



University of  
St Andrews

## Retention and recognition payments

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<b>Purpose</b>	Set out the University's position on retention and recognition payments.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.2	Minor change to section 5 (reporting thresholds)	Published	Mairi Stewart Director of HR	04/05/2023

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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, [Scheme of Delegation](#) as follows:
  - **For all grades**, up to 3 incremental points or 6%, whichever is greater (within a 12-month period), can extraordinarily be granted under the authority of the:
    - Master (for academic staff)
    - Quaestor and Factor (for professional services staff)
  - Any salary adjustment above this level must be authorised by the Principal. This should normally be on the recommendation of the Master, (in relation to academic staff) or the Quaestor and Factor (for professional staff), following discussion with the Head of School/Unit (or other appropriate senior manager).
- 4.2 The decision of the approval is final.

## 5. Monitoring and governance

- 5.1 Retention and recognition payments that exceed 3 incremental points or 6% increase, whichever is greater, will be reported, confidentially with the rationale, by the Principal, to the [Remuneration Committee](#).
- 5.2 For payments that are for 3 or less increments, or below 6% increase, a single total figure will be provided to the Remuneration Committee only.
- 5.3 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.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	New guidance	Published	Mairi Stewart Director of HR	26/11/2020
1.1	Change to review date only.	Published	Mairi Stewart Director of HR	08/12/2022
1.2	Minor change to section 5 (reporting thresholds)	Published	Mairi Stewart Director of HR	04/05/2023

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