Recognition Reward (Voucher Scheme): Policy & Process
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PURPOSE

The University’s Recognition Rewards (Voucher Scheme) Policy sets out the process by which staff within University Services are recognised and rewarded in a fair and equitable way for demonstrating behaviors which epitomise at least one of the strategic values of Passionate, Professional and Progressive as detailed in http://www.gla.ac.uk/about/strategy/.

Those who are not within University Services should refer to the Recognition and Reward Policy for details relating to recognition and reward within their area.

EQUALITY OF OPPORTUNITY

The University is committed to promoting equality of opportunity for all staff and ensuring a working environment that is free from discrimination and unfair treatment. The principles of the Athena SWAN Charter are embedded in the application of this policy. The Committee will take into account individuals who are currently, or have been, part-time, or have had a significant absence, whether due to parental leave, illness or other cause provided that this is outlined clearly in the application.

PRINCIPLES

The University of Glasgow is committed to providing a working environment that promotes, recognises and rewards those demonstrating its strategic values. The purpose of these principles is to provide an open and transparent mechanism for rewarding and formally recognising those whose contribution demonstrates one or all of our strategic values.

The scheme is designed to provide a dynamic approach through instant recognition for staff

ELIGIBILITY

Staff who are based within University Services and employed on the University’s substantive pay and grading structure.

Staff within University Services who wish to apply for a Sustained Excellence Awards will need to do this through the Recognition and Reward Policy.

TYPES OF AWARD

Vouchers

The voucher has a monetary value and is awarded by the appropriate Budget Holder on the recommendation by the employee’s Nominating Manager who is normally the Head of Service.

The reward is made in the form of points with one point equaling £1.00. The number of points awarded can be transferred into vouchers by accessing the portal through the award recognition email received by the recipient.

E-Card
This has no monetary value and when making the award, the nominator must be able to evidence how the recipient has demonstrated at least one of the strategic values.

APPLICATION PROCESS

Nominating Managers are encouraged to make nominations throughout the year to provide recognition at the time of delivery.

The Budget Holder, taking into consideration the information submitted evidencing the behaviours which are supportive of the strategic values and budgetary considerations will either, agree to the award as requested, agree to the award although to a different monetary value or decline the request providing feedback on their decision.

The Budget Holder will also determine the frequency of awards within their area, whether these will be processed on a continuous or otherwise basis, e.g. quarterly.

The Head of Performance, Pay & Reward and the Secretary of Court are responsible for the monitoring of awards to ensure that these are made fairly, transparently and in accordance with the strategic values.

There is no limit to the number of recognition awards an employee can receive throughout the year. Nominating Managers who may wish to make multiple awards to the same employee should discuss this further with their Budget Holder to ensure fairness and equity in approach and delivery.

Vouchers:
Supervisor

- E-mails/discusses with Line Manager that they wish to nominate one of their members of staff for an award.

Line Manager (if not a nominating mgr)

- Discusses nomination with supervisor
  - If Supported - makes recommendation to Nominating Manager
  - If Not Supported - discuss rationale with Supervisor as to why it is not supported

Nominating Manager

- Reviews request
  - If Supported - processes request through the Recognition Reward portal - providing rationale for award and recommendation for the monetary value attached.
  - If Not Supported - discuss rationale with Line Manager as to why it is not supported

Budget Holder

- Reviews nomination
  - If Supported:
    - Processes request including setting the monetary amount.
    - Notifies Nominating Manager of monetary amount
  - If Not Supported:
    - Notifies Nominating Manager of decision including rationale.

Nominating Manager

- Updates Line Manager (if they are not a Nominating Manager) of outcome

Line Manager (if not a nominating mgr)

- Notifies Supervisor of outcome

Supervisor

- Notifies employee of outcome and, if a successful application, details of the award and how to obtain this.
ASSESSMENT CRITERIA

Recognition will be given for a contribution which is over and above the normal expectation for the role and also for demonstrating behaviour of at least one of the strategic values.

• Delivers a piece of work/demonstrates behaviour in accordance with the strategic values.

• Nominates individual for a Recognition Reward E-card using the online portal detailing rationale for award and the strategic value demonstrated.
BUDGET

Budgets will be allocated by the Secretary of Court on a proportional split by Service. The Budget Holders will be responsible for cascading the allocation of budget in a fair and equitable manner ensuring that all employees have equal opportunity to benefit from an award.

If a large number of employees transfer in or out of a service the budget may be reallocated as appropriate.

Budgets must be spent within the academic year as it will not be possible to carry forward these.

QUALITY ASSURANCE POLICY (MONITORING & REVIEW)

The operation of this policy will be reviewed annually to ensure that it continues to offer an appropriate means for rewarding staff excellence. To this end, in partnership with the trade unions, there will be an annual review of the processes and outcomes.