

Reward and Recognition Scheme for Academic-Related and Support Staff – Department of Materials

The annual Reward and Recognition Scheme for academic-related and support staff has two elements: Awards for Excellence and the Recognition Scheme. This briefing note concentrates on Awards for Excellence.

Within the Department of Materials (as elsewhere in the University) we have many highly capable and dedicated staff but awards will be limited (see below for details on funding). The schemes are designed to enable us to offer financial recognition to those staff who are making an outstanding and truly exceptional contribution to the University.

Awards for Excellence.

This annual gathered field exercise will award pensionable recurrent or non-pensionable non-recurrent increments recognising performance during the 2017 calendar year and will be implemented in the April 2018 payroll. Line managers will be asked to nominate staff for an award, although self-nominations will also be possible.

Programme for Materials Awards for Excellence Scheme for Academic-Related and Support Staff

1. Eligibility: Members of staff on grades 1-10 with 6 months service (as at 31 December 2017) are eligible for consideration. Holders of Marie Curie Fellowships (as the EC's terms specify a rate of pay outside the University's salary scales) and those who have transferred into the Department via a TUPE arrangement are ineligible for an award.

Staff at the top discretionary point of any grade are only eligible to be considered for the award of a non-pensionable lump sum to the value of one increment to reward exceptional performance.

The Awards for Excellence Scheme does not provide for 'team awards'. The work of teams can be rewarded under the Recognition Scheme. (Please ask for details if you wish to make this form of award, which is not part of the annual exercise.)

2. The Awards for Excellence Scheme is a gathered field exercise at Department level and for the sake of parity, transparency and ease of monitoring there is no provision for making performance-related incremental payments to staff outside the annual merit exercise.

When reviewing their staff supervisors should remember that staff in grades 1-10 have automatic incremental progression (up to the scale bar) over and above cost of living rises to reward and recognise the acquisition of the skills, knowledge and expertise that comes with experience in a post. The Awards for Excellence Scheme recognizes contributions over and above this and rewards employees who:

- have performed well in all the key areas of their jobs AND
- have consistently demonstrated exceptional performance significantly above that which might reasonably have been expected for their grade.

It should be remembered that:

- The scheme is not to be used to reward the working of long hours (if this happens regularly the size of the role should be reviewed).
- Those whose role has grown such that they are required to work 'above' their grade should be considered for a regrading application, a temporary acting up allowance, or a restructuring of their role.

3. Nominations

Nominations for awards should be made primarily by line managers and supervisors, who should conduct an initial review of all the staff they manage against the criteria for awards. If they consider that a member of their team has met all of the criteria, they should outline the case and collate any supporting evidence in a nomination form. The nomination form must contain examples relating to the University's criteria and the review panel will reach its decision solely on this evidence. Managers should inform their staff if they have been nominated.

Line managers and supervisors should bear in mind that only a small proportion of staff will receive awards (see below). They should avoid creating high expectations by nominating more team members than might reasonably be expected to receive an award.

4. Self-Nominations

Members of staff in grades 1-10 who believe they deserve an Award for Excellence should discuss this in the first instance with their line manager or supervisor. If individuals and their manager/supervisor cannot reach agreement about submitting a nomination, the individuals may nominate themselves using a self-nomination form. Self-nomination forms contain a mandatory field for the manager's comments and the individuals should allow reasonable time for their manager to comment before the submission deadline of 28 February 2018.

The individual applicant will be responsible for gathering evidence to support his/her case. The manager/supervisor should state whether he/she believes the case provides a fair, accurate and complete reflection of the employee's work, responsibility and contribution, giving supporting evidence wherever possible, before submitting it to the review panel.

5. Review Panel

The Materials Review Panel will consist of the Head of Department, Professor Patrick Grant (Chairman), Dr Colin Johnson, and Professor Hazel Assender. The Panel will inform all those who were nominated, whether or not they have been given an award. Line manager and supervisors will also be informed. If individuals give their permission to do so, then their relevant group or section leaders will be given the opportunity to make known locally the names of those who received awards.

6. Appeals

Members of staff who are not given an award should discuss any concerns with their line manager or supervisor in the first instance. If they remain dissatisfied they will be given feedback from a member of the departmental panel.

In the unlikely event that this doesn't satisfy the concerns of the individual member of staff, he/she may make an appeal either:

- on the grounds of a significant procedural irregularity, or
- where an individual can show reasonable grounds for believing that the Department's decision was made because of a protected characteristic or amounted to victimization.

An individual will not be able to appeal simply because they disagree with the decision reached by the panel. Any appeal should be made by 1 June 2017 at the latest and full details of the mechanism for any appeal can be obtained from the HR Manager.

7. Timing

The period under review is the calendar year 2017. All forms should be sent to hr@materials.ox.ac.uk by **28 February 2018**.

8. Incremental Awards

For those members of staff who are below the bar point on their salary grade, a recurrent award will consist of a pensionable advancement to the next point on the incremental scale. It is expected that recurrent awards are primarily made to those who are at or above the scale bar for their grade and whose exceptional performance is expected to continue. Recurrent awards cannot be made to those at the top of the discretionary scale for their grade.

Non-recurrent awards take the form of a non-pensionable lump sum to the value of one increment (typically 3% of salary). It is expected that in most cases non-recurrent increments will be awarded to those below the scale bar. Only non-recurrent awards can be made to those at the top of the discretionary scale for their grade.

Incremental awards are based on the individual's salary scale point at 31 December 2016. Awards for part-time staff will be prorated.

*Awards for Excellence are limited to one increment (c. 3% of salary) in **all cases**.*

9. Funding the Reward and Recognition Scheme

To promote consistency across and within divisions the Personnel Committee has recommended an annual limit on the number of awards made. Departments are asked to spend **as near as possible to 0.35% of their paybill** (for staff in grades 1-10) on awards under the Reward and Recognition Scheme (i.e. Awards for Excellence and Recognition Awards) during the financial year. This amount should (provided that awards are spread equitably across grades) fund Awards for Excellence for up to 10% of eligible staff and Recognition Awards for a further small number of staff.