



REWARD PROCESSES TIMETABLE 2016-2017

Introduction

Below are the scheduled 'rounds' of reward processes for late 2016 to mid-2017. To use this timetable:

- i. Find the relevant reward process e.g. responsive/periodic grading review, contribution reward, Grade 10 professorial and equivalent staff review.
 - ii. Check the start date for the relevant round of the reward process by looking in the 'Updated Documentation Published/Process Starts' column. It shows either **a)** a general indication of when the round is expected to start but is yet to be confirmed (e.g. early May 2017) or **b)** a confirmed 'go-live' date (e.g. mid-September 2016 - now live). The 'go-live' date is the first guaranteed date when the up to date procedure/documents/forms will be live on the web for that round. Please note that documents from the previous round will usually remain on the web until the next go-live date. Document revisions between rounds are usually small however it is important to use the most up to date version.
 - iii. Ensure that applications are submitted by the date provided in the 'Applications to
- Prior to the 'go-live' date this column will show only an estimated submission date. At the go-live date this will change to either **a)** a UoE wide specific date or **b)** where the date is determined by Colleges/Support Groups as 'Contact College/Support Group HR'.
- iv. Heads of School/Support Department will be advised by their HR team of the date by which they must submit applications to the Head of College/Support Group.
 - v. Individual staff should expect to be advised of the outcome of the application in the broad period indicated in the 'Staff Informed of Outcomes By' column.
 - vi. Further information on processes is available from the College/Support Group HR team.
 - vii. Please notify University HR Services at UHRS@ed.ac.uk if you experience any difficulty in accessing relevant web documents.

Timetable:

Process	Policy Document	Applies to Grades	Updated Documentation Published/Process Starts	Applications to be submitted to	Staff Informed of Outcomes By Approximately
Responsive grading reviews	Section 3 of Grading and Regrading Processes and Principles	Applies to all Grades	This is an ongoing process. Any changes to documentation or process will be indicated here.		
Academic & Support Staff Contribution Reward	Contribution Reward Policy	All employees on Grades UE01 to Grade UE09 and all other non-professorial grades are eligible for consideration of a single exceptional contribution (lump sum) award. All employees on Grades UE01 to UE09, MC, XM, RCB and ECA grades are eligible for consideration of a sustained excellence contribution (additional increment(s)) award.	January 2017	To be advised by College or Support Group HR team	Mid-June 2017
Voucher Reward Scheme	Appendix to Contribution Reward Policy	All employees on Grades UE01 to Grade UE09 and all other non-professorial grades are eligible for consideration under the Voucher Reward Scheme.	This is an ongoing process.	Authorising Manager nominations to be submitted to UHRS – voucherreward@ed.ac.uk (copied to Local HR team)	Ongoing
Academic Staff Periodic grading review	Section 3 of Grading and Regrading Processes and Principles	Those seeking Grades UE06-UE10 and equivalent clinical academic grades and/or academic title of Reader or Personal Chair	Mid-September 2016	Head of School, usually by 21 October 2016. [N.B. Some minor variations on submission dates within Schools may apply and staff should check with their School office for exact dates.]	Mid May 2017 for grades UE06-09 or equivalent and/or Reader titles, beginning of June 2017 for grade UE10 and mid July 2017 for Personal Chair titles.

Process	Policy Document	Applies to Grades	Updated Documentation Published/Process Starts	Applications to be submitted to:	Staff Informed of Outcomes By Approximately:
Support Staff Periodic grading review [Autumn & Spring rounds]	Section 3 of Grading and Regrading Processes and Principles	Autumn - Those seeking Grades UE02 to UE08	Cases seeking regrading up to and including UE08 which are submitted by the date advised by your local HR Team will be considered by February 2017 for implementation from 1 st February 2017.	Autumn – Head of School/Support Department - date to be advised by your local HR team.	Autumn - February 2017 at the latest
		Spring - Those seeking Grades UE02 to UE10	Cases submitted after the autumn local deadline will be considered during spring/summer 2017 for implementation from 1 st August 2017.	Spring - Head of School/Support Department - date to be advised by your local HR team.	Spring – Mid July 2017
Grade UE10 and equivalent salary review (increments, lump sums and salary progression to point 6)	Grade 10 and Equivalent Staff Salary Review	All Grade UE10 staff for contribution increments and lump sums; and staff on points 1-5 for normal progression	Early April 2017	Heads of College/Support Groups to submit nominations to University HR Services (via their local HR teams) by date TBC	End July 2017