This achievement awards scheme is applicable to all employees of the University and replaces the University’s previous “ex-gratia” payment system.

It is designed to fit closely to the University’s vision and to reward outstanding achievements at all Grade Levels. The eligibility criteria for these awards are clearly defined in the attached criteria (see Appendix).

These awards can be made throughout the year and will work best if they come soon after the achievement. Heads of Academic Unit/ Professional Service may choose between three differentiated bands of achievement. Heads of Academic Unit (and confirmed by Dean) or Professional Service have delegated authority to make awards within their budgets, although they may wish to discuss any potential awards at the Academic Unit or Professional Service review meetings.

Recommendations for awards should be sent to your HR Manager who can advise on the merits of individual cases with respect to the criteria, before Human Resources arrange for a letter to be sent to the recipient and for the payment to be processed.

Please note that Staff Achievement Awards are paid via salary and subject to tax and national insurance deductions.
APPENDIX

STAFF ACHIEVEMENT AWARD SCHEME CRITERIA

BAND 1 AWARDS
Up to £500 (for staff in Levels 1 and 2 only)
For reliability and adaptability:
   a) Excellent punctuality and attendance record;
   b) Excellent appearance standards e.g. as set out in uniform policies and recognising staff diversity policies;
   c) Excellent adaptability and versatility;
   d) Consistent competence in performance of duties;
   e) Excellent motivation, reliability and a positive attitude to work;
   f) Excellent standards of customer care.

BAND 2 AWARDS
Up to £1000
For excellent performance and attitude; and for additional responsibilities:
   a) Showing initiative beyond the normal requirements of the role (e.g. actions in emergencies);
   b) Making significant cost efficiency suggestions, leading to improved practices in the workplace;
   c) Delivering excellent customer service, beyond the call of duty;
   d) Demonstrating an exceptional positive commitment to change;
   e) Making a significant contribution to the completion of a one-off project, of major importance to the Department or Academic Unit and the University;
   f) Assuming additional responsibilities (for a defined period) which are not normally part of the role;
   g) Demonstrating excellent individual performance on a specific task or piece of work;
   h) Contributing to excellent team performance;
   i) Performing special tasks on behalf of a School/Professional Service as prescribed by the Head.

BAND 3 AWARDS
Up to £3000
For exceptional performance, achievement and attitude:
   a) Demonstrating exceptional imagination and enterprise on a project or piece of work;
   b) Playing a key role in attracting significant income into the university;
   c) Playing a key role in successfully implementing a major project or achieving a major milestone;
   d) Notably enhancing the status of research, education or customer service at the university;
   e) Demonstrating outstanding leadership;
   f) Demonstrating outstanding teamwork;
   g) Notably enhancing partnership working either internally or externally to the university;
   h) Demonstrating outstanding teambuilding achievements.