



JOB EVALUATION

Advice and guidance below

If you fall into one of the categories listed you need to follow the appropriate template letter attached within the time scales stipulated.

- a) If you are employed in a non-schools service and received notification of a 'green circled' job in November 2006 but because of a changed job or reduction of hours between April 1st 2006 and April 1st 2007 failed to receive equal pay compensation complete grievance letter 'A' as per attached appendices.
- b) If you are employed in a non-schools service and received notification of a 'green circled' job in November 2006 but have had this withdrawn and or the equal pay compensation was withheld, complete grievance letter 'B' as per attached appendices.
- c) If you are employed in a schools based service and received notification of a 'green circled' job in February 2007 but because of a changed job or reduction of hours between April 2006 and April 2007 failed to receive equal pay compensation complete grievance letter 'C' as per attached appendices.
- d) If you are employed in a schools based service and received notification of a 'green circled' job in February 2006 but have had this withdrawn and or equal pay compensation was withheld, complete grievance letter 'D' as per attached appendices.
- e) If you know of an individual that has left employment since April 2006 please refer enquiries direct to the Unison branch office for guidance and advice.

GUIDANCE – GRIEVANCES TO BE LODGED BY 29 MAY 2007

**Letter A and B to: Heather Barnes, Director of Personnel & Performance,
Room 226, County Hall, Topsham Road, Exeter EX2 4QU**

I am writing to formally lodge a grievance in respect of non payment of equal pay compensation for the post I held as at 1 April 2006.

Previous post(fill in details)

Current post(fill in details)

or changed hours in respect of post(fill in details)

The remedy I am seeking is full relevant equal pay compensation as per effective date for Job Evaluation of April 2006.

I would expect all timescales within the grievance procedure to be strictly adhered to.

Letter B

I am writing to formally lodge a grievance in respect of the withdrawal of the 'green circled' notification and non payment of equal pay compensation for the post I held as at 1 April 2006.

Previous post(fill in details)

Current post(fill in details)

or changed hours in respect of post(fill in details)

The remedy I am seeking is full relevant equal pay compensation as per effective date for Job Evaluation of April 2006.

I would expect all timescales within the grievance procedure to be strictly adhered to.

Schools Letters overleaf

TIMESCALE WITHIN SIX MONTHS FROM 5 FEBRUARY 2007

Letter C and D – goes to Principal/Head Teacher/Chair of Governors/UNISON and J.E. Team

I am writing to formally lodge a grievance in respect of non payment of equal pay compensation for the post I held as at 1 April 2006.

Previous post(fill in details)

Current post(fill in details)

or changed hours in respect of post(fill in details)

The remedy I am seeking is full relevant equal pay compensation as per effective date for Job Evaluation of April 2006.

I would expect all timescales within the grievance procedure to be strictly adhered to.

Letter D

I am writing to formally lodge a grievance in respect of the withdrawal of the 'green circled' notification and non payment of equal pay compensation for the post I held as at 1 April 2006.

Previous post(fill in details)

Current post(fill in details)

or changed hours in respect of post(fill in details)

The remedy I am seeking is full relevant equal pay compensation as per effective date for Job Evaluation of April 2006.

I would expect all timescales within the grievance procedure to be strictly adhered to.