

NDM Guidance on the University Reward and Recognition Scheme

The following Departmental guidance relates to the University Reward and Recognition Scheme (Personnel Circular PERS (13)09).

The Recognition Scheme

It has been agreed, that nominations under this element of the scheme will continue to be made through, and awards funded by, NDM Strategic. The online form is available on the NDM website for completion by the nominating manager. Submissions will be reviewed by Head of Human Resources, Head of Department and Associate Head of Department (Academic Support & Finance) on a monthly basis.

Recognition form:

[University Reward and Recognition Scheme — Working for NDM \(ox.ac.uk\)](https://www.ox.ac.uk/working-for-ndm)

Nominations for NDM Strategic staff will be reviewed by the Head of Department, Associate Head of Department (Academic Support & Finance) and one other member of the NDM SOC who will seek broader input as appropriate. Nominations for Business Managers will be assessed in the same way but with additional input from the relevant Head of Unit.

The schedule for receipt of monthly nominations is detailed below.

Awards will be processed in the nearest available payroll run, taking account of earlier payroll deadlines around major holidays. The recipient will receive an email from HR with a letter of congratulations from the Head of Department. This email will include information about the payment date and will be copied to the nominating manager and Business Manager.

Feedback to nominees who do not receive an award will be provided by HR, through the nominating manager or Business Manager, as appropriate.

Full scheme details are available here: [Reward and Recognition Scheme | HR Support \(ox.ac.uk\)](https://www.ox.ac.uk/working-for-ndm)

Nomination submission dates for 2023

All nominations received before each monthly deadline will be considered and where approved, payment will be made in that month's pay run. Any nominations after this date will automatically be reviewed the following month.

4 th Jan 2023	2 nd Feb 2023	3 rd Mar 2023	31 st Mar 2023 (for April pay)	3 rd May 2023	5 th Jun 2023
4 th July 2023	3 rd Aug 2023	4 th Sept 2023	3 rd Oct 2023	3 rd Nov 2023	28 th Nov 2023 (for Dec pay)