

UNIVERSITY OF EAST ANGLIA

GUIDANCE ON CRITERIA FOR ANNUAL REVIEW OF SUPPORT STAFF SALARIES

This guidance should be read in the context of the Annual Review Procedure for Support Staff, and is intended to provide greater clarity of the criteria under which a special increment, discretionary award or ex-gratia payment may be considered.

1. Special Increments of Salary may be considered:

- 1.1. in recognition of excellent work performance, for example;
 - job performance (thoroughness, speed, accuracy)
 - disposition and attitude (teamwork and co-operation)
 - judgement and resourcefulness (related to supervision received)
 - aptitude and ability to comprehend (adaptability and breadth of understanding)
- 1.2. to increase a member of staff's salary to a specific point on the scale because of a need to correct a salary anomaly. For instance, where there appears to be an inappropriate salary relationship between individuals within the same grade in a particular work area.

2. Discretionary Awards may be considered:

- 2.1. in recognition of excellent work performance, for example;
 - Staff who have highly developed and specific experience, of particular importance to the University
 - Staff who take on additional tasks or responsibilities which do not warrant an upgrading, but which are valued by the University, e.g. staff who act as 'informal supervisors' amongst a group of equals because of their personal qualities, experience or expertise
 - Staff who have a wide range of duties and are flexible in their approach to their work, e.g. a willingness to accept new tasks and challenges appropriate to the grade of the post
 - Staff who contribute to the effectiveness of the area in which they work through a consistently high level of performance
- 2.2. to reflect specific market factors, for example:
 - Staff with specialist skills which may be particularly attractive to other employers or who have developed a range of skills through progressive training and experience which equips them to move to employment outside the University
 - Staff in posts where past recruitment difficulties have been encountered

In considering such staff for a discretionary award you should also consider their personal contribution to the work of the Faculty or department.

3. Ex-Gratia Payments may be considered:

- 3.1. on the grounds of a particular achievement, exceptional contribution or assumption of a significant responsibility, 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 3 months.