

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

30 May 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, which will be known as the Recognition and Reward Scheme, with effect from January 2013.

This circular outlines the scheme pending further detailed work on guidance for departments, which will take place over the summer.

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 structure and principles of a revised scheme, to be called the Recognition and Reward Scheme.

There will be two elements to the Recognition and Reward Scheme, both of which will be managed at departmental level:

- An annual gathered field exercise, through which recurrent or non-recurrent increments can be awarded. The first assessment process in the new scheme will take place in early 2014, assessing performance during the 2013 calendar year, with payment to be made from 1 April 2014. The guidance for the scheme will focus on reducing unnecessary bureaucracy and promoting transparency.

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

- A process to facilitate the payment of small, timely awards to individuals, or teams, in response to 'one-off' pieces of work that merit special recognition.



2. Action required of Departments

Since the period to be reviewed is the current calendar year, departments are asked to make staff aware that the Reward and Recognition Scheme is being introduced and the proposed timescales for the review.

3. Further information

Further work will be undertaken over the summer to develop the detailed guidance for the scheme.

Comments are welcome and should be sent to sarah.thonemann@admin.ox.ac.uk or sarah.kilgour@admin.ox.ac.uk .

MR J DUXFIELD

Director of Human Resources.

For notice boards: YES.