

## LOCAL STAFF RECOGNITION PROCEDURE

### 1 INTRODUCTION

Local staff recognition rewards have been designed as a locally (i.e. departmental/school) determined and managed recognition scheme to reward those employees, either as individuals or teams, who demonstrate key attributes linked to the UWS “Working with Others” framework.

The scheme is open to all UWS employees.

### 2 OBJECTIVES OF PROCEDURE

The objective of this procedure is to enable managers to reward their staff quickly at a local level without the requirement of a university panel decision.

### 3 PROCEDURE

Nominations for local staff recognition should be via line managers at a departmental or school level. Depending on the role and corresponding managerial structure, Deans or Directors are then required to approve and authorise any proposed reward.

Local staff recognition rewards are linked to our “Working with Others” behavioural framework. Employees or teams may qualify for a local recognition reward if the line manager can evidence that an individual or team has exceeded the expectations contained within the framework.

The appropriate line manager is required to complete a Nomination Form - RA1 (See Appendix 1).

Nomination forms should then be submitted by the line manager to the appropriate Dean/ Director.

The Line Manager and appropriate Dean/Director should then meet to discuss the nomination and a decision made as to whether a reward is to be approved.

If approved, the Dean/Director should then write to the individual/team to acknowledge the achievement and provide details of the rewards available to choose from.

Local staff recognition rewards can be chosen from the following options:

- **One day’s annual leave** (non-consolidated), taken at a time agreed with the line manager
- **Payment of £100, net of tax** (per individual)

The individual/team should choose the reward they wish to accept. The Department of People & OD should then be notified by the Dean/Director in order to process any approved requests including payment transactions.

The Department of People & OD must be notified of all reward nominations (whether approved or not) for audit and moderation purposes, by submitting a copy of Form RA1 to Lorraine McCormack, Department of People & OD, Witherspoon Building, Paisley Campus.

There is no right of appeal.

Procedure Author – Sharon Forsyth, Reward Adviser	Procedure Owner – Director of People and OD
Parent Policy Statement - People and OD	Public Access or Staff Only Access - Public
Version 1 – Approved June 2018	Changes and Reason for Changes – POD Policy Reivew

**Local Staff Recognition Nomination Form**

**SECTION 1**

Name(s) of Nominee(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Job Title(s): \_\_\_\_\_  
 Department/School: \_\_\_\_\_  
 Name of Nominator: \_\_\_\_\_ Job Title: \_\_\_\_\_

**SECTION 2**

Which criteria does the employee/team meet?

- Supportive                       Respectful                       Responsible  
 Forward Thinking               Creative                       Good Communicator

**SECTION 3**

Please provide the evidence upon which you have based the nomination, providing as many practical examples as possible which demonstrate how the individual/team has met the specified criteria (continue on a separate sheet if necessary):

**SECTION 4 (For completion by Dean/Director)**

Date submitted: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_  
 Decision:               Approved                       Not approved  
 Reward to be provided: \_\_\_\_\_  
 Name of Dean/Director: \_\_\_\_\_  
 Signature of Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SEND THIS FORM TO LORRAINE McCORMACK, DEPARTMENT OF PEOPLE & OD, WITHERSPOON BUILDING, PAISLEY CAMPUS.**