Contribution Reward Scheme for Academic-Related and Assistant staff grades 1–11

Deadline: 7 January 2019

The University-wide 2019 Contributions Reward Scheme is now open. This scheme rewards staff who have made an outstanding contribution to the work of their institution. The scheme is highly competitive, is designed to recognise staff who really have gone above and beyond the standard expectations in their role and we are only able to grant a very small number of awards.

Types of Award - there are two categories of award:

**Contribution Increments (for sustained/ongoing contribution)**
- [https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/contribution](https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/contribution) These are the award of additional increments (in the normal pay range or in the contribution range) to recognise an individual's outstanding 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. (PD30)

**Single Contribution Payments (for one-off/time limited contribution)**
- [https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/single](https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/single) These are the award of a one off payment of 3% (individual awards) or 2% (team awards) of salary to recognise an individual's outstanding contribution, over and above the normal expectation for the role, in the context of a one-off task or project that is finite in nature.

Details of eligibility for both awards are contained here [https://www.hr.admin.cam.ac.uk/files/contribution_reward_scheme_2019_printable_version_.pdf](https://www.hr.admin.cam.ac.uk/files/contribution_reward_scheme_2019_printable_version_.pdf). If you have any questions about eligibility please just contact Louise Balshaw at lb358@cam.ac.uk.

**Forms**

Contribution Increments (for sustained/ongoing contribution) - form
PD30a: [https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/reference-0](https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/reference-0)

Single Contribution Payments (for one-off/time limited contribution) – form
PD30b: [https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/reference-0](https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-reward-scheme/reference-0)

**Process for Nomination** - there are two routes to nomination:

- Your Head of Division or Group or line manager may nominate you for a reward.

- You may wish to nominate yourself in which case you will need to complete Part 1 of either a PD30a (Proposal for Contribution Increments) or PD30b (Proposal for Single Contribution Payment).
Timetable

If you wish to apply for a reward please discuss this with your line manager as soon as possible. Fully completed forms should be sent to your line manager by **Monday 7th January 2019**. Divisional and Group Heads will also review the applications. The results of the Contribution Reward Scheme will be known and disseminated in mid-March 2019. If you are unsure about your eligibility or any aspect of the process then please let me know and I will be happy to deal with any queries.

Best Wishes
Louise

Louise Balshaw
Departmental Administrator
University Information Service (UIS)
Room 2NO7
7 JJ Thompson Avenue
Cambridge
CB3 ORB

Tel (01223) 765557