



## Exceptional Effort/Merit Payments

Version 1.1	
Last reviewed	February 2017
To be reviewed by	June 2023
Specific changes	Structural changes to role titles following customer connect and minor amendments to the SCP scale to reflect the up to date details.

### EXCEPTIONAL EFFORT/MERIT PAYMENTS

Payable when the Council wishes to recognise and reward an employee's exceptional effort or merit within their substantive post. Line Managers will submit a written application to their ~~Operational Manager and Assistant Director AD (as relevant)~~ Lead/Director detailing the exceptional effort/ merit payment. The Lead/ Director will ~~for objective and consistent consideration~~ consult with Human Resources before final agreement.

#### Exceptional Effort

- Exceptional Effort must be reported to ~~AD Team~~ the Lead/Director who will consult with Human Resources before final agreement.
- Payment will be based on 50% of the average value of an increment; e.g. SCP 660 minus SCP61 divided by 640. This figure will be paid on a pro rata basis to part time employees. The monthly amount will be published and updated on Sharepoint annually.
- Payment should be made on a monthly basis or retrospectively payable per complete month of recognised exceptional effort, for a maximum of 12 months.

#### Merit

- Exceptional merit must be reported to ~~AD Team~~ the Lead/Director who will consult with Human Resources.
- Payment will be based on 50% of the average value of an increment; e.g. SCP 660 minus SCP61 divided by 640. This figure will be paid on a pro rata basis to part time employees. The monthly amount will be published and updated on Sharepoint annually.
- Payment should be made as a one off lump sum.