

Range of HR recognition schemes

Rewarding Exceptional Performance	
<p>Exceptional performance (annual application)</p> <ul style="list-style-type: none"> ❖ Where a member of staff has undertaken a one-off task or project work. ❖ The reward is a payment of up to the value of one increment. <p>Examples may include:</p> <ul style="list-style-type: none"> ✓ Over a few months a member of your team has worked above and beyond to help complete a vital project on time or has completed a planned project that had more difficulties than expected. By completing the project extra income has been generated for the department or the work has been distinguished. You could request a lump sum to recognise their work. ✓ An academic has excelled in some outreach work that has benefitted a specific group or the local community. 	<p>Sustained exceptional performance (annual application)</p> <ul style="list-style-type: none"> ❖ Where a member of staff has made an exceptional contribution which has been sustained for a period of at least six months and is expected to continue for the foreseeable future. ❖ The reward is advancement to the next point on the salary scale (or, for those at top of their scale, a contribution point). <p>Examples may include:</p> <ul style="list-style-type: none"> ✓ Over the past year a member of your team has worked on transforming business processes for the department. This work is continuing. ✓ Over the past year an academic has excelled in supporting students which has generated a lot of excellent feedback. They will be continuing to work at high level in the future. ✓ An academic has produced outstanding academic research/or high level teaching that has been acknowledged by their peers/students.
Manager's Thank You Scheme	
<ul style="list-style-type: none"> ❖ Managers are currently able to reward to team members, to reinforce desirable behaviour and congratulate achievements. Subject to the Thank You Scheme Approver's permission, line managers can give gifts to individual employees up to the value of £100. <p>Examples may include:</p> <ul style="list-style-type: none"> ✓ Over the past few weeks a member of your team has worked above and beyond to help complete an unexpected project on time or has completed a planned project that had more difficulties than expected. You could give them a £50 or £100 gift voucher. ✓ In the past week a member of staff has come in early and left late to help put on a special event for the department. You could give them a £25 gift voucher or wine, chocolate or flowers. 	
Thank you scheme Peer to Peer cards	
<ul style="list-style-type: none"> ❖ The Thank Scheme is designed to encourage a culture of recognition throughout the organisation. Being recognised for hard work and achievements not only motivates employees, it also increases engagement and productivity. Faculties or Directorates could choose to reward your most-thanked employees. ❖ Margaret Shepherd in <i>The Art of the Handwritten Note</i>, states that "a proper thank-you note has five distinct characteristics: generous, specific, prompt (but never let lateness stop you from writing at all), succinct and personal." <p>Examples may include:</p> <ul style="list-style-type: none"> ✓ You have just received excellent customer service from a member of staff in another Dept. You could send an eThank You Card to the person if you know them or let their line manager know so they can pass on your thanks. Or why not drop by with a handwritten card. ✓ You have spotted a member of your team dealing patiently with a customer. You want to thank them for dealing with it in a professional way. 	