

University of Worcester Reward scheme – Guidance notes for all applicants

1. Background and purpose of the scheme

- 1.1 This scheme is in relation to the academic years 2017/18 and 2018/19. Further details about the reference period are included at point 1.9 below.
- 1.2 The University of Worcester's pay and grading structure arises from the 2004 National Framework Agreement, which consists of a single 51 point national pay spine. Currently, nine pay bands are distributed over the 51 point spine and each pay band is made up of a number of 'standard' increments plus 2 or 3 contribution points.
- 1.3 A general pay review across the whole 51 point pay spine is negotiated nationally and applied on an annual basis. All staff benefit from any annual pay increase.
- 1.4 Progression up to the contribution threshold for each grade reflects the growing experience and skill of the job holder. Staff at Worcester will have a normal expectation that progression from point to point, up to the threshold for contribution points, will take place on an annual basis.
- 1.5 The aim of this scheme is to reward **genuinely outstanding** work by individuals and teams which helps the University achieve its strategic aims, which goes 'above and beyond' the normal expectations of the individual's or team's role. It provides opportunity to academic and professional services staff for accelerated progression through the 'standard' increment points within the pay band for their role, and for those staff who are at the top of the 'standard' increments to progress into the contribution points of the pay band for their role.
- 1.6 To be successful an application must provide clear evidence of an outstanding and sustained contribution over and above the normal expectations for the role and be able to demonstrate ways in which the work of an individual or a team has made an outstanding contribution to the achievement of the University's strategic objectives.
- 1.7 For academic staff the Panel will be particularly looking for evidence that the applicant has contributed over and above the expectations of their role in the areas of **student recruitment, retention and achievement**.
- 1.8 For professional services staff there is also the opportunity to apply for:
 - **A one-off payment for an individual** in recognition of specific, time limited additional duties they have undertaken and for which they do not already receive additional salary, or for projects they have undertaken which are over and above the normal expectations for their role.
 - **A one-off payment to a team** of up to 15 people to recognise how their joint activity has made a tangible and outstanding contribution. The effect of the contribution must be demonstrably over and above any normal expectations for the team.

1.9 Reference Period

Applications will be accepted for either of the following academic years:

- 1st September 2017 to 31st August 2018
- 1st September 2018 to 31st August 2019

The **activity** should have taken place during the preceding two years.

Academic year	Evidence to be provided for activity taking place in:	
2017/2018	1 st September 2016 – 31 st August 2017	1 st September 2017 – 31 st August 2018
2018/2019	1 st September 2017 – 31 st August 2018	1 st September 2018 – 31 st August 2019

For incremental progression there is a requirement to evidence the **impact** of the work, and that the impact has been **sustained for at least two years**.

For a Professional Services individual or team award there is a requirement to evidence that the work was carried out within the preceding 12 months.

2. Eligibility

2.1 All staff employed at the date of publication of the scheme except:

- Staff who are currently within a probationary period for their current role. Staff must have successfully completed the probationary period by the date of publication of the scheme to be eligible to apply.
- Progression may be withheld if a member of staff is the subject of the University's formal capability or disciplinary procedures.

2.2 The scheme outlines two separate sets of criteria for:

- Academic staff – salary bands AC2, 3 and 4
- Professional Services staff – salary bands 1 to 9

3. Application process

3.1 Applications must be submitted on the University's standard form by the published deadline. No late entries will be accepted.

3.2 The application must include evidence that addresses the published criteria and illustrates that the work is both outstanding in its quality and outcomes, and that it is over and above the normal expectations for the applicant's current role. For incremental progression it should also evidence the sustained impact of the work, for at least two years.

3.3 The application must clearly illustrate the dates applicable to the work which is being evidenced and the dates applicable to the impact of that work.

3.4 The complete application must not exceed FIVE pages. Any additional material submitted will not be considered by the Panel.

3.5 It is highly unlikely that a further award for incremental progression will be made if the applicant was awarded an additional increment or contribution point in the previous reward scheme in 2017.

3.6 Academic employees: If an academic member of staff has been promoted through the University's promotion scheme it is highly unlikely that an additional incremental will be awarded to recognise work carried out in the year of promotion. For exceptional contribution, it may be possible for an award to be made in respect of work carried out in the academic year following the year of promotion.

3.7 Applicants must clearly state which of the following awards they are applying for:

- An accelerated increment
- A contribution point
- An individual or team one-off payment

The panel may award an alternative award if it deems it to be more appropriate.

3.8 As part of the university's commitment to supporting equality and diversity, we recognise the effect that equality-related circumstances can have on an individual's ability to meet the criteria. We therefore encourage staff to declare information about any equality-related circumstances that may have affected their ability to meet the criteria. Completion of the equality-related circumstances section of the application form is voluntary. This section of the form is the only means by which the University will be gathering this information. The following circumstances may be taken into consideration:

- Part time employment – please indicate FTE and the dates of any changes, and how this has had an impact on your work
- Career break or secondment outside of the higher education sector – please provide dates and duration
- Maternity leave, statutory adoption leave, and additional paternity leave (taken by partners of new mothers or co-adopters) – please provide dates and duration
- Disability (including conditions such as cancer and chronic fatigue) – please indicate how this has had an impact on your work, including dates of any periods of leave
- Ill health or injury - please indicate how this has had an impact on your work, including dates of any periods of leave
- Mental health conditions - please indicate how this has had an impact on your work, including dates of any periods of leave
- Constraints relating to pregnancy, maternity, breastfeeding, adoption, paternity or childcare in addition to periods of maternity, statutory adoption or additional paternity leave taken. This could include for example, pregnancy related illness and health and safety restrictions in laboratory and field work.
- Other caring responsibilities (including caring for an elderly or disabled relative)
- Gender reassignment

The equality-related circumstances section of the application form will be retained by HR in the first instance and the information disclosed will not be shared with the assessment panel. If the initial assessment by the panel is that the application is not successful, HR will share the disclosure of equality-related circumstances with the Chair of the panel, who will consider whether the equality related circumstances may have affected the applicant's ability to meet the criteria. All panel members are required to treat the disclosure as confidential.

3.9 The applicant's Head of School/Department is required to carry out an initial assessment of the application prior to submission. The Head of School / Department is required to indicate on the application form the extent that they consider the application meets the published criteria. **It is the responsibility of the applicant** to agree a suitable timeframe with their Head of School/Department to ensure that they have sufficient time to complete this section of the form prior to the submission date.

3.10 **It is the responsibility of the applicant to ensure that the application is submitted by the published deadline. No late applications will be accepted.**

4. Decision making

4.1 All applications received by the published deadline will be considered by a review panel nominated by the Vice Chancellor:

Academic	Professional Services
<ul style="list-style-type: none"> • Deputy Vice Chancellor – Chair • Deputy Pro Vice Chancellor Research • Director of Quality and Educational Development • Head of the School of Psychology • Director of HR – secretary to the panel 	<ul style="list-style-type: none"> • Pro Vice Chancellor Students – Chair • Director of Finance • Director of Communications and Participation • Secretary to the University Leadership Group and Head of the VC's Office • DPVC Inclusive Sport • Deputy Director of HR – secretary to the panel

4.2 The review panel will assess each application against the published criteria and will make recommendations for awards to the Vice Chancellor.

4.3 The awards available are:

- An accelerated increment
- A contribution point
- An individual or team one-off payment

4.4 Awards are made on the basis of the evidence submitted in the application form.

4.5 Awards will be effective from 1st August 2019.

4.6 Brief confidential feedback will be provided to unsuccessful applicants. This will be agreed by the review panel and provided to the Head of Department/School to discuss with the applicant.

4.7 Award of an additional increment or contribution point:

4.8 Any award made for incremental progression through this scheme will be based on the current salary point of the individual **at 1st August 2019**.

- If the applicant's current pay at 1st August is not at the top of the standard salary points for their salary grade one additional increment will be awarded.
- If the applicant's current pay at 1st August is at the top of the standard salary points or is within the contribution points for their salary grade one contribution point will be awarded.

- If the award of an increment takes the applicant's pay to the top of the standard salary points on 1st August there will not be further **automatic** annual progression.

5. Appeal

5.1 An appeal can be made only if the applicant believes the procedure has not been followed correctly. An appeal cannot be made on the grounds that the applicant disagrees with the decision of the Panel.

5.2 An appeal should be made in writing to Adele Cope, Director of HR, with clear details provided on the grounds for the appeal, and within ten working days of the outcome being notified. Disagreement with the outcome of an application is not in itself grounds for an appeal.

5.3 If the Director of HR finds that the appeal has been based on the ground that the procedure has not been correctly followed she will refer the matter to the VC or nominated person who will reassess the original documentation.

6. Record keeping

6.1 All parties involved in the process will be required to maintain confidentiality and store all electronic and paper documentation securely.

6.2 A central record of the applications and outcomes will be held in HR for 6 months after the panel meeting, all spare paperwork and electronic copies held by any panel member will be destroyed following the panel meeting.

7. Equality audit

7.1 Applicants and awards will be monitored by gender, disability, ethnicity and age, subject area and mode of employment. This data will be reported to the Board of Governors, through the Human Resources Committee. Please note that this is an anonymised equalities data monitoring exercise which is not connected to the opportunity to submit equalities-related circumstances as outlined in 3.8 above.

8. Closing date:

Applications to be submitted to rewards@worc.ac.uk by 9am Monday 1st July 2019.