



## 2020 and 2021 Annual Reward Schemes – Additional Guidance

### Overview

The 2020 annual reward schemes were deferred until 2021 due to the initial financial uncertainty caused by the pandemic and the additional workload that would be caused by operating the process at a time where many staff were experiencing disruption and additional duties. This delay affected the following schemes:

- Accelerated incremental pay progression for grades 1-9 (normal incremental progression was processed as usual on 1 January 2021).
- Academic promotions, including promotions to Chair
- Professorial Pay Review
- Professorial Equivalent Pay Review

The University is committed to honouring the 2020 Annual Reward schemes and has carefully considered the best time to run the delayed processes. The decision was made to launch both the delayed 2020 schemes and the 2021 schemes in parallel with each other in Spring 2021 to minimise additional workload.

Therefore both the 2020 and 2021 annual reward schemes will run concurrently with each other to the 2021 timetable. In practice, this means that successful cases from the delayed 2020 round will be awarded retrospectively, effective from 1 January 2021, with any agreed salary increases backdated to that point, whilst successful cases from the 2021 round will be processed as normal and be effective from 1 January 2022.

Additional guidance has been developed (below) to support managers, Heads of Departments and reward and recognition panels at all levels in considering cases put forward within each of the schemes above, whether a salary increase, promotion or re-band should be backdated to 1 January 2021 (as though the change had been approved in 2020). All other approved cases agreed this year will be effective from 1 January 2022 as per the normal 2021 reward scheme round.

### ACP adjustments for the impact of Covid-19

Please note that separate guidance has also been developed to make adjustment to the academic promotion process in both 2020 and 2021, in recognition of the impact of the Covid-19 pandemic has had on the ability of some academic staff to undertake elements of their role. This can be found [here](#).

## **Decisions & outcomes**

**The final decision on the effective date of any salary increase and promotion will be determined by the Faculty or Professional Services Reward & Recognition Panel for all accelerated increment or promotion cases within grades 1-9.**

**The University Reward & Recognition Panel will make the final decision on the effective date of any promotions to Chair and any salary increases or re-banding recommended as part of the Professorial or Professorial Equivalent Pay Reviews.**

## **Recognition Schemes 2020**

Please note that the one-off recognition schemes which ran at the end of 2020, were in addition and separate to the annual schemes. These schemes were designed to recognise exceptional achievement and efforts in 2020, particularly in relation to Covid-19 response. Therefore, if an individual was recognised for their contribution in 2020 through a one-off scheme, this does not preclude them from being put forward for reward and recognition through any of the annual schemes above in either the 2020 or 2021 reward round. The case put forward must, however, demonstrate the relevant criteria of the scheme. For example, if an individual was recognised for their contribution in 2020 by a £500 award, and is also recommended for an accelerated increment or salary increase through the Professorial or Professorial Equivalent Pay Schemes, the case put forward must demonstrate sustained exceptional contribution beyond achievement in 2020.

Both normal incremental progression for eligible colleagues on grades 1-9 and increments for Professors in the Introductory Zone of the Professorial Salary Scales have already been processed from 1 January 2021. Business cases for regradings of professional services colleagues can also be put forward for consideration at any time during the year. This guidance does not therefore cover those processes.

## **2020/2021 Reward Round Additional Guidance**

The guidance below is intended to support managers and reward panels in determining within each of the schemes below whether a salary increase, promotion or re-band should be backdated. The first decision regarding any case is whether it should be successful or not. For this please refer to the standard guidance for the relevant scheme at: <https://www.sheffield.ac.uk/hr/thedeal/arr>. Having determined that, managers, Heads of Department and panels should then consider whether the case should be backdated to the 2020 round or not, referring to the additional guidance below.

## **Grade 1-9 Accelerated Increments**

Cases for accelerated increments are department led and therefore Departments who are submitting a business case for an accelerated increment for an individual will need to consider (and confirm on the Accelerated Increment Nomination Form) whether to recommend if the accelerated increment should be backdated to 1 January 2021 (in line with the 2020 reward round). Otherwise the effective date will be 1 January 2022 as normal in line with this year's reward round.

Business cases that recommend backdating, will need to ensure that the evidence on which the case is based pre-dates November 2020 (i.e. the point by which the case would have been made if the 2020 round had proceeded as normal). Evidence and achievements since 1 October 2020 will not support a case for backdating.

The final decision on the effective date of the accelerated increment will be made by the Faculty or Professional Services Panel.

## **Academic Promotions (including promotions to Chair):**

### **1. Individual application**

Individuals wishing to apply for promotion should submit an up to date CV and summary statement. On the statement they should clearly state whether the case is for the deferred 2020 promotion round (i.e. they believe they met the criteria in 2020 and would have applied at that point, had the scheme run in 2020), or the 2021 promotion round.

Under normal circumstances it would have been possible for an individual whose case for promotion was rejected in 2020 to re-submit in 2021 with new evidence of achievements acquired during the past year.

To replicate this, individuals will have the opportunity to indicate on their promotion case whether they wish their 2020 case to be reconsidered in 2021 if it is unsuccessful. Individuals selecting this option will be required to provide supplementary information in their summary statement for each of the ACP criteria they are seeking to demonstrate. The supplementary information should detail their achievement in the year since the 1 October 2020 and be clearly distinct from the information provided in support of their initial case.

### **2. Departmental Reward & Promotions Panel**

The individual's application is then considered by the Departmental Reward & Promotions Panel (DRPP). The DRPP will first consider whether the application demonstrates the achievement of the relevant ACP criteria. If the individual has applied for the deferred 2020 round, the DRPP will need to consider whether they support this proposal by considering whether the evidence provided by the individual indicates that the criteria was achieved before 1 October 2020 or after to determine whether the case is successful in 2020 or 2021.

### **3. Departmental Supporting Statement**

For cases that are supported by the Departmental Panel, the Head of Department will need to complete the Department Supporting Statement, indicating whether they feel the case should be successful in the 2020 or 2021 round.

Where backdating to the 2020 round is supported, the promotion case will need to have clear and unambiguous evidence that the relevant ACP criteria was achieved by the individual by 1 October 2020. Evidence supplied in the case after this date should not be considered for backdating. The evidence

should be clear both in the individual's application statement and the Departmental Supporting Statement.

If the Head of Department supports the promotion, but not the proposed year of implementation put forward by the individual, then feedback on why the proposed effective date has been changed should be provided to the individual.

#### **4. Reward & Recognition Faculty Panel (RRFP)**

The Reward & Recognition Faculty Panel (RRFP) will review both individual applications and the Departmental Supporting Statement. The panel will first consider whether the case presented demonstrates the achievement of the relevant ACP criteria, and then, if applicable, the proposed implementation date.

The RRFP will make the final decision on the promotion and its effective date for all promotions within grades 1-9. The RRFP may agree that the relevant ACP criteria has been achieved, but not until after 1 October 2020. Equally, in some cases, where backdating to 2020 has not been recommended, the panel may determine, based on the evidence presented, that the case should in fact be backdated to 2020. In either scenario, the individual would be informed of the decision on the effective date at the point when they receive the outcome and feedback on their promotion application.

#### **5. University Reward & Recognition Panel (URRP)**

The RRFP will put forward any recommendations for promotion to Chair, including effective date, to the URRP. The URRP will make the final decision on all recommendations for promotions to Chair, including effective date. The URRP may agree that the relevant ACP criteria have been achieved, but not until after 1 October 2020. Equally, in some cases, where backdating to 2020 has not been recommended, the URRP may determine, based on the evidence presented, that the case should in fact be backdated to 2020. In either scenario, the individual would be informed of the agreed effective date, along with the outcome and feedback on their promotion application.

### **Professorial Pay Review:**

Professors can be recommended for a salary increase, bonus or re-band through the annual Professorial Pay Review.

Heads of Department/Vice-Presidents who are submitting a case for a salary increase or a re-band for an individual will need to consider (and confirm on the relevant nomination form) whether to recommend if the salary increase or re-band should be backdated to 1 January 2021 (in line with the 2020 reward round). Otherwise the effective date will be 1 January 2022 as normal in line with this year's reward round.

It is also possible to recommend an individual for reward in both the 2020 and 2021 rounds, most likely through a combination of reward routes across both years. For example, an individual could be recommended for a bonus relating to 2020 and a salary increase or re-band relating to 2021 (effective from 1 January 2022). Or an individual could be recommended for a salary increase or re-band relating

to 2020 (backdated to 1 January 2021) and then a further bonus payment for one-off exceptional contribution in 2021.

### **Salary increases**

Business cases for salary increases that recommend backdating to 1 January 2021, will need to ensure that the evidence on which the case is based pre-dates October 2020 (i.e. the point by which the case would have been made if the 2020 round had proceeded as normal).

The final decision on the effective date of the salary increase will be made by the University Reward & Recognition Panel.

### **Bonus**

The bonus levels for 2020 and 2021 remain at £3,000, £5,000 or £8,000.

It is possible to recommend a bonus payment at these levels for both 2020 and 2021. However, if a case for a bonus is put forward for both 2020 and 2021, unless the rationale is to reward exceptional delivery of two separate pieces of work, the Panel may wish to consider if a permanent salary increase may be more appropriate, given that the exceptional contribution is sustained over two years.

### **Re-bands**

Re-band business cases that recommend backdating to 1 January 2021, will need to include clear and unambiguous evidence that the relevant ACP criteria was met by the individual by 1 October 2020. This should be clear both in the individual's application and the Department Supporting Statement.

The final decision on the effective date of the re-band will be made by the University Reward & Recognition Panel.

### **Professorial Equivalent Pay Review**

Individuals can be recommended for a salary increase, bonus or re-band through the Professorial Equivalent Pay Review.

Professional Services Directors who are submitting a business case for a salary increase or a reband for an individual will need to consider (and confirm on the relevant nomination form) whether to recommend if the salary increase or reband should be backdated to 1 January 2021 (in line with the 2020 reward round). Otherwise the effective date will be 1 January 2022 as normal in line with this year's reward round.

It is also possible to recommend an individual for reward in both the 2020 and 2021 rounds, most likely through a combination of reward routes across both years. For example, an individual could be recommended for a bonus relating to 2020 and a salary increase or re-band relating to 2021 (effective from 1 January 2022). Or an individual could be recommended for a salary increase or re-band relating to 2020 (backdated to 1 January 2021) and then a further bonus payment for one-off exceptional contribution in 2021.

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## **Re-bands**

Re-band business cases that recommend backdating to 1 January 2021, will need to include clear and unambiguous evidence that the individual was operating at the higher band, in line with the Professorial band criteria, by 1 October 2020.

The final decision on the effective date of the re-band will be made by the University Reward & Recognition Panel.