

ANNUAL REVIEW PROCEDURE FOR SUPPORT STAFF

The Annual Review of Support Related Staff is conducted by the Human Resources Division in accordance with the Procedures set out below. Each review covers the preceding period 1 August to 31 July, referred to as the 'review year'. Awards made as a result of the Annual Review will be effective from the following 1st August.

1. CATEGORIES OF RECOMMENDATION

The following categories of recommendation may be made:

- 1.1. That the post be **regraded** and the postholder promoted within the relevant non-teaching or academic related staff structure. Such recommendations will need to be underpinned by a formal HERA evaluation, but in the first instance the line manager should identify the additional duties that the member of staff is carrying out, and justify why these duties need to be part of that person's role.
- 1.2. That the salary of a member of staff be adjusted within the grade by the award of a **special increment**. Such a recommendation can only be made for staff on incremental salary scales whose salary, on 1 August of the ensuing year, is less than the scale maximum. Recommendations may be either:
 - a) in recognition of excellent work performance, to be fully substantiated in the recommendation;
 - b) to increase the member of staff's salary to a specific point on the scale because of a need to correct a salary anomaly, to be fully explained in the recommendation.

For further guidance on special increments, Managers should refer to the Guidance on Criteria for Annual Review of Support Staff (Appendix1).

- 1.3. That a member of staff who has reached the maximum of their salary scale, be made a **discretionary award** and move to a point in the discretionary range. Recommendations may be either:
 - a) in recognition of excellent work performance, to be fully substantiated in the recommendation;
 - b) to reflect specific market factors.

For further guidance on discretionary awards, Managers should refer to the Guidance on Criteria for Annual Review of Support Staff (Appendix1).

- 1.4. That a member of staff be awarded a retrospective and one-off discretionary **ex-gratia payment**. Such payments will be made in a single lump sum. Recommendations may be made on the grounds of a specific contribution, project or other similar finite piece of work which will normally be completed. The involvement of the individual will be on-going only at a significantly reduced level in the future or will have finished completely, for example playing a significant role in the implementation of a major system or project which would necessitate performance above the level normally expected, and usually for a period of at least three months.

For further guidance on ex-gratia payments, Managers should refer to the Guidance on Criteria for Annual Review of Support Staff (Appendix1).

2. ANNUAL PROCESS

The Annual Review is initiated by the Human Resources Division issuing to all University Managers a notice requiring them to:

- 2.1. Inform staff that the facility exists for them to bring to the attention of the appropriate manager any information, relevant to the year in question, which they believe should be taken into account when their posts are being considered.
- 2.2. Review all staff for whom they are responsible in order to determine whether to make recommendations.
- 2.3. Submit recommendations to the relevant Human Resources Manager before the published closing date, using the approved pro-formas.
- 2.4. Inform staff by the published date if they are to be recommended for regrading, or for the award of a special increment, discretionary award or an ex-gratia payment. Individual members of staff may then make a personal submission should they so wish.

2.5. Regradings

- 2.5.1. The Support Staff Regrading Form should be submitted to the Human Resources Manager by the line manager, before the date specified in the annual notice from the Director of Human Resources.
- 2.5.2. The Human Resources Manager will arrange for a formal HERA interview and evaluation to be carried out, and will advise the line manager of the outcome. Where a full HERA interview and evaluation has previously been carried out, and a single role profile exists, the HERA Manager will agree an appropriate way forward with the role holder.

- 2.5.3. If the HERA points score falls within the grade boundary of the employee's current grade, no further action will be taken. The Human Resources Manager will write to the employee to inform him/her of the outcome. The employee will be able to appeal against the decision under the HERA Appeals Procedure (see separate document).
- 2.5.4. If the HERA points score falls into the grade boundary of a higher grade, the Human Resources Manager will gain formal approval by the PVC with responsibility for HR, and write to the employee to confirm his/her regrading. Changes in grade and salary will also be confirmed by the Human Resources Manager to the Salaries Office and the Faculty Finance Manager.

2.6. Special Increments, Discretionary Awards & Ex-Gratia Payments

- 2.6.1. The Support Staff Special Increment, Discretionary Award, or Ex-Gratia Payment Form should be submitted to the Human Resources Manager by the line manager, before the date specified in the annual notice from the Director of Human Resources.
- 2.6.2. The Human Resources Manager will assess the case against the appropriate criteria. Where necessary the line manager concerned may be asked to provide additional information about individual cases.
- 2.6.3. Where recommendations are approved as a result of this review the Human Resources Manager will gain formal approval by the PVC with responsibility for HR and will write to the employee to confirm his/her special increment, discretionary award or ex-gratia payment. Changes in salary will also be confirmed by the Human Resources Manager to the Salaries Office and the Faculty Finance Manager.

2.7. Personal Submissions

- 2.7.1. Should an employee who is not to be recommended by his/her line manager, wish to be considered for regrading, or for a special increment, discretionary award or ex-gratia payment, they should complete the pro-forma before the date specified in the annual notice from the Director of Human Resources and follow the relevant procedures outlined in sections 2.5 and 2.6 above.
- 2.7.2. The Human Resources Manager will forward a copy of the submission to the line manager and request from them a formal statement on the content.

- 2.7.3. The formal statement from the line manager will be copied to the employee for information.
- 2.7.4. Thereafter the procedure will be as in sections 2.5 and 2.6, except that the employee will be informed directly of the outcome, as well as the line manager.

3. GENERAL POINTS

- 3.1. The cost of regradings, special increments, discretionary awards and ex-gratia payments arising from the annual review must be met by the spending unit concerned. Recommendations should indicate whether the proposed regrading, special increment, discretionary award or ex-gratia payment is already catered for in the approved Income and Expenditure Plan of the School, Faculty or Division.
- 3.2. Only in exceptional circumstances will a member of staff be considered for a special increment, discretionary award or ex-gratia payment in successive years. Likewise, it is not normal practice to consider more than one of either type of award in the same year.
- 3.3. The information submitted in respect of any type of recommendation should be relevant to the review year in question.

Human Resources Division