

Green Templeton College University of Oxford

Re-grading Policy

The particular duties and responsibilities of a post may vary from time to time without changing the nature of the post or the level of responsibility it carries. Such variations are common and do not necessarily alter the status of the post and reasonable flexibility of the post holder is to be expected.

Where there has been a substantial increase in responsibilities, consideration may be given to re-grading the post. The additional responsibilities must be of a permanent nature and should have been successfully undertaken by the post holder for a minimum of three calendar months.

In order to ensure a consistent approach, all re-grading requests will be considered by the HR Committee.

Any re-grading request must be made by completing the Green Templeton College re-grading request form which will be countersigned by the individuals' line manager who will state whether or not they support the re-grading request.

A request for re-grading may be initiated by an individual member of staff or their manager and the procedure above will be adopted in each case.