

<b>Title</b>	Reward and Recognition
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Adoption (TPO/STA/01)</li> <li>• Adult Dress Code (TPO/STA/02)</li> <li>• Maternity (TPO/STA/04)</li> <li>• Non-Teaching Staff Performance Management (TPO/STA/05)</li> <li>• Parental Leave (TPO/STA/06)</li> <li>• Paternity (TPO/STA/07)</li> <li>• Pay Policy (TPO/STA/08)</li> <li>• Single Equality Policy (TPO/EO/01)</li> <li>• Special Leave of Absence (TPO/STA/14)</li> <li>• Staff Absence (Illness) (TPO/STA/13)</li> <li>• Teaching Staff Performance Management (TPO/STA/17)</li> <li>• Training and Development (TPO/STA/18)</li> </ul>

REVIEWED: SEPTEMBER 2016

NEXT REVIEW: SEPTEMBER 2019

## 1. Policy Statement

- 1.1 The Academy recognises the importance of the contribution that all staff make towards enabling the Academy to meet its overall objectives and targets.
- 1.2 The Academy values the contribution of all staff through the provision of a high quality working environment which supports the Academy's ethos of high expectations, mutual value and respect and raising aspiration.
- 1.3 The Academy recognises that all staff, through their individual contribution are eligible for discretionary reward and recognition for outstanding performance, service and commitment to the Academy.
- 1.4 This Policy does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

## 2. Who does this policy apply to?

- 2.1 This policy applies to all Academy staff.

## 3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.
- 3.2 All leaders and managers have a responsibility to ensure that they inform the Principal of the contribution of members of their teams, in particular any outstanding performance which they deem may be eligible for special reward or recognition.
- 3.3 Annually, the Principal is responsible for determining individual recognition and reward and that such rewards are both personal to the individual and discretionary and as such are not part of the Academy's Pay Policy and formal salary structure.
- 3.4 Annually, the Governing Body may have the discretion to reward the achievements of the Academy through the provision of an additional day of annual leave for Academy staff. Such a discretionary reward does not form part of the statutory annual leave allowance for Academy staff.

## 4. What are the principles behind this policy?

- 4.1 The Academy is committed to ensuring that all staff are eligible for recognition and rewards for Academy achievements.
- 4.2 The Academy is also committed to ensuring that individual outstanding performance is recognised and/or rewarded in accordance with their individual roles, responsibilities and targets.
- 4.3 Individual rewards are not a substitute for training and/or permanent salary enhancements required as a result of role changes.

## 5. Procedures

### Contractual Rewards

- 5.1 All members of Academy teaching staff will receive a laptop to enable them to conduct their role and responsibilities effectively and efficiently.
- 5.21 In secondary Academies, in recognition of the structure of the Academy day, all Academy staff receive a complimentary breakfast and lunch in recognition of them supervising students in the restaurant and in vacated classrooms.
- 5.22 In primary Academies, at the discretion of the Principal, staff may receive a complimentary breakfast and/or lunch, in recognition of them supervising students during mealtimes.
- 5.3 Outside the Academy term structure, support staff may be invited to work a reduced number of hours during the vacation period as stipulated by the Principal.
- 5.4 For certain categories of support staff, an Academy uniform is provided to enable them to conduct their role effectively and safely within the context of the current health and safety and hygiene legislation.

### Discretionary Rewards

- 5.5 All Academy staff undertake an annual performance management review for which they may be entitled to receive a performance bonus on successful achievement of individual targets which also contribute to the Academy achieving its overall objectives and targets.
- 5.6 Additionally, the Principal is able to award discretionary bonus payments to individuals for outstanding achievement, commitment and/or service on top of the agreed performance management bonus. See appendix 1 for completion by the Principal and authorisation by the Executive Principal, Finance Director and CEO, to reward an employee for additional duties/outstanding performance.
- 5.7 All support staff have the opportunity to individually negotiate additional holiday entitlement in lieu of part of or all their annual salary increase.

### Recognition

- 5.8 The Academy recognises its achievements through celebration events to which all Academy staff are invited.
- 5.9 Individual staff achievements and contributions are recognised and celebrated.
- 5.10 The Academy recognises the individual needs of its staff through the provision of discretionary additional time/vacation allowances to enable them to meet personal/family commitments.
- 5.11 The Academy recognises the equality of its entire staff through the provision of a range of opportunities regardless of their role or responsibility. In this context, the Principal may offer discretionary bursary awards to support the development of projects which support the continuous improvement of the Academy.

## 6. Policy Review

- 6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.

**REWARDING AN EMPLOYEE FOR ADDITIONAL DUTIES/OUTSTANDING PERFORMANCE**

This form should be used for requesting an honoraria payment (section A) or for increasing salary (section B).

Please note: all mandatory fields\* must be completed – incomplete forms will be returned without action

EMPLOYEE DETAILS – to be completed for Sections A and B			
Full Name*		Post*	

**SECTION A - HONORARIA PAYMENT**

**1. BUSINESS CASE**

Honoraria payments are one-off payments	
Amount of honoraria payment*	£
Outline the reason and period of time the honoraria payment is intended to cover and also the service and customer benefits of the employee’s work that has led to the request for an honoraria payment*	
Outline the process applied to identify the employee for which the honoraria payment is requested*	
Indicate any alternative strategies considered to avoid the need for an honoraria payment*	
Indicate the potential impact on other employees of awarding this honoraria payment*	

**2. AUTHORISATION**

Executive Principal	Print:	Sign:	Date:
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**3. AUTHORISATION**

Finance Director confirming funding available	Print:	Sign:	Date:
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CEO	Print:	Sign:	Date:
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SECTION B – CHANGE IN GRADE			
1. BUSINESS CASE			
Outline the reason and period of time the payment is intended to cover*			
Outline the service and customer benefits of this arrangement*			
Outline the process applied to identify potential employee/s who will receive additional payment*			
Indicate any alternative strategies considered to avoid the need for an additional payment*			
Indicate the potential impact on other employee's of this arrangement*			
Current salary*		Proposed salary*	
Percentage full-time*		Total amount to be paid*	

2. AUTHORISATION			
Approved			
Principal	Print:	Sign:	Date:
Authorised:			
Executive Principal	Print:	Sign:	Date:
Finance Director	Print:	Sign:	Date:
CEO	Print:	Sign:	Date: