

**University of Worcester Reward Scheme 2022 – Reward Proposal form**

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| **GUIDANCE NOTES** |
| 1. Evidence for an incremental rise must show that the significant contribution has been sustained over time and that there is good reason to believe it will continue to be so. Nominations for an incremental rise must also show how this performance or contribution stands apart from normal expectations and how it has impacted directly or indirectly, for at least 12 months, on the achievement of the objectives at University, School or Departmental level. Evidence for a one-off payment must include the relevant dates and timelines of the work carried out (e.g. work was for 6 months from x to y).
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| 1. Line managers, and then subsequently also Heads of Schools or Head/Directors of Professional Service, must confirm their approval of the content of the Proposal Form and detail the reasons for, and basis and evidence on which they are supporting the application, before submitting them for consideration by the Reward Panel. Individuals are therefore encouraged to speak to their line manager before completing their application in order to check whether their application will have that required management support.
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| 1. Additional supporting evidence should not be appended to the form. Only evidence contained within the form will be considered. The completed form should be a **maximum of FIVE** pages. The panel **will not** consider any applications in excess of FIVE pages. It is recommended therefore that Section 2 is no more than three pages in order to allow sufficient space for manager comments.
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|  **Section 1: Applicant details** |
| **Employee name and job title** |  |
| **Type of award being requested** |  Incremental rise / One-off payment *(please highlight)* |
|  ***For Professional Services only:* If submitting an application for a team one-off payment, please detail:** |
| **Employee names and job titles**  |  1) 2) 3) 4) 5) 6) 7) 8) 9) 10) |
| **Applicant’s Department**  |  |
| **Applicant’s School/Professional Service** |  |
|  **Name and job title of line manager**  |  |
|   **Name of Head of School/Director** **of**  **Professional Service** |  |

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| **Section 2: Reason for requesting the reward**Please outline the basis for the application and the evidence for significant contribution over and above normal day to day duties and expectations. Proposals for an incremental rise should also indicate clearly how the individual’s contribution has positively impacted on the Department, School or wider University for at least 12 months (see section 1 of the guidance notes above for further details) |
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| **Section 3: Line Manager comments**Please comment on the proposal, including confirming that you believe that the application is factually accurate, and clearly detail the basis and evidence upon which you are supporting the application for a reward. Please also confirm the basis on which you believe that the individual has either: delivered over and above the expectations of their role for a sustained period of time; or operated outside of the scope of their normal day to day role for a defined period of time. |
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| Signed: Date:  |

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| **Section 4: Head of School or Head/Director of Professional Services comments**Please comment on the proposal, including confirming that you believe that the application is factually accurate, and clearly detail the basis and evidence upon which you are supporting the application for a reward. Please also confirm the basis on which you believe that the individual has either: delivered over and above the expectations of their role for a sustained period of time; or operated outside of the scope of their normal day to day role for a defined period of time. |
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| Signed: Date:  |

**Please now send this form to** **rewards@worc.ac.uk** **by 5pm on Monday 10th October 2022**