

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Human Resources



To: heads of departments and institutions, faculty board chairmen,
 departmental administrators and faculty board secretaries

Ref. EMS/6

3 October 2013

cc. heads of division, divisional secretaries, Dr Gambles, Mr Shaw,
 Principal Administrator of the Conference of Colleges

Introduction of a Reward and Recognition Scheme for Academic-Related and Support Staff

Merit pay arrangements for academic-related and support staff have been suspended since 2009. The Personnel Committee has decided to introduce a revised scheme, the Reward and Recognition Scheme, with effect from January 2013.

PERS(13)05, circulated on 30 May 2013, announced the Scheme. This circular gives further details of the Scheme and links to the Scheme Guidance and supporting documentation.

1. Background

In 2009 merit pay for all staff groups was suspended in light of the uncertain financial climate.

It has now been decided that merit pay for all staff groups should be reinstated.

In view of the mixed response to the previous merit scheme for academic-related and support staff, the Personnel Committee asked the Reward Team to develop a revised scheme through which those individuals who have made an *exceptional* contribution to the University can be financially recognised. Groups of managers, staff and trade union representatives have been consulted and the Committee has now approved the revised scheme, to be called the Reward and Recognition Scheme ('The Scheme').

There will be two elements to the Scheme, both of which will be managed at departmental level.

Awards for Excellence

An annual gathered field exercise, through which pensionable recurrent or non-pensionable non-recurrent increments can be awarded. The first assessment process will take place in early 2014, assessing performance during the 2013 calendar year, with payments to be made from 1 April 2014. The scheme is designed to reduce bureaucracy and promote transparency.

The University has many highly capable and dedicated staff, and funding for the Reward and Recognition Scheme will be limited. Hence the criteria for this scheme are designed to enable departments to offer financial recognition to those staff who are making an outstanding and truly exceptional contribution to the University.

Line managers will be asked to nominate staff for an award, although self-nominations will also be possible. Decisions will be made by small departmental panels.



The Recognition Scheme

The Recognition Scheme is a 'light touch' process to facilitate small, timely awards to individuals or teams in response to 'one-off' pieces of work that merit special recognition.

Recognition Awards are fixed at £200 for all grades and will be signed off by the Head of Department, at the recommendation of line managers. Given the comparatively small financial reward, it is important that meaningful local recognition for the individual's achievement is made e.g. a letter of congratulation from the Head of Department.

Funding for the Scheme

Departments are asked to limit their spending across both the Awards for Excellence and the Recognition Scheme to 0.35% of their annual salary bill (for grades 1-10). This will allow for Awards for Excellence for c.10% of staff, assuming an even spread across the grades, and a small number of awards under the Recognition Scheme each year.

2. Action required of Departments

Since the period to be reviewed for Awards for Excellence is the current calendar year, and Recognition Awards can be made in respect of work undertaken from 1 October, departments are asked to make local arrangements to launch the Scheme as soon as possible.

3. Further information

The detailed guidance, together with template nomination forms, and a template sheet to communicate outcomes, can be accessed here:

www.admin.ox.ac.uk/personnel/reward/rewardandrecognitionsscheme/

Briefing and discussion sessions, lasting one hour and designed to allow lead administrators and HR managers to work through the detail of the scheme, identify barriers and develop solutions, will take place in the EDU/Personnel Meeting Room at 5, Worcester Street on:

Wednesday 23 October	11.30am	Thursday 24 October	10.00am
Monday 4 November	2.00pm	Tuesday 5 November	10.00am
Monday 11 November	2.00pm	Tuesday 12 November	10.00am
Thursday 14 November	10.00am	Monday 18 November	2.00pm

Attendance at one of these sessions is encouraged. Further sessions will be organised as required to allow all who wish to attend a session to do so. There is limited space in the meeting room so those who wish to attend must sign up by contacting daniel.oliver@admin.ox.ac.uk.

Questions about the scheme can be addressed through these sessions or urgent questions can be sent to sarah.kilgour@admin.ox.ac.uk or sarah.thonemann@admin.ox.ac.uk.

MR J DUXFIELD

Director of Human Resources.

For notice boards: YES.