**PROFESSIONAL SERVICES ANNUAL REVIEW**

**NOMINATION FORM**

Nomination for:

Individual Bonus

Team Bonus

Accelerated Increment

Discretionary increment

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name(s) |  | | |
| Department/Section & Team Name |  | | |
| Recommended award (amount) |  | | |
| Job Title |  | | |
| Current Grade |  | Spinal Column Point |  |
| Date of Appointment |  | | |
| *Please note if applying for a bonus - The usual individual bonus award is £500 (gross), although could be higher to a maximum of £2000 (in multiples of £500) in a very small number of outstanding cases where there has been demonstrable impact. The value of team bonus payments will be shared equally across all nominated individuals.* | | | |

Information regarding Previous Awards received: *(last five years)*

|  |  |  |
| --- | --- | --- |
| Date of Award | Type of Award *(Increment or Bonus)* | Value |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Proposal initiated by:  Name and Job Title |  |
|  |  |
| Exec Dean/Head of Section Approval: |  |
|  |  |
| Date: |  |

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NOTES:

The proposal for the award of an individual or team bonus payment or an accelerated/discretionary increment should be set out in the appropriate section below. The case submitted should be no more than 1500 words in length authorised by the Head of Department/ Section. No testimonials or references to be attached as supplementary information.

**RECOMMENDATION FOR THE AWARD OF AN**

**INDIVIDUAL OR TEAM BONUS PAYMENT**

The grounds for requesting an individual or team bonus payment should be clearly stated and fully illustrated which is attached at appendix A.

The recommendation should set out the basis of the case, making clear in what ways the member of staff’s performance is exceptional compared to what would be expected in the role together with specific examples of achievement:

**RECOMMENDATION FOR THE AWARD OF AN**

**ACCELERATED/DISCRETIONARY INCREMENT**

The grounds for requesting an accelerated/discretionary increment should be clearly stated and fully illustrated with reference to the criteria which is attached at appendix B.

The recommendation should set out the basis of the case, making clear in what ways the member of staff’s performance is exceptional compared to what would be normally expected in the role. It should also clearly highlight the continuing and sustained nature of this performance together with specific examples of achievement:

**Applicant Signature: Date:**

**HoD/Line Manager Comments:**

**HoD/Line Manager Signature: Date:**

**Appendix A \_ Guidance for Individual/Team Bonus**

**Examples of activity that may be rewarded through a bonus payment:**

Performance should be consistently good across all aspects of the role, with exceptional performance in at least one of the areas listed below:

* Contribution/impact beyond the normal expectations of the role
* Exceptional customer service
* Collaborative approach
* Role model of Essex professional behaviours/values
* Application of specialist knowledge, decision-making or judgement
* Proactive approach
* Demonstration of problem-solving, using initiative or implementation of solutions
* Successful delivery of a project with measurable impact

Below are examples of where the above criteria have been demonstrated:

* Undertaking a project that has a measurable impact. This could be financial savings or change in methods for the benefit of students or client group for example
* Implementing an idea to save time or increase efficiency
* Taking on additional duties during a difficult period to ensure continued student satisfaction
* Proactively assuming responsibility for the successful delivery of work/tasks outside the normal remit of the role
* Resolution of a problem, challenging situation or disagreement

In relation to the pandemic, other examples (above and beyond the collaboration, flexibility, adaptability, and high performance expected in all roles) could be:

* financial creativity that has benefitted the University position
* staff who volunteered to work in other areas when needed
* staff who volunteered to work weekends etc at the beginning of the pandemic to ensure timetabling, on-line learning, remote working was possible
* staff who volunteered to provide support for isolating students including shopping,
* implementation of creative ideas and solutions that has helped positively differentiate the service/team/University from other organisations through the pandemic

This is not an exhaustive list of examples. Exceptional performance will be considered with reference to the job role and grade.

**Appendix B**

**Examples of sustained and continued exceptional performance that may be rewarded through additional/discretionary increments:**

Performance should be consistently good across all aspects of the role, with exceptional performance in at least one of the areas listed below:

* Contribution/impact beyond the normal expectations of the role
* Exceptional customer service
* Collaborative approach
* Role model of Essex professional behaviours/values
* Application of specialist knowledge, decision-making or judgement
* Proactive approach
* Demonstration of problem-solving, using initiative or implementation of solutions
* Successful delivery of a project with measurable impact

Below are examples of where the above criteria have been demonstrated:

* Working to overcome barriers to change and helping to drive change forward
* Exceptional team working, co-operation and collaboration both within and across teams
* Consistent high performance and over-achievement in relation to personal objectives
* Regular and ongoing contribution of well-thought-out ideas, innovation and/or solutions
* Consistently positive feedback from client/customer/student group
* Continued incremental improvements to the way work is carried out/delivered for the benefit of students and the team.

In relation to the pandemic, other examples (above and beyond the collaboration, flexibility, adaptability, and high performance expected in all roles) could be:

* Implementation of a number of ideas or practises that will have lasting impact and which have positioned the service as one which does not just employ best practice, but as a leader within their field and in Higher Education specifically
* proactively thinking through, unaided, things which need /should be done and following through on these for the benefit of the University and its community
* Ongoing demonstration and role-modelling of values-based decision making and judgements,

This is not an exhaustive list of examples. Exceptional performance will be considered with reference to the job role and grade.