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| **REWARD AND RECOGNITION SCHEME** **(effective from 1 October 2013)** |
| ***Once completed in full, this form should be signed by your department’s authorised payroll approver and sent to Payroll, Hythe Bridge Street. Alternatively, it can be e-mailed by the payroll approver to: payroll@admin.ox.ac.uk*** |
| **DEPT**  |
| **EMPLOYEE SURNAME**   |  | **FIRST NAME** |  | **TITLE**   |   |
| **POST NO.** |  |  |  |  |  |  |  **PERSONNEL NUMBER** |  |  |  |  |  |  |  |
| **1. RECURRENT AWARD FOR EXCELLENCE** (*wef 1 August 2023 1*)*(definition: an increment of one scale point effective from 1 August 2023.)* |
| **Current Grade**…………… **Point** ………….. (as at 31 Dec 2022)  Please increase this salary by one scale point. (***\*Payroll will pro rata for part time employees and/or any periods of unpaid leave 2.)*** |
| **2. NON-RECURRENT AWARD FOR EXCELLENCE** (*wef 1 August 2023 1*)*(definition: the difference between the current scale point on the grade and the point above – a one off non-pensionable payment)* |
| **Current Grade**…………… **Point** ………….. (as at 31 Dec 2022)  Please pay the difference between the current grade/point and the point above.(***\*Payroll will pro rata for part time employees and/or any periods of unpaid leave 2.)***Costed to *(if different from pay costing):*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DEPT |  |  | 0 | 0 | 0 | 0 | **/** | 0 | 0 | **/** |  |  |  |  |  |

**OR**

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| **3. RECOGNITION AWARD** *(definition: a single payment of £200)* |
|  Please pay a non-recurrent addition of £200 Costed to *(if different from pay costing):*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DEPT |  |  | 0 | 0 | 0 | 0 | **/** | 0 | 0 | **/** |  |  |  |  |  |

**OR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CCPROJ |  |  |  |  |  |  |  |  | **.** |  |  |  |  |

 |
| AUTHORISED SIGNATURE ……………………………………………...........................…........................... NAME (please print) ...................................................................................................... Date \_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_  |
| *Notes:*1. *The first payment for recurrent awards and the earliest payment for non-recurrent awards will be in August 202’3s pay.*
2. *A payment will be paid on a pro-rata basis if the individual is, or has been part-time. If the member of staff has had a period of unpaid leave or furlough during the year 1/1/2022 to 31/12/2022, please seek advice from your HR Business Partner in Central Human Resources before processing the payment.*
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