

FOR PUBLICATION TO STAFF

Employee Recognition Scheme

Purpose and Scope

This scheme has been introduced to recognise staff who outperform and produce excellent results.

Having motivated, high performing staff, who carry out their jobs in a business-like manner is key to achieving the Council's strategy and goals.

As an organisation, it is vital that we recognise those individuals who consistently work at high standards and who exceed what is expected of them.

In order to recognise individuals who outperform and produce excellent results, the Council has introduced an employee recognition scheme.

The Employee Recognition Scheme will reward individuals who excel or 'go the extra mile' on shorter term individual projects or initiatives.

It is the intention that this scheme will be applied fairly and objectively. All award recommendations will be reviewed by a moderation panel consisting of Senior Management, HR and the Branch Secretary (UNISON).

Employee Recognition Award

This will apply to individuals who, in a short term situation, are considered to have 'gone the extra mile' in an aspect of their job. Alternatively they may have excelled on a short term individual project or initiative. A recognition award may also be made when an individual is asked to undertake additional duties which normally fall outside the scope of their post. (This award will not apply to employees who are already in receipt of an honoraria).

A recommendation for an employee recognition award shall be made on a quarterly basis by the Service Manager to the Service Manager (HR).

All quarterly submissions will be reviewed by the moderation panel with the top three employees for each quarter receiving a financial award of £250. The remaining employees will receive a non financial award. A choice of award will be presented to the employees. Examples of the types of award which could be available are:

- ❖ An additional days paid leave
- ❖ Additional flexi day for that month
- ❖ An opportunity to shadow a senior member of the Executive team
- ❖ A meal with the Chief Executive
- ❖ An opportunity to act up into a more senior role for a week
- ❖ Job swap with a colleague for a week
- ❖ Mentoring opportunity with a senior manager of their choice

- ❖ Weeks worth of free EHDC/HBC canteen/café lunches up to a value of £25.00
- ❖ Use of the pool car for a week including private use
- ❖ A month's gym membership (Taro or Havant)
- ❖ Two tickets to Butserfest for kids
- ❖ Garden waste licence
- ❖ Local Explorer card - EHDC tourist attractions
- ❖ Free MOT at the Depot
- ❖ Meal out for two to the value of £50.00
- ❖ Massage/ pamper treatment to the value of £50.00

Relevant guidelines and proformas in respect of recommendations are attached at Appendix A.

The panel will decide on who will receive a financial award following careful consideration of the recommendations. Their decision will be final.

Timing of Recommendations

The Employee Recognition Award can be submitted each quarter for the previous quarters performance.

This is subject to the criteria outlined at Appendix A.

The Moderation Panel

The moderation panel will decide if an award is payable under the scheme. The role of the moderation panel is to ensure fairness and consistency across the organisation.

The moderation panel will meet quarterly and will consist of:

- Executive Head
- Service Manager (HR)
- UNISON Branch Secretary

In the unavoidable absence of any of the above, a deputy, as appropriate, may be substituted.

All decisions of the panel will be final.

Payment

All awards, given under the scheme, will be one off, non-consolidated (into salary) payments. They will be confirmed in writing to the employee and payment will be made through the payroll and will be subject to tax and national insurance contributions. All payments are non pensionable.

Communication of Awards Given

An employee receiving an award will be invited to a lunch with JMT. This will be held on a quarterly basis. The names of those receiving an award under the scheme will be made known, as soon as practicable, along with the reasons for

this, unless there are exceptional circumstances why this is not appropriate via the intranet.

Training

All managers will undertake training to ensure that they are familiar with the nature of the award scheme and how to make objective and fair staff performance assessments.

Appeals

There is no right of appeal under this scheme.

Scheme Status

This scheme is not contractual and does not form part of staff terms and conditions of service.

Monitoring and Revision

This scheme will be monitored on an annual basis by the Service Manager (HR) to ensure consistency and quality. UNISON will be consulted regarding any changes.

APPENDIX A

Guidance on Criteria for an Employee Recognition Award Recommendation

This will apply to individuals who, in a short term situation, are considered to have 'gone the extra mile' in an aspect of their job. Alternatively they may have excelled on a short term individual project, task, event or initiative. A recognition award may also be made when an individual is asked to undertake additional duties, for example standby cover over the Christmas period, which would fall outside the normal scope of their post. They will have gone above and beyond what could reasonably be expected of them in relation to their job responsibilities and duties.

All recommendations for an award must be made in an appropriate time so as to ensure that the award is seen to be clearly linked to the activity for which it is being made to ensure timely recognition.

Who can put forward a recommendation for an instant recognition award?

The appropriate Service Manager may put forward a case for an award. **This should be kept confidential, and not discussed with the person concerned, until the moderation panel has confirmed its decision on any award to be made.** The business case should be completed using the attached proforma and then be submitted to the Executive Head for endorsement. They will decide whether to endorse and sign off the recommendation for submission to the panel.

Recommendation for an Employee Recognition Award

Name: _____

If an individual, who works part time, please state contracted hours: _____

<u>Reasons why this individual should be considered for a recognition award.</u> <i>Please attach appropriate supporting evidence.</i>			
Area of activity:		What was done/achieved?	
Commentary:			
<u>Successful delivery of significant project</u>			
Project:	Completed on time?:	Completed within budget?:	Successful achievement of aims?:
	Yes or No (with explanation)	Yes or No (with explanation)	Yes or No (with explanation)
Commentary:			
Signed (Service Manager):			

Supporting statement from Executive Head:	
Signed:	Date:

Please forward this form, and supporting evidence, in hard copy, to the Service Manager (HR) for submission to the next available moderation panel