

Contribution Reward Scheme: Guidance for Eligible Employees

The University of Cambridge operates an annual Contribution Reward Scheme for Academic-Related and Assistant staff in Grades 1 to 11. An overview of the scheme, including the awards made, can be found [here](#).

Eligible employees can apply for either a Contribution Increment(s) using form PD30a, or a Single Contribution Payment using form PD30b. This document aims to provide guidance to those wishing to apply for an award, including examples of the kinds of contribution that may warrant an award, and how to complete the application form.

1. Contribution Increments

As referred to in the [overview](#), this is the award of up to three additional increments, either in the normal pay range or in the contribution point range (i.e. the starred points), which are awarded in recognition of personal contribution and performance over and above what would normally be expected of the role, over a period of at least one year.

It should be noted that applications for more than one increment would need to demonstrate truly exceptional contribution with a demonstrable impact on the individual's School/Faculty/Department/Division.

1.1 Eligibility criteria

To be eligible to apply for Contribution Increments you must:

- be an Academic-Related or Assistant staff member in Grades 1 to 11; and
- have not yet reached the maximum contribution point for your grade; and
- have been in your current role and grade for at least one year prior to 1 January of the year the increment(s) is awarded; and
- be employed at the point the award is paid (i.e. if you have left, or are due to leave the University, prior to 15 March, you are no longer eligible to receive an award); and
- not be applying for a Single Contribution Payment under the scheme

Please note, if you do not meet any of these criteria, you will not receive an award under this scheme.

1.2 What warrants a Contribution Increment as part of CRS?

Some examples of what might justify additional increments may include, but are not limited to:

- Having consistently performed your role to an excellent standard, above what would normally be expected of you in your role

- Having proactively sought opportunities to gain additional knowledge and/or skills, which have then positively impacted the support you provide to your School/Faculty/Department/Division or the University
- Taking on additional responsibilities (within your existing grade) on an ongoing basis
- Providing a consistently high standard of contribution and support to your School/Faculty/Department/Division or the University
- Using initiative and problem-solving skills above what would normally be expected of your grade to offer suitable and effective solutions
- Successfully completing agreed long-term objectives to a high standard
- Providing a consistently high standard of customer service and therefore positively impacting the reputation of the School/Faculty/Department/Division or University
- Demonstrating innovativeness and resourcefulness regularly, resulting in improved, more cost effective processes
- Showing leadership qualities which positively encourage team members and colleagues, and improving overall team performance (particularly when you do not have line management responsibility)

1.3 How to complete an application form

In order to apply for a Contribution Increment under the scheme, you need to complete Part 1 of the [PD30a application form](#). It is recommended that you take your time when completing form, and take care to reflect on your overall performance and contribution over the past 12 months. It may be useful to consider any notes or forms from Staff Review and Development meetings or informal meetings you've had with your line manager.

Considering the criteria and the examples above, you could ask yourself the following questions:

- Have there been any newly introduced systems or processes in the School/Faculty/Department or Division over the past 12 months? How have they impacted your role, and how did you deal with the changes?
- Have there been any significant staff changes in your School/Faculty/Department or Division over the past 12 months? Has this resulted in any additional responsibilities being passed to you, or required you to be involved in the training/upskilling of incoming staff?
- Have there been any significant challenges that have arisen over the past 12 months, which have required your involvement in problem-solving and innovative solutions?
- Have you regularly received praise for the support you provide to your customers (that may be fellow colleagues, staff from other areas of the University, students or external people)?
- How has your contribution impacted the wider team, department (or beyond)?

When completing the form, structuring the reasons for your application as follows may be helpful:

- What process/change/challenge was happening that required your involvement
- What did you personally contribute to the situation
- What was the impact of your contribution

1.4 The impact of Cambridge Living Wage (CLW)

In August 2019, the University implemented a new minimum rate of basic pay of £10 per hour, for directly employed staff, known as a Cambridge Living Wage (CLW).

Employees on spine points 18 to 20 are eligible to receive a Cambridge Living Wage supplement, which increases their hourly rate to £10, and is paid to them each month with their normal pay.

Those in receipt of a CLW supplement can still apply for Contribution Increments through the Contribution Reward Scheme. If they are successful in their application, they will move to the appropriate spine point. As a result, their base pay will increase, and the amount paid as the supplement

will decrease. If they move to spine point 21 or above, they will no longer be eligible to receive the supplement. The examples below demonstrate this:

Example 1:

Alex is currently on spine point 19, base salary of £18,529 per annum, £9.72 per hour. Alex receives a CLW supplement of £0.28 per hour, bringing their total to £10 per hour.

Alex applies for one Contribution Increment, and is successful. Alex therefore moves to spine point 20, base salary of £18,852 per annum, £9.89 per hour. The amount Alex receives as CLW supplement will therefore reduce to £0.11 per hour, but their total will remain as £10 per hour.

Example 2:

Sam is currently on spine point 20, base salary of £18,852 per annum, £9.89 per hour. Sam receives a CLW supplement of £0.11 per hour, bringing their total to £10 per hour.

Sam applies for two Contribution Increments, and is successful. Sam therefore moves to spine point 22, base salary of £19,623 per annum, £10.29 per hour. Sam is therefore no longer eligible to receive a CLW supplement.

2. Single Contribution Payments

As referred to in the [overview](#), this is the award of a one-off, non-pensionable payment, awarded in recognition of an employee's exceptional contribution, over and above the normal expectation for the role, in the context of a one-off task or project that is time limited. Awards can be made on an individual basis, paid at 3% of base salary, or on a team basis (where the one-off task/project is a result of the joint efforts and combined achievements of two or more individuals), paid at 2% of base salary.

2.1 Eligibility criteria

To be eligible to apply for Single Contribution Payments you must:

- be an Academic-Related or Assistant staff member in Grades 1–11 (at any point in your grade, including the top contribution point); and
- have been in your current role and grade for at least 3 months prior to 1 January of the year the Single Contribution Payment is awarded¹; and
- be employed at the point the Single Contribution Payment is paid (i.e. if you have left, or are due to leave the University, prior to 15 March, you are no longer eligible to receive an award); and
- not be applying for a Contribution Increment under the scheme

Please note, if you do not meet any of these criteria, you will not receive an award under this scheme.

2.2 What warrants a Single Contribution Payment under CRS?

Some examples of what might justify a Single Contribution Payment may include, but are not limited to:

- Completing a significant task or project to an excellent standard, perhaps coupled with resultant savings in resources.

¹ If you are successful in your application for an award based on contribution in your role and grade, but you have subsequently changed role or grade, the award will be calculated using the salary of the role and grade on which the application was based.

- Successfully organising or helping to organise a one-off event, demonstrating commitment, flexibility and adaptability to ensure a smooth running on the day.
- Successfully tackling an unplanned or unexpected task, crisis/emergency, or incident involving complexity.
- Suggestion or design of an innovative approach, solution or idea for the improvement to a working practice or process within the School/Faculty/Department/Division. This may have led to greater efficiencies, improved quality, cost savings etc., which contributed to the achievement of School/Faculty/Department/Division objectives.
- Achieving a particularly challenging goal or objective, e.g. overcoming a significant obstacle to ensure a deadline is met.
- Demonstrating fantastic team working, by working together effectively to deliver a large, complex project.

2.2 How to complete an application form

In order to apply for a Single Contribution Payment under the scheme, you need to complete Part 1 of the [PD30b application form](#). It is recommended that you take your time when completing the form, and take care to reflect on your performance and contribution during any considerable or complex one-off tasks or projects. It may be useful to consider any notes or forms from Staff Review and Development meetings or informal meetings you've had with your line manager.

Considering the criteria and the examples above, you could ask yourself the following questions:

- Have there been any large or considerable one-off tasks or projects over the past 12 months, such as a large event, the implementation of a new system or process, a review of any existing processes? How were you involved in these tasks? How did your involvement affect the overall result of the task?
- Were there any particular challenges or problems encountered as part of the task(s) or project(s)? How were you involved in the resolution of these problems?
- What impact has the successful completion of the task(s) or project(s) had on your School/Faculty/Department/Division?
- Did you receive praise for the support you provided to your customers as part of the one-off task(s) or project(s) (that may be fellow colleagues, staff from other areas of the University, students or external people)?

When completing the form, structuring the reasons for your application as follows may be helpful:

- What one-off task/project was happening that required your involvement
- What did you personally contribute to the one-off task/project
- What was the impact of your contribution

3. After you've completed the application form

After you've completed the application form, whether that is the PD30a for Contribution Increments or the PD30b for a Single Contribution Payment, you should submit the form to your immediate line manager by the deadline set by your Institution.

Your line manager will then complete their part of the application form, adding their own comments, and then passing it on to your Head of Institution for their review and comments. The form will then be submitted to the Awarding Authority, for them to make a decision on the application.

The outcome of the application will be confirmed to you prior to March payday. If you have any queries regarding the outcome, you are encouraged to discuss this with your line manager and/or Head of Institution.

Successful awards are processed as follows:

- Contribution Increments will be implemented in the March payroll, backdated to 1 January of the year the increment is awarded. Any backpay owed will also be paid in your March pay.
- Single Contribution Payments will be processed and paid in the March payroll. Payments are calculated using your salary as at 1 January of the year the payment is awarded*.

*If you are successful in your application for an award based on contribution in your role and grade, but you have subsequently changed role or grade, the award will be calculated using the salary of the role and grade on which the application was based.

4. How your application will be assessed

As referred to in section 3 above, your application will be reviewed in turn by your line manager, Head of Institution and the relevant Awarding Authority. Applications will be assessed based on the criteria outlined in sections 1.2 and 2.2 above. However, it should be noted that Awarding Authorities are expected to exercise discretion when reviewing applications, based on the objectives of, and differences between, the institutions within the University, as well as the differing expectations of those on different grades. It is therefore important to remember that not all applications made under this scheme will be approved.