

Staff Bonus Scheme Application Form - Team

Section 1: About the Team			
Is this application a team self-nomination?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If not, please provide name of nominating manager		QMUCU	
Team Description			
Team name		All staff at QMUL	
Team purpose (what the team is required to achieve)		Working above and beyond standard hours during a pandemic in order to deliver essential work necessary to the continuing functioning of the university.	
Example Team Members			
Team Member Example #1	The lecturers who are working significantly more than full-time hours in order to take their courses online and provide academic and pastoral support to students throughout the distress of the pandemic.	Team Member Example #2	TFs, TAs, and Demonstrators who have had to work beyond their limited hourly-paid contracts in order to deliver teaching online while facing job insecurity and failing to be paid on time at the start of the 21/22 academic year.
Team Member Example #3	PGRs who have persevered despite a lack of support from either UKRI or the university to enable them to complete their research.	Team Member Example #4	E-learning staff who have gone above and beyond in supporting staff and students during the transition to online teaching.
Team Member Example #5	IT services staff who have worked all hours to, quite literally, keep the university running in its predominantly online format over the past twelve months.	Team Member Example #6	Library staff who have ensured that students have access to the resources necessary for their studies, and who have had to risk their health and wellbeing by coming on to campus during the pandemic.
Team Member Example #7	Cleaning and security staff who have been put at risk by QM management's determination to keep significant parts of campus open and accessible to students during repeated lockdowns.	Team Member Example #8	Professional Services staff who have worked so hard to keep university systems and processes functioning and who have done so much to support their academic colleagues and QM students during the crisis.
Team Member Example #9		Fixed term and hourly paid staff from across the university who, having given their all to QM, have not had their contracts renewed over the last twelve months - thus leaving them financially vulnerable during a major global catastrophe.	

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Section 2: Evidence of Contribution

In the space below, please provide evidence of how you/the nominee demonstrated exceptional contribution to Queen Mary during the last year, in line with the criteria set out in the Scheme Guidelines section 3, ensuring this includes:

- (1) What has been delivered
- (2) How it meets the criteria:
 - a. Development and delivery of innovative or creative new solutions
 - b. Exceptional personal responsibility either as an individual or by a team as an example of good citizenship
 - c. Delivery of work activity or initiative that is beyond the usual scope of the role or their area of responsibility
- (3) How it has been delivered in line with the Values – Inclusive, Proud, Ambitious, Collegial and Ethical. Please click on this link for further details on the [Values in action](#).
- (4) Evidence of the impact of what has been delivered, in line with the measures set out in the Scheme Guidelines section 3.

To supplement this, you may append/include feedback from others and/or other evidence of the exceptional contribution. Any additional evidence is limited to a maximum of 4 separate pieces (e.g. 1 email, 1 letter, 1 graph, 1 table) and must be included in / appended to this form and not be submitted as separate documents. Please read the Scheme Guidelines for further information on evidence. Please note you should not group evidence (e.g. 4 feedback emails will count as the maximum 4 pieces of evidence even if they are feedback on the same subject).

Where a team has nominated themselves, the line manager should explain why (or why not) they support the application.

The bonus scheme has been set up in order to reward staff whose “contribution has been exceptional, above the normal expectations of the team”. Clearly, given the momentous and traumatic events of the last twelve months – *all* staff at QMUL have made a truly exceptional contribution to the running of the university. *All* staff have worked beyond normal expectations: from the teaching staff who have been working additional hours to take courses online, to the professional services staff deluged with extra work in order to support students, and the support staff who have risked their health in order to keep campus clean or the library open.

All of these staff have clearly gone “beyond the usual scope of their role”. They have also taken “Exceptional personal responsibility” in the face of a consistent lack of leadership from university management, and ably adopted “innovative and creative new solutions” in order to deliver a quality educational experience for our students during the immense upheaval of the pandemic. This contribution has now been ongoing for a full year and should be immediately obvious to those who manage the university.

The fact that the university has continued to operate successfully, and that students are continuing to benefit from the education they are being offered at Queen Mary, during a major pandemic should be evidence enough of the contribution made by *all* staff at the institution.

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Section 3: Statement by Head of Dept/School / Institute Director or School Manager

The Head of Department/School or Institute Director (or School Manager for faculty professional services staff) will either support or not support the application for a bonus.

In the space below, the Head/Director/School Manager should comment on:

- The quality of the evidence provided
- The outcomes of contribution / performance discussions during the year
- Priorities and constraints within the team which may be relevant to the application

The Head of Department/School / Institute Director or School Manager should share and discuss these comments with the team/line manager. (Human Resources can provide guidance and help where an application is not supported.)

QMUCU has continually raised management's failure to recognise the contribution made by *all* staff to the university's continued success over the last year. We cannot believe that the efforts made by *all* staff are so under-appreciated that management feels it appropriate to launch a bonus scheme on the premise that only some colleagues have made reward-worthy "exceptional contributions" to the university over the last twelve months. The inadequate and half-hearted response to QMUCU's COVID Allowance Petition, signed by over 500 members of staff, is indicative of the university's failure to recognise the enormous efforts undertaken by its entire staff body.

Do any of the applicants/nominees currently receive either of the following?

Acting Up Allowance

Additional Responsibility/Duties Allowance

If you have ticked either of the boxes above, please provide details of the allowance and who is receiving it below:

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Section 4: Declarations	
Team leader (if self-nomination):	
Name	
<input type="checkbox"/> I certify that all the information and evidence I have provided is true and accurate.	
Date	
Manager:	
Name	
I certify that:	
<input type="checkbox"/> All the information and evidence provided above is true and accurate	
<input type="checkbox"/> I support the application	
<input type="checkbox"/> I do not support the application and understand I need to provide constructive feedback to the team	
Date	
Head of Department/School / Institute Director / School Manager:	
I certify that:	
<input checked="" type="checkbox"/> The evidence provided has been verified by the line manager	
<input checked="" type="checkbox"/> I support the application	
<input type="checkbox"/> I do not support the application and understand I need to provide constructive feedback to the team	
Name	QMUCU
Date	5 March 2021
Applications for Professional Services and Technical staff based in the Faculties must be forwarded no later than 9.00am on Friday 12 March to their:	
Faculty Operating Officer (H&SS/S&E) or Chief Operating Officer (SMD)	
I certify that:	
<input type="checkbox"/> I support the application	
<input type="checkbox"/> I do not support the application for the reasons outlined below	
Name	QMUCU Branch Committee (ucu-coordinator@qmul.ac.uk)
Date	3 March 2021

The completed application form, whether supported or not, should be emailed to the Reward & Benefits team at rewardandbenefits@qmul.ac.uk by 17 March 2021.