

## Form B - Grade 10 Senior Staff Review Nomination

Name of Nominee:		Title (e.g. Mr, Mrs, Dr, Professor)	
Employee No:		College/Support Group:	
Job title:		School/Deanery/Department:	
	<i>Grade</i>	<i>Salary Point</i>	<i>Salary</i>
Current salary details:			
Promotions and incremental awards in last 5 years (Date/Awards):			
<b>Recommendation for (please tick or delete as appropriate)</b>			
<input type="checkbox"/> 1 Increment	If more than one increment is recommended, please state how many.  <b>Nominations may be made for both an increment and a lump sum payment for an individual, but if so these should be submitted as two different cases on separate nomination forms to reflect the different type of award.</b>		
<i>or</i>			
<input type="checkbox"/> 1 Lump Sum Payment			

### Recommendation by Head of College/Support Group

Please refer to the policy on Grade 10 Staff Salaries in the relevant Guide at: <http://www.ed.ac.uk/schools-departments/human-resources/pay-reward/contribution/grade-ten-review> and any additional guidance provided by the Principal.

*This form may be expanded to up to a maximum of 3 pages.*

### **RECOMMENDATION FOR INCREMENT - SUSTAINED EXCELLENCE**

**Influential leadership**

**Leadership of innovation**

**Impact**

**RECOMMENDATION FOR LUMP SUM PAYMENT – EXCEPTIONAL ONE-OFF CONTRIBUTION**

**Influential leadership**

**Leadership of innovation**

**Impact**

Head of College/Support Group	Signature	Date
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*The College/Support Group HR team should scan and save an electronic copy of this form along with ranked lists of nominations (as outlined by UHRS), **no later than Thursday 25th May 2017.***