grade.
- 3.5 The additional duties and responsibilities on which the case for re-grading is based should have been undertaken with the knowledge and agreement of the individual's manager.
- 3.6 Evidence relating to the agreed additional duties and responsibilities will be assessed against the Higher Education Role Analysis (HERA) elements and a new profile generated where applicable.
- 3.7 Applications can be submitted at any time, however the post holder must have normally been in the role for a minimum of 6 months prior to an application being made.

- 3.8 The effective date of successful applications may be approved by the applicant's line manager and/or the appropriate senior approver of up to a maximum of six months prior to the date on which the application was submitted to People and OD. If a date within that period cannot be agreed, then the date on which the application was submitted to People and OD will be used.
- 3.9 In order to ensure a consistent, fair and systematic implementation of the policy, details of all re-grading applications and their outcomes will be collated centrally within People and OD and reported to the People and OD Sub-Committee.
- 3.10 Applications will normally be submitted by an individual with support from their manager. However where the manager is not able to verify the evidence, it will still be possible for an individual to submit an application as outlined in point 5.4.
- 3.11 Where an individual's application is unsuccessful and they are dissatisfied with the outcome, an appeal may be submitted and considered in accordance with section 6 of the Re-grading Policy and Procedure.
- 3.12 The Job Evaluation, Reward and Benefits Team and People and OD Partners are all trained in the HERA job evaluation methodology.
- 3.13 As an equal opportunity employer the University aims to treat all people equally, irrespective of age, disability, race, ethnic origin, gender re-assignment, marriage or civil partnership, pregnancy or maternity, sex, sexual orientation, religion or belief, socio-economic background or spent criminal convictions. Outcomes will be monitored and analysed to ensure that principles of equal treatment are observed.

#### **4 Monitoring and Review**

- 4.1 This policy will be reviewed regularly including analysis of the outcomes of applications. Reviews will be conducted in full consultation with campus trade unions.

## 5 Re-grading Procedure

- 5.1 This procedure outlines the arrangements for implementing the University of Manchester Re-grading Policy. Any queries should be directed to the Job Evaluation, Reward and Benefits Team or to People and OD Partners.
- 5.2 Applications for re-grading, should be made using the Re-grading Application Form which can be accessed via the [Job Evaluation, Reward and Benefits Team website](#).
- 5.3 Using the Re-grading Application Form, the individual and/or their manager should provide a summary of their additional duties or responsibilities. They should then record specific and detailed evidence of the additional duties or responsibilities undertaken against each of the applicable HERA elements. The completed form should be signed by the individual and verified and signed by the manager. Additionally, the application should be approved by a member of staff of appropriate seniority from the School, Department, Faculty or Directorate.
- 5.4 Applications for re-grading will normally be made by an individual with support from their manager. However where a manager does not believe that the duties and responsibilities have increased and cannot therefore verify the evidence, it will still be possible for an individual to submit an application. In the interests of transparency, where the manager or senior approver feels unable to support an individual application, discussions should take place and, where appropriate, additional information sought to try and resolve any differences in opinion about the requirements of the role. If no resolution is possible, and the individual still wishes to submit their application, the manager and/or senior approver should clearly explain their reasoning to the individual and complete the relevant section of the Re-grading Application Form in advance of the application being submitted.
- 5.5 The verified and signed Re-grading Application Form, the original and updated job descriptions, and any other supporting information, such as a current structure chart, should be submitted to the People and OD Partner. Once the People and OD Partner has reviewed the application, they will submit it to the Job Evaluation, Reward and Benefits Team for assessment.
- 5.6 The outcome of the role analysis of the application will normally be notified to the individual and/or their manager within 20 working days of the application being submitted to the People and OD Partner. If it is not possible to respond within 20 working days they will be advised of the reason for the delay and when they can expect a response.

- 5.7 In the event that a member of staff is unsuccessful in their re-grading application and any subsequent appeal, a further application for re-grading will not be accepted until a twelve month period has elapsed since the final notification of the re-grade outcome.
- 5.8 In order to comply with the requirement to report and monitor outcomes to the People and OD Sub-Committee, a summary of applications received and success rates will be submitted annually for the year running from 1 August to 31 July. The information will be maintained and reported to the People and OD Sub-Committee by the Job Evaluation, Reward and Benefits Team. The information will contain equal opportunities monitoring data.

## **6 Appeals**

### **6.1 Stage One**

The individual should submit their appeal in writing to their People and OD Partner clearly stating the grounds on which it is being made. This submission must be made within one calendar month of receipt of written notification of the re-grading application outcome.

If an individual requires any assistance with preparing a written appeal, they should seek help from a university colleague or their trade union representative.

On receipt of the appeal submission, the individual will be invited to attend a meeting with their manager, People and OD Partner, and a Role Analyst. The individual will have the right to be accompanied by a university colleague or trade union representative. The individual must take all reasonable steps to attend this meeting, however, if this is not possible, the date may be changed by mutual agreement.

At the meeting the individual will be given the opportunity to explain the grounds for their appeal and discuss additional evidence to support their application. Any additional written evidence should be submitted at least 10 working days prior to the meeting.

Following the meeting, the People and OD Partner and Role Analyst will:

- Review all of the evidence provided in support of the application and request further clarification from the individual and/or manager if required.

- Assess whether any of this evidence supports any changes to the existing HERA profile, resulting in a new profile and points score.
- Notify the individual of the outcome explaining, if appropriate, why the additional evidence has not resulted in a change of grade.

The individual will normally receive written notification of the decision within 15 working days of the meeting and be given details of how to appeal against that decision if they are dissatisfied with the outcome. If it is not possible to respond within 15 working days they will be advised of the reason for the delay and when they can expect a response.

## 6.2 Final Stage

If an individual wishes to appeal against the Stage One decision, they should notify their People and OD Partner in writing, clearly stating the grounds on which their appeal is being made, within 10 working days of receiving written notification of the outcome.

They will be invited to attend a further meeting with an appeals panel consisting of two management representatives and two trade union representatives, one of which shall be from the Trade Union that represents the occupational group of the individual. The independent Chair of the panel will be a member of the Planning and Resources Committee (PRC), or their delegated representative. The individual will have the right to be accompanied at the appeal hearing by a university colleague or trade union representative.

The panel will be provided with all documentation relating to the appeal and will be supported by a Role Analyst who has had no previous involvement with the case.

The individual must take all reasonable steps to attend this meeting, however, if this is not possible, the date may be changed by mutual agreement.

At the meeting the appellant will be given the opportunity to explain the grounds for their appeal. Any written information to be considered by the panel should be submitted at least 10 working days prior to the meeting.

The manager(s) and People and OD Partner involved in earlier stages of the procedure will be given an opportunity to present the rationale for the decisions taken to date in the process and to highlight any key evidence.

The panel will review all of the evidence presented and determine whether the decision taken at the Stage One Appeal was justified.

The individual will normally receive written notification of the panel's decision within 15 working days of the meeting. If it is not possible to respond within 15 working days they will be advised of the reason for the delay and when they can expect a response.

Where an individual has good reason to believe that a proposed member of the panel may not be able to take an objective stance in relation to their case, they may submit in writing their reasons to the Director of People and OD within 5 working days of receiving notification of the Panel membership. The Director of People and OD will consider the grounds, where appropriate in consultation with full time trade union officials, and respond to the individual. In the event that the grounds are accepted, an alternative panel member will be nominated. The Director's decision will be final.

## **7 Procedure Guarantees**

7.1 At each stage of the procedure the individual will:

- Have the right to be accompanied by a university colleague or trade union representative at any meeting that they attend to discuss their re-grading application.
- Normally receive a written response within 15 working days of any appeal meeting taking place.
- Where it is not possible to respond within 15 working days, they will be provided with an explanation for the delay and advised when a response can be expected.
- Be assured of complete confidentiality (save where disclosure of information is necessary for the purposes of applying this policy).

Document control box	
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Related Statutes, Ordinances, General Regulations:	
Related policies:	Academic Promotions Policy Recognising and Rewarding Exceptional Performance Policy and Procedure Market Pay Policy
Related procedures:	
Related guidance and or codes of practice:	Guidance notes for Completing the Re-grading Application Form Re-grading roles and responsibilities Re-grading checklist
Related information:	
Policy owner:	Director of People and OD
Lead contact:	Policy Manager