

Contribution Reward Scheme 2021: Guidance for Eligible Employees

The University of Cambridge normally operates an annual Contribution Reward Scheme for Academic-Related and Assistant staff in grades 1 to 11. However, as a result of the COVID-19 pandemic and its impact on the University's financial situation, the 2021 scheme is only available to Assistant staff in grades 1 to 5. In addition, eligible employees will only be able to apply for Single Contribution Payments, and not for Contribution Increments. For this exercise, awards will be made to recognise either a) an individual's personal contribution in respect of a specific task or project, or b) an individual's personal contribution over and above what would normally be expected in the role, particularly in relation to the challenges we have faced due to COVID-19.

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.

An overview of the scheme, as well as relevant documentation, can be found [here](#).

1. Single Contribution Payments

As referred to in the [overview](#), this is the award of a one-off payment, awarded in recognition of an employee's contribution in respect of a specific task or project, or an employee's contribution over and above what would normally be expected in the role, particularly in relation to the challenges we have faced due to COVID-19.

This year, awards can be made on an individual basis only, paid at 3% of base salary. Awards are calculated using base salary (pro-rated for part time staff) as at 1 January, and are payable in the March payroll.

1.1 Eligibility criteria

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

- be Assistant staff in grades 1 to 5 (at any salary point associated with your grade);
- have been in your current role and grade for at least 3 months prior to 1 January 2021*;
- 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 March payday, you are no longer eligible to receive an award)

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

Any eligible staff who may have been furloughed during 2020 are still eligible to apply for the scheme.

*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 for the period to which the application relates.

1.2 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 major task or project to an excellent standard, perhaps coupled with resultant savings in resources.
- 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

Alternatively, awards may be given in recognition of an individual's outstanding contribution over and above the normal expectation for the role, particularly in relation to the challenges we have faced due to COVID-19.

1.3 How to complete an application form

In order to apply for the Contribution Reward Scheme 2021, 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 overall performance and contribution both over the past 12 months, and during any considerable or complex specific 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 specific 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 specific task(s) or project(s) (that may be fellow colleagues, staff from other areas of the University, students or external people)?
- 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 specific task/project, or process/change/challenge was happening that required your involvement
- What did you personally contribute to the specific task/project, or situation
- What was the impact of your contribution

2. After you've completed the application form

After you've completed the application form, 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.

Single Contribution Payments will be processed and paid in the March 2021 payroll. Payments are calculated using your 1 January 2021 salary*.

*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.

3. How your application will be assessed

As referred to in Section 2 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 section 1.2 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.