**PROFESSIONAL SERVICES ANNUAL REVIEW**

**ACCELERATED/DISCRETIONARY INCREMENT**

**NOMINATION FORM**

Nomination for:

[ ]  Accelerated Increment

[ ]  Discretionary increment

|  |  |
| --- | --- |
| Full Name(s) |  |
| Department / Section |  |
| Job Title |  |
| Current Grade  |  | Spinal point: |  |
| Date of Appointment |  |

Information regarding Previous Awards received:

|  |  |  |
| --- | --- | --- |
| Date of Award | Type of Award *(Increment or Bonus)* | Value |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Proposal initiated by:*(Name and Job Title)* |  |
|  |  |
| Head of Section/ Exec Dean Approval: |  |
|  |  |
| Date:  |  |

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NOTES:

The proposal for the award of an accelerated/discretionary increment should be set out on the reverse side of this form. The case submitted should be no more than 1500 words in length authorised by the Head of Department/ Section. No testimonials or references to be attached as supplementary information.

**RECOMMENDATION FOR THE AWARD OF AN**

**ACCELERATED/DISCRETIONARY INCREMENT**

The grounds for requesting an accelerated/discretionary increment should be clearly stated and fully illustrated with reference to the criteria which is attached at appendix A.

The recommendation should set out the basis of the case, making clear in what ways the member of staff’s performance is exceptional compared to what would be normally expected in the role. It should also clearly highlight the continuing and sustained nature of this performance together with specific examples of achievement:

**Applicant Signature: Date:**

**HoD/Line Manager Comments:**

**HoD/Line Manager Signature: Date:**

**Appendix A**

**Examples of sustained and continued exceptional performance that may be rewarded through additional/discretionary increments:**

Performance should be consistently good across all aspects of the role, with exceptional performance in at least one of the areas listed below:

* Contribution/impact beyond the normal expectations of the role
* Exceptional customer service
* Collaborative approach
* Role model of Essex professional behaviours/values
* Application of specialist knowledge, decision-making or judgement
* Proactive approach
* Demonstration of problem-solving, using initiative or implementation of solutions
* Successful delivery of a project with measurable impact

Below are examples of where the above criteria have been demonstrated:

* Working to overcome barriers to change and helping to drive change forward
* Exceptional team working, co-operation and collaboration both within and across teams
* Consistent high performance and over-achievement in relation to personal objectives
* Regular and ongoing contribution of well-thought-out ideas, innovation and/or solutions
* Consistently positive feedback from client/customer/student group
* Continued incremental improvements to the way work is carried out/delivered for the benefit of students and the team.

In relation to the pandemic, other examples (above and beyond the collaboration, flexibility, adaptability, and high performance expected in all roles) could be:

* Implementation of a number of ideas or practises that will have lasting impact and which have positioned the service as one which does not just employ best practice, but as a leader within their field and in Higher Education specifically
* proactively thinking through, unaided, things which need /should be done and following through on these for the benefit of the University and its community
* Ongoing demonstration and role-modelling of values-based decision making and judgements,

This is not an exhaustive list of examples. Exceptional performance will be considered with reference to the job role and grade.