Human Resources
Policies & Procedures
Reward & Recognition Scheme for Administrative, Support & Technical Staff

This proposal will outline DCU’s scheme for rewarding Administrative, Support & Technical staff.

**Background**

A subgroup of the Partnership Committee was set up to explore mechanisms for rewarding and acknowledging excellent performance within the scope of the staff member’s current role/grade. The proposed scheme is separate for the University’s Performance Management and Development Scheme.

**What will be rewarded?**

Recognition of excellent performance should be viewed in the context of the University’s values, a department’s goals/objectives, and the staff member’s agreed performance objectives. To this end the group explored broad indicators of excellent contribution, achievement and related behaviours to be used as criteria for judging what should be rewarded within the proposed scheme. The group recommends the following list of indicators:

- Demonstration of performance/contribution at an excellent level above what is expected of the post.
- Significant wider University contribution/involvement.
- The implementation of a proposal by a staff member that results in a significant cost saving for the University.

**Who is eligible for reward?**

All Administrative, Support and Technical staff, including Estates and Library staff, with a minimum of one year’s service are eligible to apply or be nominated under the scheme.

**What is the application process?**

The nomination form should be completed and submitted to the Human Resources Department. The application must outline the case as to why the staff member should be considered for an award. This will include a description of the behaviour/contribution demonstrated and how this is over and above what has been agreed in terms of the staff member’s performance objectives.

The application must include the statement of approval/non-approval from the Head of School/Unit. In the case where the application is for the recognition of a cost saving for the University, a statement of approval/non approval must also come from the Chief Operations Officer of the University.

Alternatively, an application can be made by a colleague/supervisor on behalf of the staff member, together with a statement of approval/non-approval from the Head of School/Unit. Prior approval from the staff member being nominated must be sought before such an application is submitted.
When can applications be made – The Review period?

The review period will take place annually during the month of April. Applications must be submitted to the Human Resources Department between 1st February and 31st March each year. The applications will then be given to the Reward and Recognition Review Board for consideration.

The validity of the application

In order to ensure that the application is valid and to aid the Reward and Recognition’s Review Board in its consideration – the statement of approval/non approval submitted by the Head of School should outline the following:

1. The main differences between the behaviour/contribution demonstrated by the staff member and what is normally expected of the post.
2. How the behaviour/contribution demonstrated by the staff member reflects in broad terms the department/school’s objectives.
3. How the behaviour/contribution demonstrated is over and above what has been agreed in terms of the staff member’s annual performance objectives.

The constitution of the Review Board.

An impartial review team will be established. The team should include:

• The Deputy President
• The Chief Operations Officer
• A Head of School/Unit who is knowledgeable about the work of each grade
• One or more Senior Faculty Administrators
• One Executive Dean
• The Director of Human Resources Department
• A Staff Representative from the Partnership Group

The review team should be representative of both genders.

What will the rewards (financial / non financial) be?

The reward will be in the form of a cash award of no less than €1,000.

How many awards will be made each year?

Depending on the number of applications, it is suggested that no fewer than 3 awards across the University are made each year.

Continuous Review

Any reward scheme implemented by the University should be reviewed critically on a regular basis and its effectiveness monitored. It is envisaged that the first review of the reward scheme will take place during the month of August in the year the scheme is introduced.

Communication of the Awards

It is recommended that awards are communicated in a bulletin from the Human Resources Department after the final decisions have been made.

The communication bulletin will state the names of the staff members to be awarded, their School/Unit and a brief summary of why they were chosen for the award.
The successful staff members will be invited to a reception, hosted by the Human Resources Department, to receive their award.

The Nomination Form can be found at
http://www.dcu.ie/hr/hrforms/RewardRecognitionSchemeNominationForm.pdf

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