

Performance pay in Defra

Non-consolidated variable performance awards: In-year performance payment

Defra is keen to recognise teams and individuals for excellent one-off achievements relating to work done over a limited time period during the year. This is why 0.6% of the pay bill is available to reward teams and individuals with in-year performance payments.

An in-year performance payment is a one-off, non-consolidated, non-pensionable, and taxable, payment of variable amount.

You can be nominated for an in-year performance payment, either as an individual or as part of a team for:

- a. outstanding work delivered as part of your or the team's normal job or duties; or
- b. outstanding results achieved if you were working for another team on a particular task or project; or
- c. for you or your team's outstanding contribution to a corporate initiative or project; or
- d. you demonstrating a particularly high standard of performance against one or more of the indicators within the Competency Framework.

Payment amount

You as an individual (including as part of a team) can be awarded any amount between £50 and £1000.

You may receive more than one in-year performance payment a year, up to a total of £2,000 in one pay remit year (1st July to 30th June).

The size of team awards will be determined by the amounts proposed for each team member, which can either be the same or different amounts, with an understanding that if you contributed more than others to the team's success, then you should be rewarded with more.

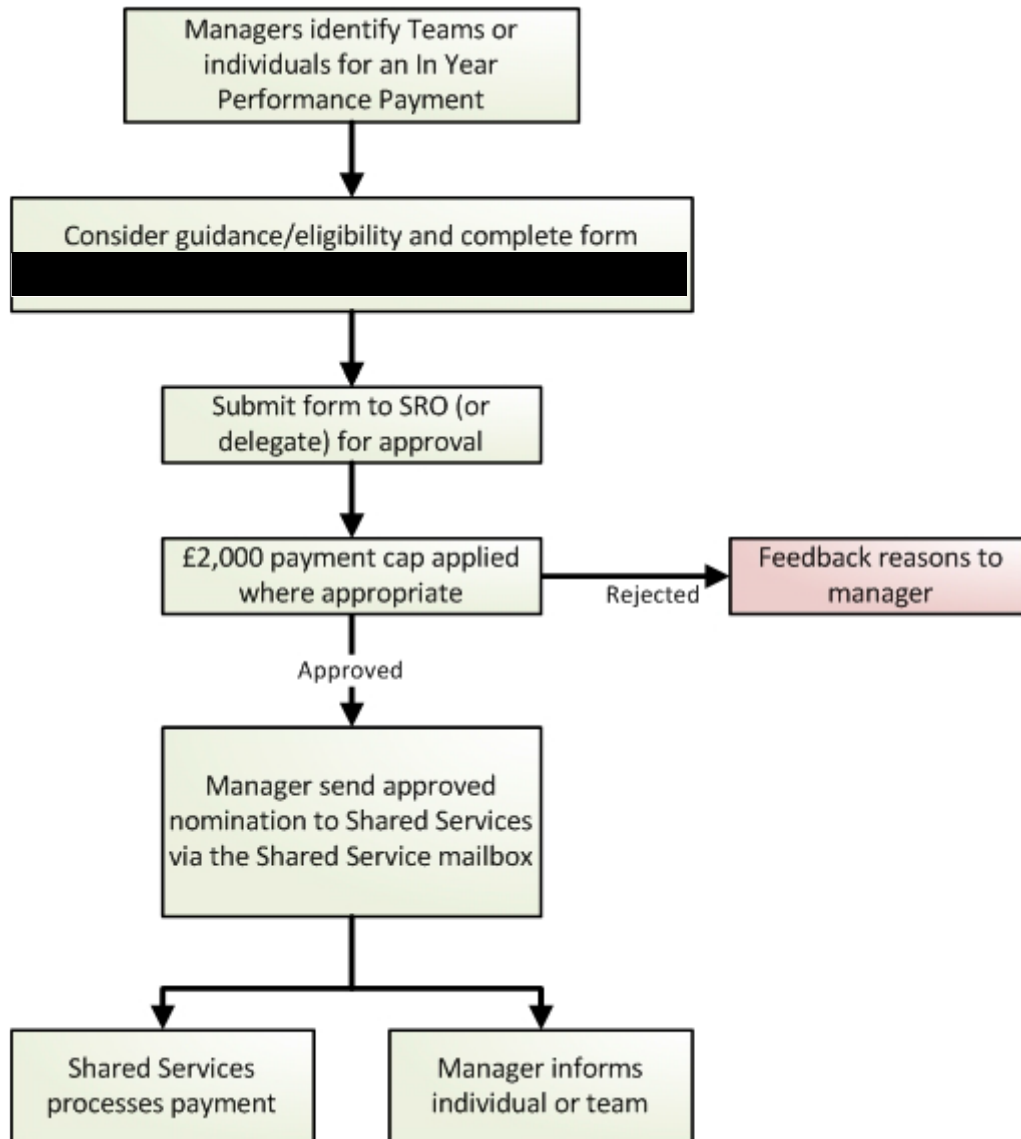
Your manager has a responsibility to ensure that you are not being rewarded twice for the same contribution. For example, you may already be recognised for their contribution through:

- TARA opportunity
- overtime payments or flexi leave
- receipt of an annual performance appraisal marking or nomination for an annual non-consolidated variable performance payment.

Whilst these factors don't prevent you from being nominated for an in-year performance payment, ensuring that people are not being rewarded twice for the same work gives managers more opportunities to recognise the outstanding contributions of their team members.

These award payments are reserved only for work related activities; staff should not be rewarded for non-work related contributions e.g. organising the Christmas party

Nominations Process



You can be nominated by anyone who directly manages your work. Nominations can be made to SROs (or delegated deputies).

Eligibility

You can be paid in-year performance payments at any time during the year. You are eligible if you are:-

- up to and including Grade 6;
- on Defra's terms and conditions in either the Core Department, Animal Health and Veterinary Laboratories Agency or Veterinary Medicines Directorate;
- full or part time;

- on a permanent, casual or fixed term contract;
- on loan or secondment from another Government Department, Agency or Non-Departmental Public Body **and on Defra terms & conditions.**

Accountability and Budget

As you know, every year, 0.4% of the pay bill is available to be given out as in-year performance payments, and as far as possible, *all funds should be used.*

The SRO will be accountable for ensuring nominations are fair, and that there is diversity in the distribution of available resources, approving of nominations and monitoring outcomes.

Defra HR will be monitoring the scheme and can provide policy advice and management information.

Defra HR Reward Team