

Award for Excellence

Introduction

All University staff are expected to perform their duties to a high standard which is recognised by the reward and benefits that Brunel offers including normal incremental progression for staff within the core salary scales (S1-H5) that reflect the acquisition of skill, knowledge and expertise that comes with experience.

As outlined in Brunel's Employee Reward & Recognition Strategy, 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 are considered once every academic year by the Awards for Excellence Panels.

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 final panel. For all awards the panels 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 final Panel following consideration of the case and equality across all nominations.

Core Values

- Innovation & Ideas
- Community
- Quality & Excellence
- Sustainability & Improvement
- Team Work

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 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 	<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 	<p>£3000 - £5000</p>

Successful Awards will be made as a payment via payroll in the October payroll and the payment will be subject to the normal deductions for Income Tax and National Insurance.

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.

Criteria

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

The nomination process is open between 1st September to 30th June the following year, and the Panels will meet once a year between July and September.

All line managers are expected to be informed of the panel's decision(s) and letters will be provided to the line managers to issue to the members of their team in September confirming the outcome for approved one off payments and/or accelerated/ discretionary increment.

Awards for Excellence payments and Accelerated/ discretionary increment will be actioned during the October payroll..

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 is likely to be deemed inappropriate to offer an Award.

More detail can be found in the Awards for Excellence Policy