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 human.resources@uws.ac.uk.

There is no right of appeal.
Procedure Author – Reward Advisor
Procedure Owner – Director of People & OD
Parent Policy Statement – People & Organisational Development Policy Statement
Public Access or Staff Only Access – Public
Version – Version 2 – February 2023
Changes and Reason for Changes – Update to Job Titles
### 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 HUMAN.RESOURCES@UWS.AC.UK.