

## 2. Annex: Job revaluation protocol

The Employer shall ensure an up-to-date job structure according to the FWG 3.0 System. This shows that the Employer ensures that the job descriptions and the associated classification are current and appropriate.

1. In case of any changes and/or additions to the classification of the job in question, relevant benchmark functions and frame texts in the FWG3.0® system, such that this may lead to classification in a different job grade, they will be applied by the Employer.
2. The Employer may decide to modify the text of the job description in case of a substantial change to the job content.
3. If the Employee believes that the job description does not fit the current situation, he may submit a request to the Employer for an updated job description. In this case, the Employee suspects a substantial change to the job content and consequently suspects that the job content and/or job requirements no longer match(s) the job or level defined at the latest classification.
4. Upon the Employee's request, the Employer shall make a decision on initiating the re-description procedure within two months and submit the decision to the Employee in writing.
5. The Employee's request will be discussed by the Employee with the FWG expert designated in or for the organization (this may be an internal or external person). The Employee may be assisted in this consultation by a third party. The consultation will discuss items such as whether extra or new tasks have been added and whether this is likely to affect the classification. The outcome of the discussion will be recorded in writing. Based on the request and the report, the Employer will make a decision on the request for a job redescription and reclassification.
6. The Employee may object to a denial of a request submitted by the Employee. The objection must be submitted to the Employer in writing stating reasons within 30 days of receipt of the preliminary decision.
7. If the Employer rejects the Employee's objection, he shall submit a request for an opinion to a FWG-certified entity within 30 days of receipt regarding an opinion as to whether sufficient grounds exist for initiating the reclassification and revaluation procedure. This opinion will be consequential.
8. Within 30 days upon receipt of FWG-certified entity's opinion, the Employer shall make a final decision regarding the initiation of reclassification proceedings and inform the Employee in writing.
9. If the Employer decides on a reclassification procedure, it will submit a new job description including the classification to the Employee within four months after this decision. The job description and classification will be explained in an interview.

In case of an adjustment to a higher classification, the receipt of the classification proposal and determination of the new job grade of the revalued job, the new job grade will be effective as of the first day of the subsequent month. The Employee will be graded horizontally in the higher job grade. The promotion procedure (Art. 4.7 section 2) does not apply in this procedure.