|  |  |
| --- | --- |
| Sustained Excellence Contribution (Increment) Reward  Nomination Form | |
| **Guidance** | |
| For this type of award contribution should have been sustained for over a period of at least six months and the nominee would be expected to continue to perform at this level.  This form should be completed with reference to the [Contribution Reward Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) and the behaviours charter.  Please include a copy of the nominee’s current job description with this application.  There is no need to physically sign HR forms as long as you submit them via email from your University of Edinburgh email account. Please refer to the [HR A-Z Forms Page](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) for more information.  If you require this document in an [alternative format](https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro) please contact [Reward@ed.ac.uk](mailto:Reward@ed.ac.uk) | |
| **Section 1: Nominee Details** | |
| Employee Name: |  |
| Assignment Number: |  |
| Job Title: |  |
| Grade: |  |
| Length of Service in Current Role: |  |
| Salary: |  |
| National Spine Point  (1-51, as outlined on [UoE pay scales](https://www.ed.ac.uk/human-resources/pay-reward/pay/pay-scales)): |  |
| School/Department: |  |
| College/Professional Services Group: |  |
| Academic/Professional Services(select relevant box) | Academic  or Professional Services |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2: Nomination Detail** | | | | |
| Please indicate whether you are nominating yourself for this award or whether you are a manager nominating an employee (please tick appropriate box) | | **Manager nomination**  **Self-nomination** | | |
| **If manager nomination**  Is the employee aware they are being nominated for this award (please tick appropriate box) | | **Yes**  **No** | | |
| **Section 3: Evidence of Contribution** | | | | |
| Evidence should include (but is not limited to) one or more of:   * Contributions made towards a significant part in one (or more) of the four key areas of Strategy 2030 * Achievement of agreed longer term objectives to a consistent and exceptionally high standard which have made a positive impact on the School, College or Professional Services Department * The provision of exceptionally high standards of customer service, with demonstrable impact on the service provided, and/or the reputation of the School, College or Professional Services Department * Taking on significant additional responsibility on an on-going basis, but where the level of that responsibility falls within the employee’s current grade   For further examples, and for clarification of circumstances in which Contribution Rewards would not be appropriate, please see the [Contribution Reward Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance).  Wherever possible, please include timeframes or dates in your examples.  **Nomination evidence should not exceed one page** | | | | |
|  | | | | |
| **Section 4: Nomination Verification – Employee (only if self-nomination)** | | | | |
| I confirm that the detail provided above is factually accurate. | | | | |
| Name: | Signature: | | Date (dd/mm/yyyy): | |
| **Section 5: Manager (for all applications)** | | | | |
| Name: | Signature: | | | Date (dd/mm/yyyy): |
| Note - If this is a self-nomination submitted by an employee and you, as their manager, do not support the nomination, please provide the reasons below (you will also need to notify the employee of these reasons and confirm if they still wish the application to progress to the panel). | | | | |
| **Reasons for not supporting this self-nomination:** | | | | |

|  |  |  |
| --- | --- | --- |
| **Section 6: Head of School/Professional Services Department Verification** | | |
| Please tick the box relevant to the appropriate statement below. If you do not support the application, you will need to provide reasons. | | |
| I agree that the above information regarding the employee’s contribution is factually accurate.  I support the nomination as I believe the employee’s contribution is over and above the normal expectations for their role and is expected to continue at this level (please provide reasons below). | | |
| **Reasons:** | | |
| I do not fully agree that the above information regarding the employee’s contribution is factually accurate and/or I do not believe the employee’s contribution is over and above the normal expectations for their role and/or is expected to continue at this level (please provide reasons below). | | |
| **Reasons for not supporting this nomination are:** | | |
| Name: | Signature: | Date (dd/mm/yyyy): |

|  |  |
| --- | --- |
| To support any prioritisation, Directors/Heads of School should rank all submissions within their area in order of strength of sponsorship. | Ranking: |
| **Please upload this form to your School Shared folder as per local guidelines.**  **For USG, CSG & ISG please submit electronically to** [PSG Panel Submissions](mailto:psgpanelsubmissions@ed.ac.uk) | |