

Ex Gratia Payments

Human Resources Department

Lead Director: Director of Human Resources
Date ratified by Council:
Policy issue date: Reviewed March 2018
Policy to be reviewed every 4 years. Date of next review: 2022/23

PROCEDURES FOR THE AWARD OF EX GRATIA PAYMENTS

LINE MANAGERS ARE REQUESTED TO READ THE GUIDANCE BELOW BEFORE MAKING A SUBMISSION.

1 PURPOSE AND SCOPE

- 1.1 This procedure applies to all grades of staff apart from Professorial and Grade 10 Managerial & Specialist staff, please refer to the Policy and Procedure for Professorial and Grade 10 Managerial & Specialist staff.
- 1.2 This process is designed to enable Line Managers to recognise and reward one-off contributions of exceptional and significant performance, for example the successful completion of a one-off piece of work or project that would not normally comprise part of the individual's job.
- 1.3 In order to avoid any disappointment, managers are requested not to advise the member of staff that an application is being made. It is recommended that the member of staff is not informed until the Line Manager has been notified of the decision.

2 GENERAL PRINCIPLES

- 2.1 When considering making a case, Line Managers must carefully consider the normal expectations of the job. These awards are not intended to reward someone who is just doing what is expected of them, even though they may be doing it very well.
- 2.2 The above is especially important to bear this in mind when considering a case for higher grades of staff where there are greater expectations of performance.
- 2.3 When making a case, the Line Manager should be very clear about what the post holder has done that would not normally be expected of someone in that post. If in doubt, the Link Human Resources Advisors/Managers will be able to advise on this.
- 2.4 As budget holder, the relevant Dean/Director must sign the application form EG1 to indicate that they are aware of the case going forward. It is also expected that anyone else in the management line who needs to be informed of/or consulted about the application is informed/consulted before submission.
- 2.5 It is usual to wait until the piece of work or project is completed and its impact can be assessed before making an application.
- 2.6 An application for an ex gratia payment does not preclude a member of staff from applying at the same time for promotion or being put forward for an additional increment/contribution point. However, applications for additional increments or contribution points must not be based on the same activity/activities as the ex gratia award application.
- 2.7 Details of ex gratia awards will be available to promotions committees and other reward mechanism panels.

3 FUNDING AND MODERATION

- 3.1 Awards of between £250 and £1,500 may be made in multiples of £50. Applications should give an indication of the amount of award being applied for; however, the panel reserves the right to adjust the amount to ensure comparability with other awards.
- 3.2 All awards will be funded by the employing Faculty/Directorate.
- 3.3 In the interests of fairness and equity, the Dean/Director should make arrangements for the moderation of submissions across their Faculty/Directorate. The make-up of Faculty/Directorate moderation groups will be determined locally but should be led by the Dean/Director.
- 3.4 The moderation groups will be responsible for monitoring applications and investigating any apparent unfairness in the number and/or spread of applications across the Faculty/Directorate.
- 3.5 In addition to deciding which cases justify receiving an award, the main panel will be responsible for moderation of cases across the University.
- 3.6 Human Resources will be responsible for equal opportunities monitoring of cases and will also monitor the distribution of applications and awards across the various areas. Any anomalies highlighted by this monitoring will be flagged up with the relevant Deans/Directors.

4 PAYMENT OF AWARDS

- 4.1 Successful awards will be paid with the next available salary payment following the decision to award.

5 PROCEDURE

- 5.1 Applications will be considered on a bi-annual basis with submission deadlines on 1 February and 1 August each year.
- 5.2 Managers should submit applications to Human Resources by the appropriate deadline, using form **EG1**.

6 WHAT NEXT

- 6.1 Human Resources will arrange for the panel to meet to consider the cases. The panel will comprise:-
 - Deputy Vice-Chancellor (Chair)
 - 1 x Pro Vice-Chancellor
 - Director of Finance
 - Director of Human Resources
 - 1 x Dean of Faculty and/or Faculty Business Manager
- 6.2 Line Managers will be informed of the panel's decision.
- 6.3 In successful cases, Human Resources will notify in writing to the member of staff (copy to Line Manager and Dean/Director) and arrange for payment to be made in the next available payroll.