**PROFESSIONAL SERVICES ANNUAL REVIEW**

**INDIVIDUAL OR TEAM BONUS PAYMENT**

**NOMINATION FORM**

Nomination for:

Individual Bonus

Team Bonus

|  |  |
| --- | --- |
| Full Name(s) |  |
| Department/Section & Team Name |  |
| Recommended award (amount) |  |
| *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 should be set out on the reverse side of this form. 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:

**Applicant Signature: Date:**

**HoD/Line Manager Comments:**

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

**Appendix A**

**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.