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| Grade 10 Senior Staff Review Nomination |
| **Guidance** |
| Please refer to the policy on Grade 10 Staff Salaries in the relevant Guide at:[https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Grade-10-Salary-Review(1).aspx?web=1](https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Grade-10-Salary-Review%281%29.aspx?web=1) and any additional guidance provided by the Principal. This form may be expanded to up to a maximum of 3 pages.The College/Professional Services Group HR team should scan and save an electronic copy of this form along with ranked lists of nominations (as outlined by HR), **no later than Wednesday 27th May 2020.** |
| **Section 1: Employee’s Details** |
| Employee Name: |       |
| Employee Number: |       |
| Job Title: |       |
| College/Professional Services Group: |       |
| School/Department: |       |
| Grade: |       |
| Full Time/Part Time: |       |
| FTE if Part Time: (e.g.0.6) |       |
| Salary: |       |
| UoE Salary Point: |       |

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| **Section 2: Promotions and incremental awards in last 5 Years (Date/Awards):** |
| **Date (dd/mm/yyyy)** | **Award** |
|      |       |
|       |       |
|       |       |
|       |       |
|       |       |
| **Section 3: RECOMMENDATION** Please tick as appropriate: |
| Please enter the number of increments or lump sums being recommended in the appropriate text box below:      **INCREMENT(S) or**       **LUMP SUM(S)**Nominations may be made for both an increment and a lump sum payment for an individual, in this instance please use one form but detail the reasons for lump sum and increment separately below. |
| Is the employee aware they are being nominated for this award? (tick box) | **Yes** [ ] **No** [ ]  |
| **Section 4: Recommendation by Head of College/Professional Services**  |
| **Sustained Excellence** |
| **Influential leadership**      |
| **Leadership of innovation**      |
| **Impact**      |
| **Section 5: Head of College/Professional Services:** |
| **Signature:** Click or tap here to enter text. | **Date (dd/mm/yyyy):**       |