

## **AWARDS FOR EXCELLENCE SCHEME**

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### 1. Introduction

As outlined in the University's Employee Reward & Recognition Strategy, Brunel is committed to rewarding and celebrating employee achievement and contribution.

Managers are invited to nominate members of their team(s) for an award to recognise outstanding and excellent contribution either within their role or to the benefit of the University.

Nominations will be considered annually by the Awards for Excellence Panels with recognition being awarded in three ways:

- a) a one off payment between £500 and £5,000;
- b) a team award where an equal proportion of the awarded value between £500 and £5,000 for each member of the team;
- c) an accelerated or discretionary increment (for employees on the salary pay spine only)

The Awards for Excellence Scheme provides for the highest financial recognition within the overall employee reward and recognition offering. Employees can also recognise colleagues and teams through the Reward Portal, which provides the opportunity for nominations for Appreciation (Thank you) and Recognition (£25 voucher) Awards at any point of the year.

### 2. Scope

The Award for Excellence Scheme is open for all employees, although only employees appointed on the spinal salary scales would be eligible for an additional increment.

### 3. One off Payments

One off payments are usually awarded to reflect time limited pieces of work and are usually made in the form of a lump sum between £500 and £5,000 (for exceptional impact).

For team awards, team members will receive an equal share of the awarded value.

One off payments will be made via payroll and subject to the normal deductions for Income Tax and National Insurance.

### 4. Accelerated and/or Discretionary Increments

An accelerated increment is an additional 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.

Accelerated or discretionary increment are awarded to recognise ongoing outstanding contribution within the employee's role that will be carried forward and is considered above and beyond the normal remit of the role (i.e. sustained excellent performance).

Where the nomination has been made to recognise a sustained role requirement, a re-grading request may be more appropriate.

### 5. Criteria

#### One off payments:

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 Examples	Award Value
Level 1 <ul style="list-style-type: none"><li>• 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.</li><li>• Achieved particularly challenging goals or objectives to ensure critical deadlines are met</li></ul>	£500 - £1500

<ul style="list-style-type: none"> <li>• Creating and contributing to a climate that encourages innovation, challenging the way things are done and being receptive to new ideas.</li> <li>• 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</li> </ul>	
<p>Level 2</p> <ul style="list-style-type: none"> <li>• Successfully taking on a range of additional responsibilities and duties for 6 - 12 months which are not paid elsewhere</li> <li>• Consistently meeting, or exceeding, objectives and success criteria or agreed deadlines. Sustained performance that exceeds the normal expectations for the role concerned.</li> <li>• Provision of outstanding leadership to teams and individuals, such that the quality of delivery of that team / section is measurably improved</li> </ul>	£1500 - £3000
<p>Level 3</p> <ul style="list-style-type: none"> <li>• Providing innovative high level input, commitment and delivery on a College/Service wide initiative or project outside of the normal remit of the role</li> <li>• 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</li> </ul>	£3000 - £5000

#### **Additional/Discretionary Increment:**

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 to College, Directorate or University plans.

This may be where an employee is:

- progressing within the role at a faster rate than would normally be expected; and/or
- 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.

The minimum length of service for all 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. However, the panels 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.

## **6. Nomination process**

The nomination process is confidential, and line managers submitting nominations should not inform the nominee of their nomination.

Nominations are made by the manager via the Your Rewards Portal, on the Awards for Excellence (Manager's area) section. Nominations should identify:

- the core value to be recognised;
- the reason for proposing the award, giving one or two examples of how the employee has acted above and beyond the normal expectations of their role;
- the impact of the contribution.

The wording used in the nomination text will be used as written in the letters to successful nominees and should be appropriate; managers may wish to take this into account when submitting the nomination.

The panels will only make their decisions based on the information given on the nomination submission.

## **7. The Awards for Excellence Panels**

The First Stage Panels for academic and research and for professional services areas will normally take place in July/August each year. The first stage panel will consider all nominations received, the type and level of award that might be awarded and then make recommendations for the Final Panel to consider.

The First Stage Panels will comprise:

### **Academic & Research Panel**

- Vice Provost & Dean of each College
- Vice Dean Research of each College
- Vice Dean Education of each College

### **Professional Service Panel: Operations**

- Chief Operating Officer

- Director of each nominated professional service area
- Director of College Operations for each area

#### **Professional Service Panel: Student & Staff Services**

- Director - Human Resources
- Director of each nominated professional service area

To ensure consistency and equality of application across the university, the recommendations of the First Stage Panels will be considered by a University Final Panel:

#### **University Final Panel**

- The Provost (Chair)
- Chief Operating Officer
- Vice Provost – Education
- Vice Provost - Research
- Director of Human Resources
- Representative from one of the recognised Trade Unions.

Each Panel will be attended and supported administratively by a member of the Employment Services Team in Human Resources.

### **8. Process**

Nominations for Awards for Excellence may be submitted from 1<sup>st</sup> September to 30<sup>th</sup> June the following year on the Reward Portal.

All nominations made during this period will be downloaded, and these will be shared with the First Stage Panel members for their comments.

The First Stage Panels will be set up to consider the nominations during July/August and the University Final Panel during August/September.

The University Final Panel considers each nomination against the criteria and First Stage panel feedback, obtains further information if required and agrees whether the nomination is to be approved or rejected.

Once the University Final Panel has completed their decisions, a letter is provided by HR Rewards to the line manager nominating the employee who then informs the team member of the award. Line managers will also be informed why nominations were not successful with recommendations from the panel on alternative recognition such as suggestion to submit a Recognition or Appreciation Award. The final panel will provide the reason for a nomination being rejected.

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

There are Frequently Asked Questions included on the Reward Portal for additional information and any further questions can be directed to the Rewards email address for response.

## **9. Time Scales**

The process is open between 1<sup>st</sup> September to 30<sup>th</sup> 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 increments will be actioned during the October payroll..

## **10. Equality Impact Assessment**

The process as outlined ensures decisions are able to be made without any unconscious bias through the benefit of the panels. To this end, reporting of the total number of nominations and approvals will be detailed for the information of the HR and Equality, Diversity and Inclusion Committee (HREDI) for equality impact assessment at the earliest opportunity following the sitting of the panels.

## Process Flowchart

Awards for Excellence Process Flow

