



## Rewards Policy

Linacre wishes to recognise and reward staff who can be seen to have performed their job excellently or have done something extra to contribute to the friendly team environment that we cultivate in College. These awards are entirely independent of any pay awards and are a non-contractual benefit.

There are two types of award a 'Principal's thank you' and a 'Linacre reward' cash bonus and the way each is awarded differs.

### **Principal's Thank You**

Any member of staff can nominate any other Linacre employee (including temporary/agency staff) to be the recipient of a 'Principal's thank you'. This will take the form of a thank you card handwritten by the Principal and the recipient's success will be celebrated in a suitable way – perhaps at an all staff gathering, team meeting or within an update email. This is designed as a way of saying 'thank you' to a colleague who has done something extra or is just always there to help – there is no limit on the number of nominations that can be made and no limit on the number that an individual can receive in a year. You can nominate anyone, regardless of their seniority or position. Nominations should be submitted directly to the Principal's PA.

### **Linacre Reward**

Nominations are made by the individual's line manager and submitted to the Principal's PA for consideration and approval by the SMT. If you think an individual deserves a bonus award and are not their line manager then you should approach the relevant line manager to discuss a nomination being made. Only permanent Linacre staff (including those on probation) are eligible for this scheme. Awards are made of £50, £100 or £250 with the amount recommended by the line manager and agreed by the Finance Bursar who will maintain a budget for such awards. Payments will be subject to tax in the normal way. Line managers can also recommend their staff for bonus days of extra leave under this policy. No individual may receive more than 2 awards in any one financial year (1 Aug to 31 Jul). Nominations should clearly explain why the nomination

is being made and should contain a justification based on how the individual has gone about doing the thing they are being nominated for as well as what that thing is. The how helps to ensure that these awards are rewarding teamwork and supporting College's ethos as well as being about the achievement itself. It is not intended that these awards are a substitute for proper payment of overtime/TOIL (e.g. if someone works extra hours then they must get these agreed and paid in the normal way). The finance bursar will keep a list of awards both approved and declined and make an anonymised annual report to both the Staff Committee and Equality Committee so that the scheme may be monitored for its effectiveness and to guard against bias. No publicity will be attached to recipients of awards, but a general summary of the number of awards and the departments concerned may be published.