Contribution-Related Pay (CRP) Awards
for Teaching & Scholarship Staff

1.0 POLICY STATEMENT

Birkbeck values its members of staff and is committed to rewarding staff contribution in terms of recognising their increasing skills, knowledge and experience through annual incremental progression where eligible. In addition Birkbeck believes in rewarding staff whose contribution is considered, and demonstrated, to be exceptional.

1.1 Scope

This policy applies to all Teaching & Scholarship staff who have successfully passed their probationary period at the time of application.

1.2 Introduction

Financial reward for the recognition of exceptional contribution of both teams and individuals is termed ‘contribution-related pay’ and for the purposes of this procedure, ‘exceptional contribution’ is defined as a ‘contribution that, on a sustained basis, substantially exceeds that normally expected in an individual’s or team’s role’.

With Contribution-Related Pay Awards the focus is on an individual or team and their exceptional contribution to Birkbeck, not on the job itself. CRP is not intended as a substitute for Re-Grading, Additional, Acting-Up or Higher Level Duties Allowances or to deal with external market pressures. If you wish to make a case for Grading Review, allowances or a market supplement please refer to the appropriate policies for further guidance.

Whilst applications will be considered purely on the merits of the case presented, the actual contribution-related pay award, as with all other categories of staff, will be subject to the College’s financial considerations.

2.0 FREQUENCY OF AWARDS

Nominations will considered on an annual basis with the period of performance considered running from the preceding summer term to the close of the spring term in the year of application. The payment date for awards will be the October pay date following the College panel meeting.

3.0 CATEGORIES OF CONTRIBUTION-RELATED PAY AWARDS

There are two categories of contribution-related pay awards:

- Increments; either accelerated or discretionary
- Bonus payments; either individual or team

3.1 Accelerated and discretionary increments

An additional increment is awarded for consistent, sustained exceptional performance over the preceding year. Staff will be considered for an accelerated or discretionary increment dependent on their location on the pay scale. These increments are not used to enhance pay for anything other than exceptional performance.

- A maximum of one additional increment may be applied for per nomination;
- An accelerated increment will be considered for staff who’s pay on 1 October, following application, is below the penultimate point of their grade;
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c. A discretionary increment will be considered for staff who’s pay on 1 October, following application, is either at the top of or at the penultimate point of their core grade, or at a discretionary point below the maximum of the discretionary points;
d. The nomination must be based upon performance following completion of the probation period, as the probation period is not taken into consideration for increment payments.

3.2 Bonus Payments

Bonus payments are one-off, non-consolidated, non-pensionable payments, which are awarded for exceptional performance in the job over a specific period of time or for a specific project/piece of work rather than sustained exceptional performance over the year.

a. Bonus awards may be considered either to individual members of staff or to teams of staff in recognition of their achievement(s);
b. The value of any bonus will be proportional to the length of period, and local and strategic impact of the work nominated for award;
c. Bonuses will be pro-rata for part-time staff;
d. Bonus payments will be made in the October pay-run following application, for staff who remain in the employment of Birkbeck at the time of the payment.

4.0 PROCEDURE

4.1 Start of the nomination procedure

In the third week of January the Human Resources Department will send an all-staff email alerting staff to the forthcoming College Contribution-Related Pay Award exercise including a weblink to the relevant documentation and a reminder of responsibilities under this procedure to all relevant personnel.

4.2 Submissions

There are two methods of application for contribution-related pay awards for exceptional performance – nomination by Line Managers and self-nomination.

4.2.1 Nomination by Line Managers

a) Assistant School Managers will, following the all-staff email, consult with their Assistant Deans and Programme Directors/Award Co-ordinators and consider individuals and/or teams in their Department for nomination.

b) They will complete a nomination form informing the individual and/or team of the nomination. All relevant forms must include evaluative evidence in support of exceptional achievement. Failure to provide such evidence will result in the nomination being declined by the relevant Executive Dean & School Manager. An Accompanying Statement may also be provided where it is deemed that this additional statement will assist the case for nomination. The nominee and/or their line manager can recommend a relevant member of staff to provide this Statement, and the line manager is responsible for requesting and ensuring this document is submitted in support of the nomination.

c) To assist in the decision-making process, all Line Managers must prioritise their nominations, and any self-
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nominations received (see 4.2.2) and include a brief rationale for the prioritisation given, prior to submitting these to the relevant Executive Dean & School Manager.

d) All Line Managers must ensure that the nomination documentation for their Department is submitted to the Executive Dean & School Manager by the stated local deadline for submission.

4.2.2 Self-Nomination

If a T&S staff member wishes to nominate themselves for contribution-related pay, he or she must prepare an application using the standard application form for that year and complete all sections.

a) All self-nomination submissions will include the following:

i) A fully completed self-nomination form and

ii) A minimum of one and maximum of two accompanying statement/s; one of which must be from the Line Manager (who must offer to discuss the content of the statement with the self-nominating member of staff)

• A second accompanying statement may be provided where it is deemed that this additional statement will assist the case for nomination. The nominee or Line Manager can recommend a relevant member of staff to provide this statement and the nominee can request that either their Line Manager or the Executive Dean/School Manager requests and ensures that the statement is submitted in support of the nomination.

No additional appendices will be accepted other than that relating to a disclosure of personal circumstances. Applications which are not made on the standard application form may be rejected at the point of submission (if submitted in good time) or may be unsuccessful for this reason.

b) All relevant forms must include evaluative evidence in support of exceptional achievement. Failure to provide such evidence will result in the nomination being declined by the relevant Executive Dean & School Manager.

c) Applicants are encouraged to disclose any personal circumstances which they believe should be taken into consideration during the process because they have affected their contribution levels (e.g. periods of absence due to maternity, adoption, parental or carers leave; disability including temporary incapacity lasting more than six months; periods of absence due to career break; periods of reduced hours working). Specific details do not have to be described in detail (e.g. you do not have to describe a disability). Those wishing to have personal circumstances taken into consideration should complete the Disclosure of Personal Circumstances form.

d) All staff self-nominating must ensure that their completed self-nomination form (along with the Disclosure of Personal Circumstances form if applicable) are emailed to their Line Manager by the stated local deadline for submission.

4.3 Receipt of Nominations

Following receipt of all nominations, and prior to the College Panel, Executive Deans and School Managers will:

a) Review all received nominations to ensure consistency and fairness of nomination

b) Consider whether all staff demonstrating exceptional performance have been represented and approach Departments for further nominations where it is felt appropriate

c) Consider each nomination both on its own merits and in relation to the other nominations received including consideration of any external factors which may have influenced the achievements of the individual or team (e.g. it may have been doubly difficult to deliver something given the departmental budget position or student intake numbers).
d) Email all received nominations to the appointed HR co-ordinator with endorsement or non-endorsement (including final prioritisation by School and a brief rationale) by the stated deadline for submission.

4.4 College Contribution-Related Pay Award Panel

The College Contribution-Related Pay Award Panel consists of the Pro-Vice-Master for Learning & Teaching (as Chair of the Panel) or nominee, an Executive Dean representative, a School Manager representative, the HR Operations Manager, a HR representative as Secretary to the Panel and an appropriate Union observer.

The College Contribution-Related Pay Award Panel will meet during the first week in May annually with the date published in the College Calendar of Committee Meetings.

The College Contribution-Related Pay Award Panel is responsible for:

a) Considering the endorsed nominations and making final decisions in approving or declining nominations;

b) Monitoring all nominations in relation to the College’s Equal Opportunities policy with reference to numbers of applications submitted, accepted and declined.

The decisions of the panel are final and will not need any further endorsement from any other committee. Results will be reported to HR Strategy and Policy Committee (HRSPC).

Human Resources on behalf of the Pro-Vice-Master for Learning & Teaching will write to each applicant, copied to their Executive Dean, School Manager, Assistant School Manager and Assistant Dean to inform them of the outcome of the panel within 4 weeks of the panel meeting. If a member of staff’s submission is not approved, staff can request feedback from the panel via the HR Operations Manager.

5.0 APPEALS

Appeals will be considered only on grounds of a fault in procedure. An applicant’s failure to have followed the procedure correctly will not be grounds for appeal.

If a member of Teaching & Scholarship staff wishes to appeal on the basis of a fault in procedure, he or she must arrange to meet with the Chair of the Panel no more than two weeks after being notified of the Panel’s decision. If, having met the Chair of the Panel, he or she still wishes to appeal, they must send a letter to the HR Operations Manager not more than two weeks after meeting the Chair, stating their grounds for appeal. Where a fault in procedure has been outlined by the staff member, the HR Operations Manager will arrange for the appeal to be heard by the College Dean (or their nominee) at the earliest opportunity. Appellants will be informed of the outcome within ten working days of the appeal hearing.

6.0 MONITORING

It is essential that the procedure for contribution-related pay awards is monitored for fairness and consistency, in particular in relation to the College’s Equal Opportunities policy.

Anonymised monitoring reports detailing the rejection and approval rates of nominations at the College Panel will be compiled by the Human Resources Department in accordance with the College’s Equal Opportunities policy and considered by the HR Strategy and Policy Committee (HRSPC).
7.0 RESPONSIBILITIES

All those persons referred to within the scope of this policy are required to adhere to its terms and conditions. Individual managers are responsible for ensuring that this policy is applied within their own area.

Any queries on the application or interpretation of this policy must be discussed with the HR team prior to any action being taken.

The Director of Human Resources has responsibility for ensuring the maintenance, regular review and updating of this policy.

Birkbeck reserves the right to review, revise, amend or replace the content of this procedure and / or introduce new procedures from time to time, subject to good practice principles of consultation where applicable, to reflect the changing needs of the College and to comply with legislation.

The following have direct responsibilities under this policy:

- **Employee**
  - Consider their contribution over the period and whether it has been exceptional or simply meeting the expectations of the role
  - If self-nominating, submit all relevant documentation by the stated local deadline for submission

- **Assistant School Managers**
  - Consult with their Assistant Deans and Programme Directors/Award Co-ordinators and consider individuals and/or teams in their Department for nomination
  - Complete nomination paperwork for those considered to have made an exceptional contribution
  - Complete an accompanying statement for any employee self-nominating
  - Collate any additional accompanying statements
  - Prioritise nominations, and any self-nominations received
  - Submit all relevant documentation to the Executive Dean & School Manager by the stated local deadline for submission

- **Executive Deans and School Managers**
  - Ensure adherence to the College’s Equal Opportunities policy at a local level
  - Consider each nomination and email all received nominations to the appointed HR co-ordinator with endorsement or non-endorsement (including final prioritisation by School and a brief rationale) by the stated deadline for submission

- **Human Resources**
  - Annually in January instigate process
  - Organise College Contribution-Related Pay Award Panel
  - Compile stats in accordance with Equal Opportunities
  - Inform all relevant individuals on outcome of Panel
  - Receive and deal with any appeals
  - Provide support and guidance as appropriate
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- Pro Vice Master for Learning & Teaching
  - Chair College Contribution-Related Pay Award Panel

- College Dean
  - Review any appeals