

REWARDING STAFF

LUMP SUM AWARD SCHEME

The Lump Sum Award Scheme forms part of the University’s arrangements for recognising and rewarding staff for exceptional performance and for their contribution to the University. The Lump Sum Award Scheme is designed to reward staff for a one-off or short-term contribution that is worthy of particular note and reflects the University’s Values for Working Together and Professional Behaviours. They are awarded by the Schools and Functions. Lump Sum Awards can be made at any time throughout the year, to allow a flexible and responsive approach to recognition and reward.

This scheme is intended to complement the arrangements for Celebrating Success and awarding additional increments/contribution points to recognise sustained excellent performance.

# Eligibility

All employees, irrespective of grade or job family, are eligible for consideration for a Lump Sum Award. Part-time, as well as full-time, staff are eligible for consideration. Staff in Grade 9 (including Professorial staff) are also eligible.

Staff must be in the employment of the University on the date award payments are made, as payments cannot be made to staff who have left employment.

The award of Lump Sum payments is at the discretion of the University and is not subject to appeal. These awards are not contractual benefits and the University reserves the right to amend or withdraw this scheme.

# Size of Awards

Awards should normally be for a minimum of £250. Awards will not be capped, however, proposed awards of £1,500 or more will require the approval of the Director of Human Resources.

Awards are one-off payments subject to statutory deductions (tax and NI) and are non- pensionable.

# Criteria

The scheme is intended to reward those who can demonstrate outstanding achievement or excellence of a short-term nature, which is of such a high standard that it has made a difference to students, customers, colleagues, the department or the University as a whole. Awards may be made on the basis of the following criteria (this list is not exhaustive):

* Achieving results – consistently meeting, or exceeding, objectives and success criteria or agreed deadlines.
* Demonstrating excellence – working at a consistently high standard and providing the best quality service to students, staff and customers.
* Finding innovative solutions – working with creativity to analyse problems and develop innovative and workable solutions
* Embracing and enabling change – creating and contributing to a climate that encourages innovation, challenging the way things are don and being receptive to new ideas.
* Developing self and others – a commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours.
* Working together - working cooperatively with others to achieve objectives.
* Examples of excellence in teaching, research and enterprise activities;
* The particularly successful completion of a project/one-off piece of work;
* Undertaking additional work and responsibilities to cover the absence of a colleague;
* Assuming a higher level of responsibility for a finite period of time following the departure of a more senior colleague or manager;
* Behaviours that have gone beyond the normal expectations of the role e.g. exceptional service to students or colleagues;
* An outstanding contribution to the success of a team.

You may wish to make a collective award covering all the members of a specific team. Where teams are rewarded, the level of the award should normally be the same for each member of the team. When making a team award, you will need to complete a separate form for each individual.

# Process

Any awards for £1500, or more, will require the approval of the Director of Human Resources.

The normal expectation is that a member of staff will only receive one award per annum. However, it is possible to grant an individual more than one award, if they are for separate and distinct activities or achievements.

All Lump Sum Award nominations must be submitted using the on-line form: https://hrforms.reading.ac.uk. There is a user guide available on the HR Reward and Recognition web page.

The individual will automatically be notified of the award, once it has been fully approved.

Academic staff may opt to have their award paid into their Staff Development Account. The Head of School and Human Resources should be notified of this as soon as possible, along with details of the SDA account code. However, once the money has been credited to the SDA, it cannot then be withdrawn as a salary payment. Under no circumstances should SDA funds be used for private benefit, as this will give rise to serious tax implications for the individual and the University.

# Timescales

Lump Sum Awards can be made at any time, until the end of the financial year in July 2022. Payments will be made in the next available salary run following receipt of the Approval Form by Human Resources. The **final deadline** for the submission of Approval forms is **1July 2022** to ensure that payments are made with July salaries. Any money that has not been awarded by this date will be forfeited. Payments cannot be made after this date under the 2021/2022 scheme.

# Additional examples:

* Undertaking substantial levels of additional work and responsibility and working long hours during a period of staff turnover/absence.
* An outstanding contribution to instigating and planning the implementation of a new system that has a significant impact on the Department/School/University.
* Excellent levels of customer service, demonstrated by positive feedback from customers, colleagues, staff or students.
* Gaining a particular accreditation, or quality standard e.g. IiP, ISO, Quality Assurance.
* Successful management of an office/departmental relocation.
* The successful development and implementation of a project or initiative e.g. a significant increase in student applications through a new student recruitment campaign; generating income or collaborative work through a new research facility; migrating to a new database or system; the redevelopment of the School’s website.
* Presentation of a paper at an international conference.
* Generation of significant income for the University e.g. fundraising, research & enterprise activities.
* Achievement of a particular qualification relevant to the individual’s role.
* Outstanding contribution to the organisation, or behind the scenes work, to ensure the smooth delivery of a conference, graduation day or other event; particularly if letters of appreciation have been received from organisers and/or delegates.
* Professionalism and quick-thinking when dealing with incidents on campus e.g. prevention of theft, assisting people in difficulty, dealing with suspicious, drunk, or aggressive people on campus.
* Significant contribution to obtaining a large grant or contract.
* Undertaking the development and presentation of a new degree module during the absence of a colleague
* Receiving a commendation from an external body or professional organisation.
* Taking a key role in organising a nationally and internationally important conference, leading to new collaborations and the publication of papers.
* Successful launch of a new degree programme.
* Advancing the School’s programme of outreach and knowledge exchange activities by running events and/or building links with industry.
* Assistance with compiling necessary documentation for the periodic review or other audit requirements.