

Scottish Borders Branch

UNISON Guidance for Members Who Intend to Appeal Their Job Family / Job Profile / WEPE Allocation.

If you feel you have a case that you have been placed with the wrong Job Family / Job Profile / WEPE, there is an agreed process for you to use to appeal. Copies of this process can be requested from HR or your Manager.

The procedure is a two stage process and you need to fill out the form to start at Stage One. Please note there are time limits and you must comply with these. If for good reason you miss your time limit, you must contact HR and UNISON as soon as possible to seek an agreement to extensions in time.

If you are seeking UNISON Representation throughout the process, ensure you fill out the Stage One Form with "UNISON" as your Trade Union and send a copy of the completed form to your UNISON Representative when you send your form to HR. If you are unsure of who is your Representative is, send a copy of the form to Frank Dutch, Tait Hall, Edenside Road, Kelso, TD5 8BB. Frank will allocate you with a Representative in due time .

A UNISON Representative will be allocated to you and will attend the Stage One Meeting with you. Staff from both HR and Management will be at this meeting with you. At this informal meeting, explanations will be given to you as to how you were placed in the various Job Family / Job Profile / WEPE and you can discuss all areas of concern you have. Your Representative can give you guidance and assist you in understanding your options within this process.

Where you decide to use Stage Two in the procedure and your UNISON Representative agrees with your decision, further Representation will be provided at the formal stage. You will need to fill out the form for Stage Two and give a copy to your Representative. Please note there are time limits and you must comply with these. If for good reason you miss your time limit, you must contact HR and UNISON as soon as possible to seek an agreement to extensions in time.

The UNISON Representative at Stage Two will not always be the same Representative as in Stage One.

Your UNISON Representative will attend Stage Two with you. Your Representative will support you at this meeting and assist you if needed in putting forward your case. This stage is heard by an Appeal Panel, your Manager may attend and Witnesses may be called. This stage is formal and has a set order in how this meeting will run. You are likely to be asked questions by the Panel to help clarify your case and to help ensure they have all the information they need to come to a fair decision.

Please note a large number of Appeals are expected and we have a small number of UNISON Representatives. These Representatives have a large workload and may at times ask you to postpone meetings and reconvene meetings to ensure a Representative will attend meeting with you.

The Member must have been in membership of UNISON for at least 4 weeks prior to the Member knowing that she/he had need of Representation and seeks Representation from UNISON. (Individuals received letters advising them of Job Allocation outcomes on 23rd June 2008, therefore only Members who joined prior to 26th May 2008 will be Represented in this Appeals System) The Member must not be in arrears of contribution.