Criteria for the award of additional increments – professional services (non-academic/non-research staff in grades 1 – 9 inclusive):

Discretionary Increments

Discretionary Increments (ie the range of salary points beyond the regular salary points) will be awarded at the discretion of the University in cases of special ability or special responsibilities for those at the top of the regular salary scale. Such increments will normally be permanent additions to salary. In some cases, discretionary points may be awarded on a temporary basis where the member of staff concerned will be assuming some additional duty or responsibility for a temporary period of time, which may otherwise have warranted an honorarium\(^1\).

It is the normal expectation that only one discretionary point would be awarded on any one occasion, and there is no automatic incremental progression through the discretionary range of the salary scale. In considering cases for the award of discretionary increments, the Committee will normally take into account the member of staff’s performance of duties and contribution to the University. In the case of staff up to and including grade 6, the Committee will be looking for either exceptional and distinctive contributions, or for sustained contributions above the norm in the performance of the member of staff’s duties. Above grade 6, the Committee will be looking for further and continuing distinction showing enterprise and initiative in the contribution made to the University by the member of staff in some major area or areas of his or her duties.

In relation to staff in grades 6 to 9 inclusive, cases may be based on one or more of the following broad grounds:

- outstanding significant and/or innovative contributions to policy, organisation, administrative and professional activities, depending upon the nature of the member of staff’s post;
- outstanding internal and external contributions which the University may wish to recognise;
- sustained administrative and organisational involvement at an unusually high level (quantitatively or qualitatively).

In relation to staff in grades 1 to 5 inclusive, cases may be based on one or more of the following broad grounds:

- quality of work, attitude and commitment, reliability, judgement, sense of responsibility, willingness, resourcefulness;
- specialised skills, unusual qualifications, experience, difficulty in replacing;
• outstanding contributions, work not normally encompassed within the job grade, personal initiatives, novel contributions;

• new skills relevant to job, upgrading of qualifications, increased involvement or responsibility, new (additional) duties.

Accelerated Increments

After considering a case, the University may use its discretion to accelerate a member of staff through the regular salary scale on the grounds of outstanding performance. However, evidence must be presented to support claims of outstanding merit in the case submitted. Evidence will be assessed, taking into account the factors set out above in relation to the award of discretionary points.

1 If you believe that an honorarium would be more appropriate (such as in cases where an “acting up” arrangement has taken place), please contact the HR Advisory Team for advice before making an application through the merit award process.