Requesting a Re-grade for a Fole (for Staff Who Work Regular Hours)

If you feel your role has significantly changed from the one you were recruited to perform e.g. you have taken on new areas of responsibility or delivery, please start by speaking with your manager about starting a re-grade process.

- You will complete a regrade request form.
- You will send the form to your manager to add their comments (if appropriate). You have the right to see a copy of the information provided by your manager.
- The form should be sent to Human Resources.
- The COO will review the application and will make a recommendation to the HR Subcommittee.
- The COO will send a response, ideally within 6 weeks, saying whether the application has been approved.
- They will then work with the staff member on a new job description.
- If the request is not approved the staff member has the right to send an appeal to Chair of the HR subcommittee within 5 working days of receiving the response.
- The COO will report on the change at the subsequent HR and Risk subcommittee meeting.