

**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.

If you are eligible and would like your case to be considered please complete Section A 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 and eligibility criteria, and PD30a and PD30b are available on the HR Division website at <https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme-academic-0>. 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

1. Please note staff are only eligible to receive one award in each annual exercise [↑](#footnote-ref-1)