

# STAFF PROMOTION, REWARDS AND RECOGNITION POLICY

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## 1. Introduction

AFG College with the University of Aberdeen (referred as to hereafter as “AFG”) follows a well- defined recruitment policy that enables the hiring of qualified employees. All appointments are made based on suitable qualifications, appropriate experience and an appreciation and understanding of our Vision, Mission and Core Values. This Staff Promotion, Rewards and Recognition Policy provides AFG Staff and prospective employees with details of how we manage our promotions and incentives activities as part of our wider commitment to personal and professional career enhancement.

## 2. Purpose

To define and provide principles, guidelines, and process for the purpose of staff promotion and rewards and recognition.

## 3. Application

This policy shall be applied for all positions for promotion (interim, fixed term or permanent) within AFG.

## 4. Staff Promotion:

This policy applies to all existing members of staff who may apply for a promotion (interim, fixed term or permanent). Appointments will be made against objective selection criteria without regard to any personal characteristics. All employees who have successfully completed their probationary period are eligible to apply.

### 4.1 Communicating Promotional Opportunities

When vacancies arise, there are two routes to making appointments:

- Open Appointment: Vacancies will be posted on our intranet site, and or, via an email from our HR department. Any existing member of staff meeting the essential requirements may choose to apply for the role
- Promoted Appointment: Such appointments will be made known to \*relevant staff using clearly defined criteria which may include qualifications, experience and/or specialist knowledge. These promotions are normally identified as part of the AFG Professional Development Review (PDR) process and linked to the organisational and capacity needs of AFG.

### 4.2 Selection Procedures:

The roles and responsibilities will be articulated via a job description and person specification.

The selection and short listing of suitable applicants will adhere to the following procedure:

- a) Completed applications will be initially assessed against the person specification/selection criteria by the relevant line manager.
- b) Selected or shortlisted applicants will be invited for a panel interview. The members of the panel (typically a minimum of three panel members including a representative from our HR Department) will normally be drawn from our Senior Leadership Team (SLT) or relevant departmental leads. For academic and senior management positions a designated representative from our University Partner will normally form part of the Panel. Note that for senior management positions there is a separate process as required by the Ministry of Education and Higher Education.
- c) Selected applicants will be notified of the proposed interview date with a minimum of two days prior notice to enable preparation in advance of the interview.

- d) The panel will decide on the most suitable applicant and the interviewee/s will normally be notified of the Panel's decision within 5 working days of the closing of the interview process.

Appointment decisions will be made on the basis of performance at interview, demonstrable skills, selection criteria, job specifications, personal statement (if stated), and previous performance within AFG. A written offer of the promoted role / position will be made to the successful applicant, including a copy of the relevant job description, an explanation of conditions of employment and commensurate grading band of the role. An Induction will be conducted within the first week of commencing the position with the relevant line manager.

## 5. Successful Applicants

Successful applicants will be notified and given written confirmation of their new job title and start date. Unsuccessful applicants will be notified thereafter and offered feedback if required.

All promotional and or internal appointments will be subject to a 3-month probationary period, with a performance review meeting at the end of probationary period with the relevant line manager.

## 6. Staff reward and recognition

AFG understand the importance of recognising staff achievements that positively impact on the enhancement and development of our organisational activities. Staff recognition/reward may take the form of

- a) institutional wide discretionary rewards which are in recognition of overall institutional performance, such as overachieving on Key Performance Metrics (for example; exceptional annual financial performance and or exceeding overall institutional growth plans).
- b) departmental rewards are considered on the basis of overall departmental achievements whereby there is a clear demonstration of significant contribution over and above expected performance (as indicated within the departmental plans) and demonstrable evidence of departmental wide enhancement and or initiatives which have contributed to the overall Vision, Mission and Values of the institution. Examples of this may take the form of enhancing the student experience, demonstrating high levels of collaborative working both internally between departments and externally with our university partner and/or stakeholders and developing departmental initiatives that improve the well-being and operational activities of our institution.
- c) All AFG employees are eligible to be considered for individual level rewards/incentives where exceptional individual performance outside of their respective duties and responsibilities has taken place and has been recognized via the PDR process. Examples include, exceptional staff and or student support, contributing to the enhancement of institutional activities outside of their normal roles and responsibilities and supporting other members of staff either through positive mentoring, or collaborative support to achieve their personal and professional goals.

Recognition of institutional, departmental and individual achievements may take the form of financial enhancement, institutional or university partnership awards, adjusted work-loads, promoted and non-promoted roles, certificates of achievement and/or time off in lieu of performance.

### Promoted and non-promoted academic roles

SLT are responsible for designating how staff taking on additional responsibilities will be recognized, this may take the form of a promoted role which has a specific set of tasks and accountabilities. In consultation with the HR department, the duration and any appropriate financial award will be agreed. All academic promoted roles will usually be for a fixed term as agreed by the SLT.

**Interim roles**

Normally interim ‘acting up’ roles will attract a revised remuneration to reflect the additional responsibilities. The amount and duration will be confirmed through our HR Department.

**7. Proposing and Confirmation of Staff Rewards and incentives**

The AFG SLT will normally be responsible for approving all non-financial related rewards. The AFG Group Nomination and Remuneration Committee is responsible for approving financial related rewards.

Normally, recognition of performance and related staff incentives will be made by members of the AFG SLT. Proposals for individual staff recognition will normally be submitted to the SLT by the respective AFG Line Manager or Principal. Formal criteria may be applied where institutional nominations are available, such as institutional or partner university ‘Excellence Awards’. In the case of conflicts of interest or a member of the SLT being considered under this policy, they will not take any part in nomination proceedings.

Institutional and or departmental incentive announcements may be disseminated through email, the AFG Intranet, or at the AFG All Staff Briefing. Institutional announcements for Individual staff recognition and related incentives will be first subject to approval of the intended recipient. Notification of AFG related incentives will normally be the responsibility of our HR Department.

This Policy will normally be reviewed on an annual basis.

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