

Reward Guidance

REWARD & RECOGNITION, AND REGRADING PROCESSES

A solid blue horizontal bar at the bottom of the slide.

Re-grading

Purpose

University wide policy which enables a review of the grade of a post when either a department or an individual feels that changes to that role warrants a review.

Eligibility criteria

- Staff occupying an existing post within the university
- Have been in current post for minimum of 6 months
- Grades 1-10

Re-grading

Process for those in grades 1-9

1. The department or individual establish need for grading review
2. The individual discusses this with their line manager in the first instance
3. The individual discusses the application requirements with HR (e.g. guidance on completing an application, development of a new JD, creating an org chart)
4. HR review the first draft and provide feedback/advice where necessary
5. Once documents are complete, the line manager and Head of Administration and Finance add comments and sign off
6. HR submit the final application and supporting documents to the central reward team for consideration
7. Outcome usually heard in 2-3 weeks from submission, central team may request supplementary information

Re-grading

Process for those in grade 10

1. The department of individual establish need for grading review
2. Establish support from individual's line manager and Head of Department
3. The individual discusses the application requirements with HR (e.g. guidance on completing an application, support letter from HOD, support letter from the applicant)
4. HR review the first draft and provide feedback/advice where necessary
5. Once documents are complete, the line manager and Head of Administration and Finance add comments and sign off
6. HR submit the final application and supporting documents to the Senior Appointments panel for consideration
7. Outcome usually heard within in 2-3 weeks from submission, SAP may request supplementary information

Re-grading

The central grading team (or Senior Appointments Panel for grade 10) review each application in accordance with the current HERA (Higher Education Role Analysis) framework and communicate outcome

If the outcome is **successful**:

- New grade will be implemented in next available payroll and will usually be backdated to the 1st of the month in which the application is submitted to the central grading team

If the outcome is **unsuccessful**:

- You are entitled to appeal decision
- You may be given the opportunity to attend an interview with the reward team
- No further regrading applications can be submitted for 12 months

Reward & Recognition

1. Recognition scheme:

Purpose: To reward one-off contributions/examples of high performance, e.g. delivery of an important departmental initiative, or an idea that leads to a saving or service improvement

Administered at department level

Any time of year

£200 one-off reward (before tax)

Team awards

Particularly suitable for awarding support staff, for whom their own personal contribution to departmental objectives may be less visible.

2. Awards for excellence scheme:

Purpose: to reward those who have performed well in all the key areas of their jobs, and have consistently demonstrated exceptional performance, *significantly above that which might reasonably have been expected for their grade:*

- have performed well in all the key areas of their jobs
- have consistently demonstrated exceptional performance
- have demonstrated an exceptional commitment to a value or behaviour framework, through examples provided against the expected behaviours.

Administered at department level

Annual exercise

Recurrent and non-recurrent incremental awards

Separate to automatic incremental progression

Reward & Recognition

Eligibility:

- Grades 1-10
- Minimum 6 months service

Not applicable to the following:

- those holding posts for which funders specify the rate of pay outside the university salary scales e.g. EC Marie Curie fellowships;
- those whose TUPE arrangements exclude inclusion or impose alternative merit arrangements;
- those holding clinical consulting contracts who are eligible for NHS merit awards.
- E grades and apprentices are only eligible for non-recurrent awards via Awards for Excellence Scheme, or Recognition awards

Reward & Recognition

Process for the **Recognition scheme** (one-off £200 award):

1. Nominations for the recognition scheme are made by line managers
2. Recognition nomination form requires a brief case for the award
3. Send form to HR who forward to HoD
4. HoD makes final decision
5. Awards are received via the next available payroll.

Reward & Recognition

Process for the **Awards for Excellence Scheme**:

Recurrent awards: pensionable advancement to the next point on the incremental scale (pro-rata for part-time staff)

Non-recurrent awards: non-pensionable lump sum to the value of one increment (typically 3% of salary, pro-rata for part-time staff)

Awards are limited to one increment in all cases

1. Nomination process communicated by department with all staff in January to review previous year
2. Nominations for awards will be made primarily by line managers via nomination form with robust evidence/examples – sent to HR
3. Nominations are reviewed by a small internal review panel led by HoD who will inform nominees of the outcome
4. **If successful:** Award will (usually) be effective from 1st April
5. **If unsuccessful:** discuss any concerns with line manager, if still dissatisfied, can request feedback from a member of the departmental panel. Provision to appeal decisions.

For the sake of parity, transparency and ease of monitoring, **there is no provision for making performance-related incremental payments to staff outside the annual exercise.**

Questions?

Please contact the HR team at hr@dpag.ox.ac.uk