

23rd January 2017

All Members Newsletter

# LTU Ratings Advice

**Line Managers will shortly begin to arrange 1-to-1 meetings to communicate end-of-year ratings and to discuss overall performance feedback for the year. Those meetings should be completed by the end of January.**

**The end-of-year ratings staff will receive over the next few weeks will determine the level of pay increases and bonus payments they receive over the coming months.**

End-of-year performance ratings can also influence future promotion prospects and have a key role in determining which staff are made redundant during reorganisations so it's important that staff across the Bank receive the ratings they deserve. The key issues to remember are:

- **If you are given an 'Under Performer' or 'Developing Performer' performance rating then you must contact the Union's Bedford Office immediately. Do not try to deal with it on your own or ignore it and hope it goes away. It won't.**
- **If you receive any other rating with which you disagree (see table below) and are sure you have a case, you should challenge that rating now – leaving it until the mid-year will be too late.**
- **Challenging a justified rating on the basis that it's 'worth a go' is likely to be a waste of everyone's time and we actively discourage members from doing it.**

## GROUNDS FOR APPEAL?

<b>AGAINST AN 'UNDER' OR 'DEVELOPING' RATING</b>	<b>FOR A 'STRONG' OR 'TOP' RATING</b>
<i>You received no previous indication that this rating was likely (there are supposed to be 'no surprises').</i>	<i>You had been previously led to believe that a higher rating was likely and were told nothing since to justify a reduction.</i>
<i>You didn't receive regular performance reviews throughout the year and assumed you were in line for a 'Good' rating.</i>	<i>You didn't receive regular performance reviews throughout the year and thought yourself in line for a higher rating.</i>
<i>You've been marked down for failing to meet specific objectives, rather than considering your 'whole job performance'.</i>	<i>You've been marked down for failing to meet specific objectives, rather than considering your 'whole job performance'.</i>
<i>Indication that rating was based on some sort of 'forced distribution' rather than the merits of your own performance.</i>	<i>Indication that rating was based on some sort of 'forced distribution' rather than the merits of your own performance.</i>
<i>Equal weighting has not been given to both the 'Hows' and 'Whats' of performance.</i>	<i>Full consideration hasn't been given to all aspects of your performance; both in respect of the 'Hows' and 'Whats'.</i>
<i>Your line manager has provided insufficient evidence to substantiate criticisms of your performance.</i>	<i>Evidence you have provided of how well you have performed has not been given due and proper consideration.</i>

*Continued overleaf*

**To Get LTU Newsletters By Email Either:**  
phone 01234 262868, email us at 24hours@ltu.co.uk or text your  
email address after the words 'LTU News' to 66777

Members wanting to challenge their performance ratings will get guaranteed support from LTU including:

- **Around the clock access to LTU's Advice Team to guide them through the process.**
- **Support from a dedicated LTU Consultant - who will be a professional trade union official paid by the Union not a Bank secondee.**
- **The preparation of a detailed written submission in support of their cases.**

- **Representation at formal grievance meetings.**

Members can call LTU's confidential 24 Hour Advice Line on 01234 262868 (Choose Option 1) or they can email us at 24hours@ltu.co.uk.

**Mark V Brown**  
General Secretary

**To Join LTU Either:**

phone 01234 262868, email us at 24hours@ltu.co.uk or text the words 'LTU Join' to 66777