**Discretionary Pay Review Award Form 2018**

To be completed by the line manager in respect of each recommendation for a Discretionary Pay Review award.

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| **Employee Name:** | | **Job Title:** |
| **Line Manager:** | | **School/Division:** |
| **Current Grade:** |  | **Start Date in Current Post:** |
| **Current Salary Point:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Performance Award** | | **Bonus Amount or New Salary Point** |
| 1. **Individual Performance Bonus** |  |  |
| 1. **Team Performance Bonus** |  |  |
| 1. **Salary Increase –**   **Non-Discretionary Points** |  |  |
| 1. **Salary Increase –**   **Discretionary Salary Points** |  |  |

**Evidence in support of Performance Award**

Please provide below or attached a clear, specific business case in support of your Discretionary Pay Review recommendation with reference to the Discretionary Pay Review as set out in the policy, the strategic objectives of the School/Division and including empirical evidence of performance results and behaviours.

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| --- | --- | --- | --- |
| **Line Manager Name:** |  | | |
| **Line Manager Signature:** |  | **Date:** |  |
| **Head of School or Director of Division Name:** |  | | |
| **Head of School or Director of Division Signature:** |  | **Date:** |  |

Supporting evidence for performance award recommendation:

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