



Recognition & Reward Policy

1. Policy statement

- 1.1. As York St John Students' Union's success relies on the talent and contribution of all staff, we value and reward all our staff for what they contribute and achieve. Our Recognition & Reward Policy aims to support the YSJSU Strategic Plan and Competency Framework by recognising efforts and achievements of staff members.
- 1.2. There are cultural factors that may make non-financial recognition more appropriate in some business units or staff groups than others. There is no prescriptive approach to this policy, and it is for line managers and individuals to determine if the circumstances appear more appropriate to a financial or non-financial award. The deciding factor in this case is likely to be what an individual would value the most.
- 1.3. Formal recognition is appropriate where a nominee, who can be an individual or a team, has:
 - Demonstrated a clear, practical achievement;
 - Demonstrated a commitment to the YSJSU strategic goals and objectives by delivering them in the face of significant challenges or obstacles;
 - Delivered services that demonstrably enhance the YSJSU reputation in the area of activity concerned;
 - Acted in a way that has significantly improved the circumstances of others;
 - Excelled or succeeded in delivering goals that required discretionary action over and above that of the normal high standards of performance expected;
 - Delivered to an exceptional level that is above and beyond that expected of their role, skills or experience and is exemplary to others;
 - Demonstrated a level of competency significantly above that expected of their role as outlined in the YSJSU Values-based Behaviour Framework.

2. Scope of Policy

- 2.1. The aim of the Recognition & Reward Policy is to enable the Students' Union to retain and engage the staff at the Students' Union. The policy strives to ensure the Students' Union maintains its position as an excellent employer within a highly competitive employment market and drives up organisational performance.
- 2.2. The YSJSU approach to recognising and rewarding staff is built upon one of total reward, in which the benefits of working for the YSJSU are considered in their entirety, taking account of the whole range of financial and non-financial benefits, rewards and working environment available to staff.
- 2.3. The Recognition & Reward Policy has been designed to:

- Reinforce organisational values, behaviours and operating principles
- Recognise outstanding contribution by individuals and by teams

3. Recognition & Reward process

3.1. Flexibility within the model will ensure that a line manager or individual is able to tailor rewards to be attractive to staff. Staff will be enabled to make individual choices in relation to their total reward package, where appropriate, to suit their diverse and changing needs.

3.2. At the end of the year York St John Students' Union will reward and recognise its staff for:

- Student Staff Award for Outstanding Performance;
- Staff Award for Outstanding Performance;
- Student Staff Award for going Above and Beyond;
- Staff Award for going Above and Beyond;
- Student Staff Employee of the Year;
- Staff Employee of the Year.

3.3. Non-financial and financial recognition mechanism will operate. They will often operate separately and seek to either broadcast the success of individuals and teams or reward them for making an extra effort.

3.3.1. Non-financial mechanism

- An email or letter from the Chief Executive or Trustee Board acknowledging and thanking the individual or team for the good work done and success achieved;
- A Certificate of Achievement – a formal certificate accompanied by a formal presentation amongst peers;
- Declaring the individual 'employee of the month or year'.

3.3.2. Financial mechanism

- Funding for financial awards will be found from the most appropriate Students' Union budget; and usually a budget related to the individual receiving the award;
- There are 2 tiers of recognition payments (£10 or £25) in high street vouchers, theatre or cinema tickets, meals for the individual and partner, and any other appropriate mechanism suggested by the nominee and deemed appropriate by the Chief Executive.

3.4. When a line manager or individual feels it appropriate to make a recommendation for recognition and reward they should complete the 'Staff Recognition & Reward recommendation form'.

3.5. The recommendation must contain direct reference to at least one of the bullet points under the Policy Statement section of this policy.

3.6. Once completed the recommendation form should be submitted to the Chief Executive for consideration by the Reward Committee. Consideration will usually take place within two weeks of submission.

3.7. The Reward Committee will also meet at the end of April (or start of May) to consider annual awards. The Reward Committee will include the Chief Executive and one Sabbatical Officer Trustee.



Recognition & Reward Recommendation Form

Name and Job Title of employee being recommended for recognition & reward:

.....

Name and Job Title of employee completing recommendation:

.....

Details of recommendation

For an individual to be considered for an award, he/she must have performed well in all the key areas of their job. If this is the case, please complete the section below. The employee must also have consistently demonstrated exceptional performance, significantly above that which might be reasonably expected. Please outline here how the employee has done so, giving an indication of the period during which the exceptional performance has been demonstrated and the impact it has had on the objectives of the team in which they work. Where relevant, link this to departmental objectives also.

Please detail what mechanism and which group of the reward level you would recommend:

For completion by member of Reward Committee

Date form received:

Members of RC assessing recommendation:

Details of outcome and award granted:

Signature: