

SALARY RECOGNITION AND REWARD PROCEDURE

1 INTRODUCTION

This procedure is derived from the requirements of Appendix D – Pay Progression Within Grades of the National Framework Agreement for the Modernisation of Pay Structures. It applies to Professional Services Staff and Academic & Research staff whose salaries fall within the UCEA 51 point pay spine (up to and including Grade 8/Ac4) and those academic staff on FE64 contracts of employment.

2 OBJECTIVES OF PROCEDURE

This procedure aims to recognise and reward exceptional one-off contributions/performance, capability and competence which exceeds expectations. It lays down the principles and procedures to follow in the award of:

- i. **Ex gratia award**
- ii. **Accelerated increment**
- iii. **Contribution increment**

It should be noted that existing school and departmental budgets will be used to fund any salary recognition and reward awards for staff.

3 PROCEDURE

3.1 Types of Award

Award type	Award Criteria	Eligibility Criteria	Award payment
Ex Gratia Award	Exceed expectations, where work is a one-off contribution	6 month <u>in post</u> qualifying period	3% of salary (non-consolidated)
Accelerated Increment	Exceeds expectations, considerably above the normal expectation or has taken on additional responsibility within the grade level or demonstrates sustained behaviours which allow the role to be achieved more effectively	12 month <u>in post</u> qualifying period	Normally one additional increment (consolidated)
Contribution Increment	Consistently exceeds expectations and demonstrates accompanying behaviours (over a period of at least 2 years) which can be evidenced through My Contribution and provides outstanding service to the School, department or University and is undertaking some higher level activities (but not enough to warrant re-grading)	Staff must be at normal maximum point of salary scale	Contribution increment (consolidated)

3.2 Ex gratia award

Ex gratia awards are available to recognise performance or contribution which exceeds expectations and where the work is “one-off” rather than on-going. This could include:

- a) **Additional but time limited responsibility, e.g. one-off project work which is significant and carried out in addition to normal day to day duties**
- b) **The achievement of particularly challenging objectives, overcoming significant obstacles to ensure deadlines are met and aims achieved**
- c) **Providing a significant contribution to ideas and assisting in their implementation, which in turn lead to enhancements in efficiency, quality and/or achievement of Departmental/School objectives.**

Payment to a team may be appropriate where there is evidence that all members of the team have worked together to achieve a significant objective and each individual has demonstrated that they exceed expectations.

The payment of an ex gratia award will be **3% of salary**. All awards are non-superannuable but will be subject to tax and national insurance deductions.

There is normally a 6 month in post qualifying period.

3.3 Accelerated increment

The annual incremental salary system recognises continuing capability and competence year on year with experience in the post as well as rewarding loyalty to the University. However, an individual may be awarded an accelerated increment where:

- a) **He/she has demonstrated progress in capability and competence considerably above the normal expectation.**
- b) **He/she has taken on additional responsibility on an on-going basis, but where the level of that responsibility falls within their current grade.**
- c) **He/she is demonstrating sustained behaviours which allows their role to be achieved more effectively on an on-going basis, e.g. high quality achieved, significant customer service provided, etc.**

The overall criterion for the award of accelerated progression is the demonstration of an "exceeds expectations" level of achievement in carrying out the duties of the post. This should be demonstrated by reference to the Job Description and/or assigned Grade Descriptor/Role Profile and evidenced in My Contribution.

There is a 12 month in post qualifying period and evidence of sustained and outstanding performance over at least one year is required.

3.4 Contribution increment

Contribution increments are reserved for those staff who, on a sustained basis (i.e. over a period of at least 2 years), over-achieve against role requirements and objectives. These may be awarded where an individual:

- a) **Is consistently exceeding expectations which can be evidenced through My Contribution AND**
- b) **Is consistently providing outstanding service to the School/Department/wider University**

AND

- c) Is undertaking activities at a higher level on an ongoing basis, but where this is not part of the substantive role and/or would not warrant regrading.**

To be eligible for the award of a Contribution increment a member of staff must be at the normal maximum salary point of his/her current salary scale.

There must be evidence of sustained and outstanding performance over at least a 2 year period in order to be eligible for a Contribution increment.

For staff on FE64 contracts, Contribution increments are equivalent to Discretionary increments on the FE64 salary scale.

3.5 Applications

An application for an award can be submitted by an employee or their line manager according to the timetable below to the Department of People & OD, using the form at Appendix 1.

If the Dean of School/Head of Department does not agree there is a valid case for an award, a written statement detailing the objections to the award request should be made on the Application form. The form should be submitted to the Reward Team (People & OD) who will scrutinise the supporting statement to ensure the reasons for the refusal are valid and objective. If this is found not to be the case, the Reward Team will then investigate further the reasons for the refusal with the Dean of School/Head of Department and the employee advised of the outcome in relation to whether the case will be submitted or not. If the refusal is found to be valid and objective the application will be held by the Reward Team for record keeping but no action will be taken. The employee will be advised of this.

There is no right of appeal against a failure to receive an award under this scheme.

Successful awards will be effective from 1st August (back-dated) following approval, as per timetable in Section 12 below.

All award requests must be submitted to People & OD prior to consideration by the Salary Reward Panel (SRP)¹. The Department of People & OD will assess the request in terms of ensuring that:

- sufficient evidence has been submitted,
- the procedure has been followed correctly, and
- there is evidence of the required My Contribution documentation

The decision to make any award under this scheme will be made by the Salary Reward Panel.

The Dean of School/Head of Department will be notified by the Department of People & OD of the outcome of their submission, once confirmation has been received from the SRP.

¹ SRP membership consists of:

Deputy Principal (Chair)
Director of People and OD
Head of Reward, Performance and Employee Relations
SAUWS President
A Dean
An Assistant Dean
Chief Operating Officer

The Dean of School/Head of Department can then verbally advise the individual of the outcome which will be followed by written confirmation from the Department of People & OD with feedback, as appropriate.

3.6 Timetable

Deadline for submission of applications to P&OD	October
Meeting held by SRP to assess submissions	December
Notifications of outcome to be sent by P&OD	December
Effective date of implementation	1 st August (back-dated)

Requests for a backdated accelerated/contribution increment beyond the current year may only be considered in exceptional circumstances.

Award of accelerated/contribution increments is made on a permanent basis and is incorporated into salary. However, these can be reviewed and may be withdrawn in the case of any performance management processes requiring to be instigated.

A maximum of two additional (accelerated) increments can be awarded for sustained performance/additional responsibility which exceeds expectations.

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

Salary Recognition & Reward - Application Form

Section 1: Jobholder Information

Jobholder's Name:	
Job Title:	
Department/School:	
Grade:	
Submitted by: (if not jobholder)	Date of Submission:

Section 2: Award Information

Award being applied for (please tick one only, as appropriate):

Ex gratia award

Accelerated Increment

Contribution Increment

The following documents must be attached:

Award	Documentation Required
Ex gratia award	Copy of the most recent My Contribution Review
Accelerated Increment	Copy of the most recent My Contribution Review
Contribution Increment	Copies of at least the last 2 years My Contribution Reviews

Section 3: Case for Award

(For self-applications, to be completed by jobholder, on no more than 1 page of A4)

Please highlight specific achievements and outcomes in relation to the case for award and explain how you believe these have been carried out at an “exceed expectations” level of performance. Achievements should be placed in the context of the particular role performed and the departmental/school strategic priorities and business requirements. Please also detail how you have personally contributed to the achievements and outcomes highlighted.

Section 4: Statement of Support

(To be completed by **Line Manager**, on no more than 1 page of A4)

Please evidence how the employee meets the requirements of the award and how their performance is above what would normally be expected. It should highlight the standards expected and how these are being exceeded by the jobholder with specific reference to recent My Contribution outcomes. Achievements should be placed in the context of the particular role required to be performed and the departmental/school strategic priorities/business requirements.

Signature of Jobholder _____

Date _____

Signature of Line Manager _____

Name _____

Date _____

Signature of Head of Department/Dean of School _____

Name _____

Statement of support: _____

Date _____

PLEASE TICK BOX TO CONFIRM THAT YOU HAVE INCLUDED THE RELEVANT P&DR DOCUMENTATION (1 year's My Contribution for Ex Gratia Award and Accelerated Increment, 2 years' My Contribution for Contribution Increment)

This form and accompanying documentation should be sent (preferably by email) to Lorraine McCormack, PA to the Director of People and OD, Witherspoon Building, Paisley Campus.