



## **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, Levels 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 levels (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 three 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.

Level	Value of Award
Level 1	£700.00
Level 2	£800.00
Level 3	£950.00
Level 4	£1,050.00
Level 5	£1,300.00
Level 6	£1,700.00

## 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.

Reward Type	Criteria Statement
£25-£100 Voucher	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 aligned to University values. <i>Available for individuals and teams.</i>
£500 (non-consolidated)	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 aligned to University values. <i>Available for individuals.</i>
Fixed value (non-consolidated)	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 aligned to University values. <i>Available for individuals.</i>
Increment (consolidated)	Examples of sustained excellence ( <b>in excess of one year</b> ), 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 aligned to University values. Available only for employees at or above standard maximum.

## 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 via the [Employee Hub](#).

Vouchers	• Nominations from colleagues or line manager
£500 non-consolidated	• Nominations from line manager
Fixed value non-consolidated	• Nominations from self or line manager
Increment (consolidated)	• Nominations from self or line manager

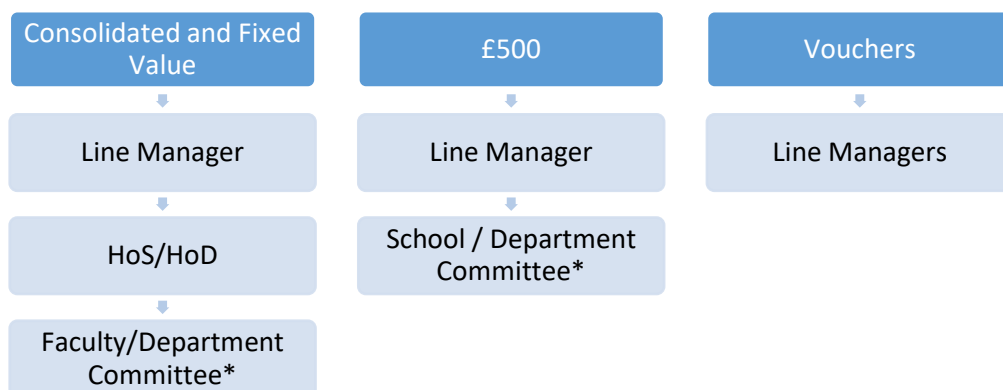
#### 4.1 Multiple Nominations

- 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 School/Department Committee level*

## 5.1 Faculty/School/Department Committees

Each School/Department must nominate a committee/board to assess the £500 non-consolidated, fixed value and consolidated awards (in line with the timetable in Section 7) 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.

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

Each Faculty/Department will determine a local method for communicating the outcome of nominations, feedback should also be provided to the individual by a relevant manager where a nomination is unsuccessful. Where a nomination is not approved at a higher level, there is no automatic consideration for a lower-level reward, although the relevant Faculty/Department committee may do so where they feel the context merits it.

## 7) Timetable

Below sets out the timetable for nominations and rewards:

Review Month	Reward Level	Date Nomination made	Target payment date
January	£500 and Fixed value	1 June to the last working day of December	February
April	£500	Day after the last working day of December to 31 March	May
June	£500	1 April – 31 May	July
	Fixed value	Day after the last working day of December to 31 May	
	Consolidated	Previous June – 31 May	

## 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 nine 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.