

REWARDS POLICY

POLICY VERSION NUMBER	02
MEMBER OF STAFF RESPONSIBLE FOR POLICY	Director of HR

RECORD OF REVISIONS TO POLICY	
DATE	DETAILS
March 2015	Two week consultation period
April 2015	Policy finalised and added to SharePoint
July 2018	Reviewed by Director of HR and Executive Team

Date of current policy	July 2018
Policy review date	July 2022
Review to be approved by	Executive and Governors

BARNFIELD COLLEGE

REWARD AND RECOGNITION POLICY & PROCEDURE

SECTION 1

1. POLICY OVERVIEW

1.1 Barnfield College is dedicated to recognizing exceptional performance by staff. While there are limited opportunities within the formal remuneration processes, there are nevertheless opportunities to recognize and reward exceptional performance in other ways.

2. SCOPE

2.1 The Policy applies to all staff within Barnfield College except for senior post holders.

3. PHILOSOPHY

3.1 Reward and recognition are important elements in motivating individual employees and teams. It is crucial to acknowledge that rewards are also important communication devices that signal to employees and teams what is recognised as outstanding performance. It is therefore essential that there is a clear policy about the “Reward and Recognition” scheme for both individuals and teams, as reward systems and procedures help motivate the team members to achieve the vision and goals of the college; they also help reinforce the key roles and behaviours that are needed for successful performance. Rewards and recognition can also be used to enhance relationships across departments by encouraging co-operation when working toward common goals, providing development and shared learning.

SECTION 2

4. ADHOC RECOGNITION AT TEAM LEVEL

4.1 This approach recognises one off achievements, or contributions by individuals or sub-teams through the provision of a non-monetary or small reward, usually in the form of recognition and congratulations in a team forum, via an official letter from the team leader or manager during a local meeting. Presentation of these awards can occur at any time of the year e.g. at team meetings.

4.2 If an Assistant Director wishes to propose an adhoc award they must first seek approval from the awards committee (drawn from the Executive team that meet every week during term time). The request must be made in writing to the Principal. The request must detail the reasons why the award is being sought. The request must detail the nature and cash value of the award. The request must indicate how and where the award will be given. On no account must any awards be made until approved in writing by the Principal who will be advised by the awards committee. Managers are reminded not to indicate an award is being sought for an individual to that individual as this will automatically invalidate the request. All rewards are non-consolidated and will be for specific outstanding actions or impact to college or the learner experience.

5. FORMAL AWARDS

5.1 These awards recognise outstanding staff contributions that have resulted in a significant benefit for the wider College community. Formal Awards consists of four different award categories:

- Award for outstanding Teaching & Learning
- Award for Exceptional Leadership or Initiative
- Award for Outstanding Client Service
- Award for Exceptional Team Work

5.2 Presentation of these awards will normally occur once a year, preferably at the end of autumn term celebrations.

5.3 This Policy contains an outline of the **FORMAL AWARDS** process.

5.4 A Barnfield College trophy indicating the award title will be presented to recipients of each award accompanied by token of appreciation. Recipients of awards will be announced at formal presentation functions. Tokens will abide by the equivalent cash values indicated below and can vary from one year to the next.

5.5 Management and Operating Process:

The prizes will be awarded once per calendar year in recognition of outstanding staff contributions that have resulted in significant benefit to the wider College community and/or the College's objectives.

5.6 Nominations:

Nominations will be requested by marketing for each award category and submitted to the Principal. The recipients will be determined by the Awarding Committee made up of members of the Executive Team. Nominations will be sought by students and other stakeholders. Nominations can happen at any time of the year and will be considered at the next awards event.

5.7 Who is eligible?

Any member of staff within the College community is eligible for an award, regardless of level, position or length of employment. Any member of staff within the College community may nominate any eligible member of staff for an award. In any award round, the Awarding Committee made up of members of the Executive Team will make the final decision. The Awarding Committee may also decide not to choose a recipient for any or all of the awards at a particular award round.

6. COST

6.1 Adhoc Recognition at Team/Department Level (to be taken from departmental revenue budgets):

Item	Value
Work related item or desk/office toy/item or similar	Up to £50 each
Store, book or gift voucher	£50
Total over the year for the department	£200

6.2 Formal Awards:

The awards will be decided and allocated by the Awarding Committee and will typically be:

Item	Value
Dinner for 2	£100
2 tickets for a Concert/Cinema/Show	£140
Weekend Package or Staff Development Activity / Conference etc.	£250
Total over the year for all formal awards	£2,000

7.0 REPORTING AND CONTROL ARRANGEMENTS

7.1 All awards will be reported annually to the corporation. All awards will be obtained and provided in accordance to the College financial regulations.