



University of
St Andrews

Retention and recognition payments

Document type	Guidance
Scope (applies to)	All staff
Applicability date	26/11/2020
Review / Expiry date	31/12/2022
Approved date	27/11/2020
Approver	Deputy Director
Document owner	Human Resources Officer
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Pay and benefits/Reward and recognition
Purpose	Set out the University's position on retention and recognition payments.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New guidance	Published	Mairi Stewart Director of HR	26/11/2020

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1. Statement

- 1.1 The University does not routinely grant recognition or retention payments. However, there may be exceptional situations in which it is appropriate to adjust an individual's salary outwith the normal procedures for regrading or promotion.
- 1.2 The University is committed to ensuring that it has robust and transparent processes in place for the approval of all non-routine payments, while retaining the flexibility to deal with retention and recognition payments in a robust and timely manner.

2. Purpose

- 2.1 The purpose of this document is to set out the University's position on retention and recognition payments.

3. Scope

- 3.1 This guidance applies to all employees of the University.

4. Approval

- 4.1 The approval process is outlined in the University's Financial Operating Procedure as follows:

- For pay bands 1 – 8, up to 2 incremental points, within a 12-month period, can extraordinarily be granted under the authority of the Master for academic staff or Quaestor for professional services staff.
- Any salary adjustment above this level or any recognition and retention payment for staff at Grade 9, must be authorised by the Principal. This should normally be on the recommendation of the Master, in relation to academic Staff or the Quaestor for professional staff, following discussion with the Head of School/Unit (or other appropriate senior manager).

5. Monitoring and governance

- 5.1 All retention and recognition payments will be reported, confidentially, by the Principal, to each meeting of the Remuneration Committee.
- 5.2 The Committee will be provided annually with an anonymised report of the total number of retention and recognition payments and the value of these in £5K bands.

6. Version control

- 6.1 This document will be reviewed regularly. Any feedback on the guidance content should be directed in the first instance to the Director of Human Resources, who will consider this as part of the review.

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This document is not contractual and may be amended by the University from time to time.