

**Model letter for notifying employees of**

**the launch of the Contribution Reward Scheme**

Dear

**Contribution Reward Scheme \*\*\*\***

I would like to make you aware of the arrangements for the \*\*\*\* Contribution Reward Scheme. The scheme includes two categories of award[[1]](#footnote-1):

1. **Contribution Increments (for sustained/ongoing contribution)**
This is the award of up to three additional increments (in the normal pay range or in the contribution point range, i.e. the starred points) to recognise an individual's personal contribution over and above the normal expectation for the role, over a period of at least a year and in the context of expected continuation at that level.
2. **Single Contribution Payments (for one-off/time limited contribution)**
This is the award of a one-off, non-pensionable payment to recognise 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, paid at 2% of base salary.

Further details are provided in Annex A.

If you are eligible and would like your case to be considered please complete Part 1 of either PD30a (Proposal for Contribution Increments) or PD30b (Proposal for Single Contribution Payment) and send the completed form to your line manager by [insert date].

Full details about the scheme, including guidance for completing an application form, and PD30a and PD30b are available on the HR Division website at [www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme](http://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme). If you do not have access to the website, you may request a printed version of the scheme or the forms from your line manager.If you are in any doubt about how this affects you and/or what action to take, please contact your line manager or Human Resources for further information or advice.

Yours sincerely

Head of Institution

Enc: Annex A: Contribution Reward Scheme Eligibility and Examples

**Annex A**

**Contribution Reward Scheme Eligibility and Examples**

# Contribution Increments

## Eligibility

To be eligible to apply for Contribution Increments employees must:

* **be an Academic-Related or** Assistant staff member in Grades 1 to 11; and
* have not yet reached the maximum contribution point for their grade; and
* have been in their 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. employees who have left the University, or are due to leave the University prior to 15 March, are no longer eligible to receive an award); and
* not be applying for a Single Contribution Payment under the scheme

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

## Examples

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

* Having consistently performed their role to an excellent standard, above what would normally be expected of them in their role
* Having proactively sought opportunities to gain additional knowledge and/or skills, which have then positively impacted the support an individual provides to their Institution or the University
* Taking on additional responsibilities (within the existing grade) on an ongoing basis
* Providing a consistently high standard of contribution and support to their Institution or the University
* Using initiative and problem-solving skills above what would normally be expected of that 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 their Institution or University
* Demonstrating innovation and resourcefulness regularly, resulting in improved, more cost effective processes
* Showing leadership qualities which positively encourage team members and colleagues, and improve overall team performance (particularly when the individual does not have line management responsibility)

If successful, the demonstrated level of contribution becomes the normal expectation for that member of staff.

# Single Contribution Payments

## Eligibility

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

* be an Academic-Related or Assistant staff member in Grades 1 to 11 (at any point in their grade, including the top contribution point); and
* have been in their current role and grade for at least 3 months prior to 1 January of the year the Single Contribution Payment is awarded[[2]](#footnote-2); and
* be employed at the point the Single Contribution Payment is paid (i.e. employees who have left the University, or are due to leave the University prior to 15 March, are no longer eligible to receive an award); and
* not be applying for a Contribution Increment under the scheme

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

## Examples

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

* Completing a significant 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 smooth running before and 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
1. Please note staff are only eligible to receive one award in each annual exercise [↑](#footnote-ref-1)
2. If an individual is successful in their application for an award based on contribution in their role and grade, but they 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 [↑](#footnote-ref-2)