1) Introduction & Scope

1.1 Introduction

We are committed to rewarding and recognising our employees. The Nottingham Reward Scheme is designed to reward exceptional performance for staff whose contribution goes above and beyond the normal expectation of their role.

1.2 Scope

The Nottingham Reward Scheme applies to all University staff, grades 1-6, across all job families.

1.3 Equality Diversity & Inclusivity

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination.

Employees and managers will apply and operate the Nottingham Reward Scheme fairly and in doing so ensure that there is no discrimination on the grounds of any protected characteristic (eg to include, but not necessarily limited to: age, race, disability, religion or belief, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity).

As part of the nomination and approval/decision making process, consideration should be given to Equality, Diversity and Inclusion (EDI) in all cases.

2) Reward Types

The University's pay structure provides staff in grades (1-6) with annual incremental progression up to the standard maximum point, subject to satisfactory performance. This is to recognise the acquisition of skills, knowledge and expertise that comes from experience within the post/role.

Please note, for those on spot salary points, incremental progression does not apply. Please see Appendix 1 for information about circumstances under which normal incremental progression may be withheld.

2.1 Types of Reward & Eligibility

The Nottingham Reward Scheme is intended to provide flexibility to reward staff who go above and beyond the normal expectations of their role. A range of rewards are available to reflect different circumstances, eg from one-off examples of excellent contribution to longer-term sustained excellence.
2.2 Types of Reward

This section contains descriptions of the types of reward available through the scheme and details regarding which reward types are available to recognise individual and team contribution.

2.2.1 Vouchers

Available year round, paid through the Employee Hub with a value between £25-£100, available for both teams and individuals.

2.2.2 £500 Non-consolidated

Awarded four times per year, paid through payroll and subject to tax and National Insurance. Applied on a pro-rata basis, available for individuals.

2.2.3 Fixed value (non-consolidated) Reward

Awarded twice per year, paid through Payroll and subject to tax and National Insurance. Applied on a pro-rata basis, available for individuals. The value of this reward is determined by job level, with the overall proportionate percentage relating to salary decreasing from Level 1 to Level 6.

<table>
<thead>
<tr>
<th>Level</th>
<th>Value of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>£700.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>£800.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>£950.00</td>
</tr>
<tr>
<td>Level 4</td>
<td>£1,050.00</td>
</tr>
<tr>
<td>Level 5</td>
<td>£1,300.00</td>
</tr>
</tbody>
</table>
2.2.4 Consolidated (Increment)

Awarded once a year, paid through Payroll and subject to tax and National Insurance. Applied on a pro-rata basis, available for individuals at or above the standard maximum of their pay level within the University of Nottingham salary scale.

3) Reward Criteria

The Nottingham Reward Scheme is designed to reward those employees who are performing well in all key areas of their role (both outputs and behaviours) who in addition have demonstrated exceptional performance, significantly above the normal expectations of their role in one or more of the core areas of responsibility for the role.

3.1 Criteria

The criteria are designed to help employees and managers identify the type of reward that might be appropriate to recognise exceptional performance/contribution. Decisions should be based on objective evidence provided within the relevant nomination form.

<table>
<thead>
<tr>
<th>Reward Type</th>
<th>Criteria Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>£25-£100 Voucher</td>
<td>Instance or one off example of excellent contribution, which may be output and/or behaviour based, and which had a very positive impact. Where this is output-based, the employee should also have demonstrated desirable behaviours. Available for individuals and teams.</td>
</tr>
<tr>
<td>£500 (non-consolidated)</td>
<td>Examples of excellent contribution, which may be output and/or behaviour based and which had a significant impact normally over a period of months. Where this is output-based, the employee should also have demonstrated desirable behaviours. Available for individuals.</td>
</tr>
<tr>
<td>Fixed value (non-consolidated)</td>
<td>Examples of excellence over a number of months/up to a year demonstrating positive impact and wider contribution to the University which is significantly above the normal expectations for the role. Where this is output-based, the employee should also have demonstrated desirable behaviours. Available for individuals.</td>
</tr>
<tr>
<td>Increment (consolidated)</td>
<td>Examples of sustained excellence (<strong>in excess of one year</strong>), demonstrating positive impact and wider contribution to the University, which is significantly above the normal expectations for the role. Where this is output-based, the employee should also have consistently demonstrated desirable behaviours. Available for individuals and only available for employees at or above standard max.</td>
</tr>
</tbody>
</table>

4) Nomination Process

Nominations can be generated from colleagues, the employee themselves and line managers as described below.

Information relating to the nomination case for should be included within the relevant nomination form (nomination forms and process can be found via the [Employee Hub](#)).
4.1 Multiple Nominations

- Nominations should only be made to recognise any specific examples of contribution/excellence once.
- Only one fixed value non-consolidated/consolidated nomination can be awarded per individual annually.

5) Authorisation Levels

To ensure there are adequate, checks and balances in considering different levels of award, the following authorisation process applies across each of the different rewards.

For individual nominations (for consolidated/fixed amount non-consolidated), the line manager and HoS/HoD will be asked to provide a statement in respect of the nomination. Regardless of whether support for the nomination is provided, it will go through to the Faculty/Department committee for consideration/approval (as appropriate).

*which may be arranged as a virtual committee, within areas this may be delegated to the Faculty/Department Committee level
5.1 Faculty/School/Department Committees

Each School/Department must nominate a committee/board to assess the £500 non-consolidated applications quarterly and to regularly review £25-£100 voucher awards made, with particular consideration for EDI aspects. This could be an existing committee/board that provides oversight and governance of this approach.

Each Faculty/Department must nominate a committee/board to review applications, bi-annually for the fixed value non-consolidated rewards and annually for consolidated rewards, with particular consideration for EDI aspects.

The management group for each Faculty/School/Department will determine the most suitable existing committee to review rewards, the membership of which will be defined by the Terms of Reference for that particular committee.

Each member of the committee will be responsible for assessing the suitability of all applications made, with particular reference to equality, diversity and inclusivity matters and reviewing data trends, taking action where any concerns/issues arise.

5.2 University Committee

A University committee will convene to oversee how the scheme is being applied across areas/job family and grade and to consider any EDI concerns.

6) Confirming the Outcomes

The relevant manager will confirm the outcome of the nomination, feedback should also be provided to the individual by the relevant manager if their nomination is unsuccessful. Where a nomination is not approved at a higher level, there is no automatic consideration for a lower level reward.

7) Timetable

Below sets out the timetable for nominations and rewards:

<table>
<thead>
<tr>
<th>Vouchers</th>
<th>£500 Reward</th>
<th>Non-consolidated Reward</th>
<th>Consolidated Reward</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available year round</strong></td>
<td><strong>Deadline 30 September</strong></td>
<td><strong>Awarded from 1 November</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Deadline 31 December</strong></td>
<td><strong>Awarded from 1 February</strong></td>
<td><strong>Deadline 31 December</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Deadline 31 March</strong></td>
<td><strong>Awarded from 1 May</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Deadline 30 June</strong></td>
<td><strong>Awarded from 1 August</strong></td>
<td><strong>Deadline 30 June</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Deadline 30 June</strong></td>
<td><strong>Awarded from 1 August</strong></td>
<td><strong>Deadline 30 June</strong></td>
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<td></td>
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<td><strong>Awarded from 1 August</strong></td>
<td><strong>Deadline 30 June</strong></td>
</tr>
</tbody>
</table>

8) Appeal

The decision of the Line Manager, HoS/HoD and Committee/Board is final (depending on the highest authorisation level). There is no right to appeal the decision.
Incremental Progression for Eligible Staff

Incremental pay progression is subject to satisfactory performance.

Where an employee is within an informal/formal capability/performance improvement process; has been notified that their performance is not meeting expectations; has been given reasonable opportunity for development/support and has been given reasonable time to demonstrate the required improvement (not normally less than 9 months), then incremental pay progression may be withheld.

If the employee remains within an informal/formal capability/performance improvement process for two consecutive years or more, then the cost of living increase (in addition to incremental pay progression) may be withheld or deferred until the required performance level has been achieved.

Please see the Capability Procedure (https://www.nottingham.ac.uk/hr/guidesandsupport/capability-policy/capability-policy.aspx) for more information.