

Award for Excellence

Introduction

All University staff members are required to carry out their duties to a high standard, which is acknowledged through the reward and benefits offering provided by Brunel. This includes normal incremental progression within the core salary scales Grades 1-10, which recognises the development of skills, knowledge, and expertise gained through experience.

At Brunel, we have a 3 tiered Recognition offering that the Human Resources Directorate oversee.

This paper is to outline the information and criteria for the highest awarding Awards for Excellence Scheme, and support in awarding this level of employee recognition.

Managers are invited to nominate any members of their team for an award to recognise outstanding and excellent contribution either within their role or to the benefit of the University. Nominations will be considered twice per year by the Awards for Excellence Panel.

Nomination Selections

1.1 Individual Awards

Requests may be made for individuals to receive the following

- An additional increment (if on the 51 point pay spine)
- A discretionary increment (if at the top grade point of the pay spine)
- A lump sum payment

1.2 Team Award

- An equal proportion of an awarded lump sum value

Type of Award

The type and level of award made will depend on the case and the evidence presented in the nomination rationale, the outcome will be decided by the panel. For all awards the panel will consider whether the basis for the case could fall under the remit of the normal expectations for the role.

One off payment

This recognition route recognises employees and teams for making outstanding contributions toward the achievements of Brunel. One off payments are usually awarded to reflect time limited pieces of work evidenced by significant contribution to a project/piece of work above the normal expectations of the role(s).

Awards are made at three levels and nominators will need to demonstrate at least one of the below criteria in recognition of our Core Values to be successful. Payment within the range will be determined by the panel following consideration of the case and equality, across all nominations.

Brunel Values

- **Open**
We are welcoming and believe in academic freedom and the power of diversity. We are transparent in our decisions and deliver on what we say.
We promise you're all welcome here.
- **Courageous**
We seek and take on ambitious challenges. We are brave and committed to thinking differently
Nothing stops us from going after our goals.
- **Inventive**
We are purposeful in an ever-changing world. Collaborating and innovating to reach our full potential and to change lives – and the world – for the better We celebrate breakthroughs and strive for the best.

Nomination Level Criteria	Award Value
<p>Level 1</p> <ul style="list-style-type: none"> • Successfully taking on some additional responsibilities for a limited period of time i.e. short term cover (up to 6 months) to cover staff shortages which is not paid elsewhere. • Achieved particularly challenging goals or objectives to ensure critical deadlines are met • Creating and contributing to a climate that encourages innovation, challenging the way things are done and being receptive to new ideas. • Demonstrated behaviours in line with University Values which help to achieve outcomes as part of a team such as exceptional team or service performance, an exceptional approach to customer service or the student experience. 	<p>£500 - £1500</p>
<p>Level 2</p> <ul style="list-style-type: none"> • Successfully taking on a range of additional responsibilities and duties for 6 - 12 months which are not paid elsewhere • Consistently meeting, or exceeding, objectives and success criteria or agreed deadlines. Sustained performance that exceeds the normal expectations for the role concerned. • Provision of outstanding leadership to teams and individuals, such that the quality of delivery of that team / section is measurably improved. • Individual outcomes and behaviours in line with University Values such as exceptional team or service performance, and an exceptional approach to customer service or the student experience, aligned to the University Values. 	<p>£1500 - £3000</p>

<p>Level 3</p> <ul style="list-style-type: none"> • Providing innovative high level input, commitment and delivery on a College/Service wide initiative or project outside of the normal remit of the role. • Examples of sustained excellence (in excess of one year), demonstrating positive impact and wider contribution to the University, which is significantly above the normal expectations for the role. • Leading and demonstrating outcomes and behaviours in line with University Values which achieve outcomes such as exceptional team or service performance, an exceptional approach to customer service or the student experience. 	<p>£3000 - £5000</p>
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Additional/Discretionary Increment

An additional increment is an increment within the salary scale of the current grade. A discretionary increment is an increment into the discretionary points at the top end of the relevant salary scale for the role where an employee is already paid at the top of the normal incremental progression of the salary scale. These discretionary points are highlighted on the relevant salary scales with * denoted.

Recommendations should demonstrate that the individual has consistently contributed and performed above and beyond the expectations of their role, considering their current stage of progression within the grade and that their contribution is allowing the College/Service/University to achieve its plans.

This may be where an individual is:

- progressing within the role at a faster rate than would normally be expected;
- carrying out significant additional responsibilities on an ongoing basis which are not assessed to be above the individual's current grade but are in addition to the expectations of the role.

Time Scales

Nominations for Awards for Excellence may be submitted throughout the year, via the nomination form on the Your Reward Portal. The nominations will be considered twice a year, typically in April and September. The panel will meet after each round of nominations closes.

The decision of the panel will be communicated via a letter provided by the HR Rewards team to the line manager and the employee shortly after the panel's meeting.

Successful Awards will be made via payroll in the payroll month following the panel any one off payment amount will be subject to the normal deductions for Income Tax and National Insurance..

The panel will consider each nomination against the policy criteria and the Brunel Values. The panel could request further information from the nominator and will agree collectively the remuneration value of the award and whether the nomination is to be approved or rejected.

It is strongly recommended that line managers nominate their team members in confidence so that expectations are not raised unfairly. To assist the panel in making fair and consistent comparisons, only nominations on the correct form will be considered by the panel.

Eligibility

The minimum length of service for employees to be considered for an award is 12 months.

Evidence submitted must be recent and relevant (historical data will not be considered).

The employee nomination form will be used as the primary data set to inform the panel's discussion.

The employee nomination form on [Your Rewards Portal](#) will be used as the primary data set to inform the panel's discussion. However, the panel will also need to know whether or not:

- the employee has recently been promoted, or rejected for promotion
- there is any formal disciplinary action that is 'live'
- the employee has already had time off in lieu (TOIL) or overtime
- the employee has received an 'acting-up' or any other such allowance
- the employee has been awarded a discretionary or accelerated increment or one off payment within the last 2 years.
- the employee has provided a resignation letter and is due to leave employment.

In the situations listed above, it may be deemed inappropriate to offer an Award.

More detail can be found in the Awards for Excellence Policy