



Queen Margaret University
EDINBURGH

Reward and Recognition Policy

Policy Summary:	The Reward and Recognition Policy provides guidance on the overall principles of the Reward and Recognition processes within QMU.
Policy Owner:	Human Resources
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1.0 Introduction

QMU is committed to the career development and progression of its staff and to recognising excellence. The University is also committed to rewarding staff fairly and openly in line with criteria that support the achievement of our strategic plan objectives.

2.0 Policy Aims

The University wishes to attract and retain high quality staff and has implemented this policy in support of these commitments.

The main aims of the policy are described below:

- Ensure the University attracts and retains high quality members of staff
- Ensure all members of staff have equal access to career development and progression
- To support the development of the University in line with its strategic plan objectives
- Ensure the University is compliant with legislation particularly equal pay for work of equal value

The Reward and Recognition Policy is supported by the following sub-policies and procedures:

- Senior Management Remuneration Committee
- Professorial Review Policy
- Academic Promotions Policy
- Contribution Pay Policy

Employees are able to apply for one type of award only in each Reward and Recognition cycle.

3.0 Policy Cycle

The Reward and Recognition process is normally conducted on an annual basis, subject to instruction from the Senior Management Team that the process can commence.

4.0 Equal Opportunities

QMU is committed to equality of opportunity for all its staff and the terms of this policy and its supporting procedures and guidance notes are designed to ensure the fair and transparent treatment for all staff irrespective of age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status. An Equality Impact Assessment is undertaken on this policy and the supporting sub-policies each time they are reviewed and updated.

5.0 Scope of the Policy

This policy applies to all members of staff with a minimum of twelve months continuous service.

Senior staff who are not part of the University's pay and grading structure are covered by separate reward and recognition policies.

6.0 Roles and Responsibilities

The University has developed structures to support the application of this policy and information on roles and responsibilities is set out below:

Senior Management Team:

- Set the overall framework for the reward and recognition of all staff
- Initiate the Reward and Recognition process, normally on an annual cycle
- Provide leadership for the implementation of this policy across the University and in each of their areas of responsibility

Human Resources:

- Facilitate the application of all Reward and Recognition policies
- Provide appropriate management information required to facilitate effective decision making
- Implement decisions reached at Reward and Recognition Committee meetings
- Provide advice, support and guidance on the application of the Reward and Recognition policy and sub-policies

Reward and Recognition Committee:

- Approve or decline applications for Academic Promotion, Re-Grading and Contribution pay

Information on current membership of the Reward and Recognition Committee can be found on the HR intranet page.

7.0 Data Protection Act

All information processed as part of the implementation of this policy is processed in accordance with GDPR. This includes the processing of sensitive personal data. Records are held and maintained in accordance with Data Protection principles.

8.0 Monitoring and Review

Human Resources is responsible for monitoring the effectiveness of this policy and supporting procedures. The policy will be reviewed every twelve months in accordance with Human Resources policy review principles.