Appeals Process

Receipt of official translation to new pay system letter or notification that the appeals process is open.

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6 week appeals window commences. For employees who are on leave or leave without pay at the time of receipt of letter, the 6 week appeals window commences on the date of their return to work.

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Desire to appeal mapping or translation outcome?
- Yes →
- No → End of process. Movement to new pay system and , if applicable, backpay will be processed by 30th September 2022

Yes: Employee or team to fully complete appeal application form including evidence in relation to contested mapping or translation. Line Managers can assist in this process

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Send completed appeal application form to local bi partite Appeals Commitee

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Form Complete?
- No → (back to Employee or team to fully complete appeal application form)
- Yes ↓

Local bi partite Appeals Commitee to review application

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Outcome established?
- Yes → Outcome communicated within 6 weeks of application submission
- No → Appeal referred to National Bi Partite Appeals Commitee

Appeal referred to National Bi Partite Appeals Commitee → Outcome communicated within 6 weeks of application submission

Outcome communicated within 6 weeks of application submission →

Does outcome show a change in band/step?
- No → End of process. Movement to new pay system...
- Yes ↓

Was application received within applicable 6 week window?
- Yes → Change implemented with the effective date of the Admin and Clerical Pay Equity Settlement Agreement
- No → Change backdated to the date of submission