

# Exceptional effort and merit payments guidelines

Payable when the Council wishes to recognize and reward an employee's exceptional merit or effort within their substantive post. Line managers will submit a written application to the Heads of Service Team (HoST) detailing the exception effort/merit for consideration. This will include a paragraph that will then be published in the Staff Magazine, should the application be approved.

## Exceptional effort

- Exceptional effort must be reported to and agreed by HoST.
- Payment will be based on 50% of the average value of an increment; e.g. SCP 58 minus SCP 1 divided by 57 ( $£46,926 - £10,476 \div 57 = £639.47 \div 2 = £ 319.74$ ). This figure will be paid on a pro rata basis to part time employees.
- Payment should be made up as a one off lump sum and payable per complete month of recognised exceptional effort, with a maximum of 3 months.

## Merit

- Exceptional merit must be reported to and agreed by HoST.
- Payment will be based on 50% of the average value of an increment; e.g. SCP 58 minus SCP 1 divided by 57 ( $£46,926 - £10,476 \div 57 = £639.47 \div 2 = £ 319.74$ ). This figure will be paid on a pro rata basis to part time employees.
- Payment should be made up as a one off lump sum.