

Appeal Request Following Translation to National Pay Structure

Employee Information:

Employee Number:		Date Submitted:	
Last Name:			
First name:			
Phone number:			
Service/Department:			
Position title:			
Your work email address:			
Manager name:			
Manager contact number:			
Manager email address:			

If this appeal is for a group of employees doing the same or similar roles in the department, please provide all the names and position titles of the other employees represented in this appeal request.

Additional Employees Included in Appeal:

Name:	
Position title:	
Work email address	

(Add more names, position titles and work email addresses as required)

Grounds for Appeal Request:

The three grounds for an appeal request are that an employee believes their role was:

- 1 - Mapped against a national profile that is not the “best fit” profile
- 2 - Translated to the incorrect step in the band or pay level in the Coder pay framework
- 3 - Mapped as out of scope of the settlement and they believe they are in scope

Appeal:

Please identify the type of appeal being made (1 – 3 above):

Type of appeal ¹	
Attachments (please list)	

¹ Note that an employee may make an appeal on more than one ground for appeal. In such a case list each ground for appeal.

Support material:

Appeals must include the following support material:

1 Mapped role appeal

Appeals must include the following support material:

- The letter the employee(s) received advising the National Role Profile and translation
- A description of the key functions of the work the employee(s) carry out for all employees making the appeal and why it better fits another role profile. This may include position description or equivalent desk file or task list
- The National Role Profile the employee(s) believe they should be mapped to

2 Translation to pay system appeal

Appeals must include the following support material:

- The letter the employee(s) received advising the National Role Profile and translation
- For Administration and Clerical roles – evidence of time in role
- For Clinical Coders the appeal must include evidence to support translation to a different level including qualifications (or equivalent time served), training completed, meeting criteria for levels.

Notes:

- For Administration and Clerical roles please read the Time in Role Guidance before making an application appealing translation.
- For Clinical Coder roles please read the Clinical Coder level framework (Schedule 8 of the Operational Guidelines) before making an appeal on the basis of the level translated to.
- The Time in Role Guidance and Operational Guidance will be made available to support appeal applications.

3 Out of scope appeals

Evidence must include:

- A description of the key functions of the work the employee(s) carry out for all employees making the appeal and why it fits a role profile within the scope of the settlement. This may include position description or equivalent desk file or task list.
- The National Role Profile the employee(s) believe they should be mapped to

Note: Please read the Continuums defining the scope of the settlement before making an out-of-scope appeal. The Continuums will be made available to support appeal applications.

Submission of Appeal:

All appeal applications forms must be submitted **within 6 weeks** of receiving notification of the mapping and translation outcome except in the following situations:

- If you are on leave or leave without pay when you receive notification of the mapping and translation outcome, your 6-week window will commence on the date of your return to work.

Submissions should be made in accordance with District processes for receiving appeals.

Incomplete applications will be sent back to the employee with advice on what further information is required.