**Above and Beyond – Guide for Managers**

**2021/2022 Academic year**

**The University of Exeter Recognition Scheme**

We like to recognise the hard work, commitment and achievements of all staff, individually and as part of team, through a fair, flexible, responsive and transparent recognition scheme.

We also want to encourage everyone to say thank you more often! Simply saying thanks, or sending a thank you card, as well as more formal appreciation from a manager makes everyone feel more valued.

Staff grades B – H are eligible for awards.

The scheme provides for “Bronze” voucher awards and “Silver” cash awards. The Bronze and Silver awards can be made in-year so that excellent performance is appropriately recognised promptly after achievement.

**Use of the reward budget**

At the beginning of each financial year, the budget for Above and Beyond is set by Finance Services, at 1% of the staff budget for each College/Service plus national insurance.

Each College/Service decides how much of their budget will be allocated for Bronze (voucher) awards through the online portal and the amount that they will use for Silver awards.

The Bronze awards processed through the portal are deemed taxable benefits by HMRC but to avoid the value of the award to the employee being reduced by income tax and national insurance contributions, this liability is met by the University (using a PSA agreement with HMRC). In budgeting the spend, Colleges/Services need to be aware of the additional costs of the tax/national insurance (that would otherwise be paid by the employee), together with the administration costs charged by Sodexo, which runs the scheme on the University’s behalf. (These oncosts are approximately 56.5% for tax/NI and 12.2% administration fees. We are now using an eVoucher option which gives greater security and reduces administration costs.)

The value of the rewards will be as follows:

* 1. Bronze awards through the portal can be for £25, £50, £100, £250 and £500. These are not subject to any deduction for Tax or National Insurance.
	2. Silver cash awards made through payroll can be for £750, £1000, £2000, £3000, £4000 (providing they are less than 10% of salary). These will be subject to the standard PAYE deductions (Tax and National Insurance). Payments will be made net of the deductions to the nominee.

College Executive Groups and Professional Services leaders continued to have discretion about which achievements should be rewarded. Colleagues are able to be eligible to receive more than one award if this is considered appropriate.

**University Strategy and Values**

Rewards made for Bronze through the Above and Beyond Scheme portal and the Silver awards made via payroll should reflect the University Values.

Discovery: we thrive on imagination and creativity to make new discoveries and to innovate in our ways of working.

Respect: we respect our community and our environment, and we build trust and wellbeing by showing kindness.

Excellence: we seek to excel and deliver the very best in everything that we do.

Inclusion: we welcome and champion diversity to create a sense of belonging so that everyone is valued.

Community: we work best when we collaborate to deliver shared priorities and goals.

**Process for making a Bronze award via the portal**

The online portal is available to enable Bronze awards to be made. A quick start guide on how to access the portal and make an award can be found [Above and beyond | Benefits, rewards and recognition | University of Exeter](https://www.exeter.ac.uk/staff/benefits/reward/aboveandbeyond/)

**Process for making a Silver cash award**

Silver Cash awards are made through payroll and paid at the end of the month with the nominated person’s pay.

* Nominations should be discussed by the Senior Management Team for each college/service
* An audit of the reasons for the award should be kept
* A spreadsheet should be completed by each college/service with details of any cash awards due for that pay period. This is the ONLY method for submitting a request to payroll.
* Managers wishing to make a Silver (cash) award should ensure that they have appropriate approval from the PVC/Director then forward the details to the HRA/HRBP, with a copy of the letter to the employee, for their College/Services for payroll implementation.
* Template letters have been made available for colleges and service to write to the nominee to let them know of the reward and copies should be returned to the Employee Services team to be uploaded to the HR electronic files for each nominee
* Payment of the award will be made at the end of the month in the nominee’s pay, it will be subject to the standard PAYE deductions applicable to the individual.

Above and beyond: updated web guidance of award values

APPENDIX A

Above and beyond: web guidance of award values

(from [www.exeter.ac.uk/staff/benefits/reward/aboveandbeyond/managersguidance](http://www.exeter.ac.uk/staff/benefits/reward/aboveandbeyond/managersguidance))

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category of Awards** | **Who can nominate?** | **Timing of Award** | **Type of Award** | **Approval** |
| **Thank you** | Anyone | At any time | * eThank You cards and certificates
 | None – card gets sent straight after making the nomination  |
| **Bronze** | Line Managers Colleague-to-colleague nominations | Can be awarded at any point throughout the year | * eVouchers - £25, £50, £100, £250 and £500
 | Above and Beyond Budget holder |
| **Silver** | Line Managers | Can be awarded at any point throughout the year | * Cash - £750, £1000, £2000, £3000 and £4000 (providing they are less than 10% of salary)
 | PVC/Director of Service  |

Example of some bronze case studies

* £25 award:  "Extra care and attention spent on ensuring facilities were of a high standard.  The detail the nominee went to is more than expected and they did a great job which often goes unappreciated" –
* £50 award:  "Organising a teaching programme which was exceptionally tricky, with major changes having to be made only days before the start of term, your ability to solve a range of highly difficult logistical challenges and to do so with calm and good humour" -
* £100 award:  "For successfully bringing together colleagues from all aspects of the University to explore the synergy between research and education.  The feedback from participants were overwhelmingly positive" -
* £250 award:  "For diligence and meticulousness, highly valued by colleagues and for all the extra work that has been taken on, overseeing the team's finances, this year has provided stability and reassurance during a challenging time" –
* £500 award:  "For expertly leading the development of a number of high-profile research initiatives during the academic year, Showing exceptional organisational, project management and communication skills, all initiatives were successfully implemented on time"