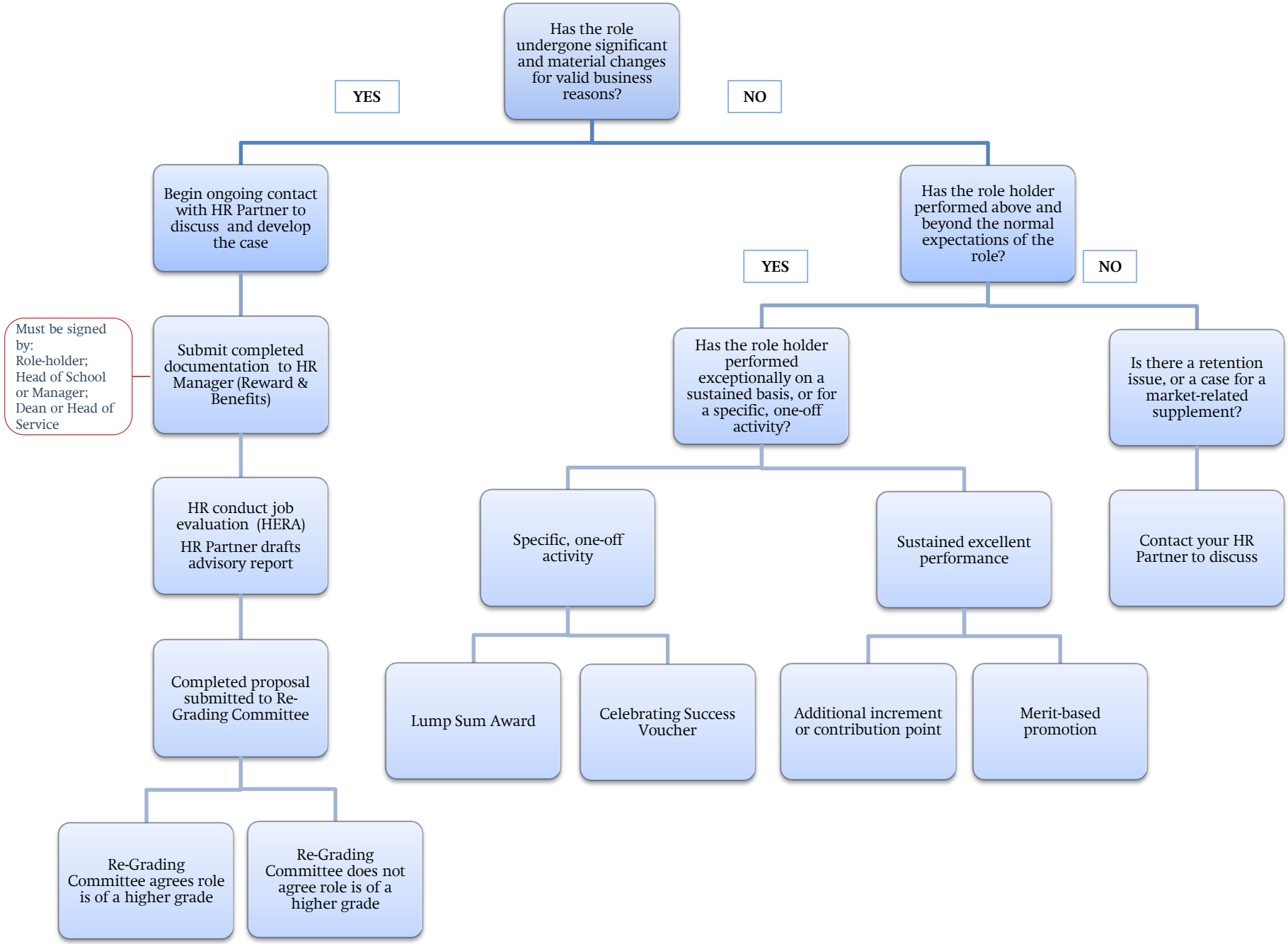
Has the role undergone significant and material changes for valid business reasons?
YES
NO
Begin ongoing contact with HR Partner to discuss and develop the case
Submit completed documentation to HR Manager (Reward & Benefits)
Must be signed by: Role-holder; Head of School or Manager; Dean or Head of Service
HR conduct job evaluation (HERA)
HR Partner drafts advisory report
Completed proposal submitted to Re-Grading Committee
Re-Grading Committee agrees role is of a higher grade
Re-Grading Committee does not agree role is of a higher grade
Has the role holder performed above and beyond the normal expectations of the role?
YES
NO
Has the role holder performed exceptionally on a sustained basis, or for a specific, one-off activity?
Is there a retention issue, or a case for a market-related supplement?
Specific, one-off activity
Sustained excellent performance
Contact your HR Partner to discuss
Lump Sum Award
Celebrating Success Voucher
Additional increment or contribution point
Merit-based promotion