Edinburgh Napier UNIVERSITY

MyContribution

MyReview MyDevelopment MyCareer

My Contribution Guidelines

HR Capability

Revised December 2019

Version: 1.1

Contents

Eligibility criteria 3
Exemptions & exclusion criteria 3
Outline of number of objectives set in an annual cycle 4
Change of Manager during a performance cycle 4
Change of role during a performance cycle 4
Employees with more than one role & more than one manager 5
Disagreement over ratings 5
Related HR policies 5
Completion reporting criteria 5
Further advice: 6

Eligibility criteria

Roles that fall into the eligibility criteria for completing the annual My Contribution process:

- Fixed-Term or Permanent roles
- Full-Time / Part Time roles

New starts, *new to role* or *returning to work* employees should have performance and personal development objectives in place within 12 weeks of the start date.

Employees who have *fixed term contracts* greater than 12 weeks should have performance and personal development objectives in place within 12 weeks of the start date.

Please note this is a maximum period of time and employees and/or manager may wish to have objectives in place earlier.

Exemptions & exclusion criteria

Below guidance and definitions of exclusions and exceptions criteria for My Contribution process.

Exemptions: roles which are out of scope of the My Contribution process e.g. casuals, guaranteed hours, zero hours etc.

Standard exceptions: individuals whose role is within scope but who are temporarily not required to participate in the process due to their individual circumstances e.g. about to leave the University, on maternity leave etc.

	Exemption	Standard exception	Comments
Casual Employees / Guaranteed hours / Zero hour contracts / KTP associate / SCIC / PhD Student / Student placements			these roles are out of scope for the My Contribution process
Due to leave university			exception if due to leave the university within 12 weeks
Career break			performance and personal development objectives should be in place within 12 weeks of the return to work date
External secondment			
Maternity / paternity / parental leave			
Sickness absence (long term)			

Nonstandard exceptions: groups or individuals for who a special exception has been agreed for good business or personal reasons
e.g:

- an employee returns to work and the 12 week period finishes two weeks before the end of year deadline on 31/07.
- this person can be considered a nonstandard exception for the end of year process if their objectives are no longer considered relevant.
- new objectives will be set for the next academic year which has the same deadline of 31/07.

Outline of number of objectives set in an annual cycle

The minimum and maximum number of objectives set per annum depend on contract conditions and if they are performance or developmental objectives.

My Review: performance objectives

- For full time employees:
  All staff should have a minimum of **3** and a maximum of **8** objectives set per year
- For part time employees:
  FTE of 0.2 or less should set a minimum of **1** and a maximum of **8** objective per year
  FTE of 0.4 or less should set a minimum of **2** and a maximum of **8** objectives per year
  FTE of more than 0.4 should have a minimum of **3** and a maximum of **8** objectives set per year

My Development: developmental objectives

- All staff should set a minimum of **1** and a maximum of **3** objective per year

Change of Manager during a performance cycle

If a line manager changes role (and team) or leaves Edinburgh Napier, we recommend holding a meeting before the departure date to discuss progress on performance and personal development objectives.

For My Review, this means providing a summary of the conversation under each performance objective and a rating for each objective based on expected progress to date.

For My Development this means providing a summary of the conversation at the bottom of each personal development objective.

Once a new manager is in place s/he will be able to see employee forms and can pick up where the previous manager left off.

Change of role during a performance cycle

If an employee changes role during the annual cycle we recommend holding a meeting before the departure date to discuss progress on performance and personal development objectives.

For My Review, this means providing a summary of the conversation under each performance objective and a rating for each objective based on expected progress to date.

For My Development this means providing a summary of the conversation at the bottom of each personal development objective.

Employees who change role within the annual cycle are **not** given a new form so they will need to add new objectives to their existing forms. There is a 12 week period to do this.

If there are no objectives left for the performance year we recommend that these are stored in a word document.

If an employee has a new line manager:

The end of year review rating will be agreed between the two line managers. Each manager will rate individual objectives pertinent to the role the employee had with them. The overall rating will be provided by the current manager.

Employees with more than one role & more than one manager

If an employee has more than one role for all or part of the performance cycle, they will only have **one** form which will hold objectives for both roles.

If an employee also has more than one manager, both managers can view and edit the form. Each manager will rate the objectives relevant to the role with them.

The end of year review rating will be agreed between the two line managers. Each manager will rate individual objectives pertinent to the role the employee had with them. The overall rating will be provided by the named key line manager.

Disagreement over ratings

Should there be a disagreement over setting of objectives or the ratings between an employee and a line manager that cannot be resolved, the issue can be escalated to the line manager's line manager.

The concern should be set out in writing, outlining the specific issues and concerns. The line manager's line manager will meet with both parties to agree a way forward.

The line manager's line manager will make a decision and will outline their response to the concerns in writing. This is the only level of appeal within the University and this decision is final.

Related HR policies

To see all Edinburgh Napier policies please refer to the Human Resources: Policy, Procedures & Guidance page where you will find guidance on:

- Conditions of Service
- Attendance management
- Leave and absence
- Performance improvement
- Etc.

Completion reporting criteria

The University is committed to ensuring all colleagues have meaningful and frequent 1:1 conversations with their line manager around performance goals and personal development objectives.

HR will check throughout the year to make sure these are happening by monitoring the university standard of 95% of eligible staff having performance goals and personal development objectives in place:

- My Review: new objective setting (July)
- My Review: end of year (July)
- My Development: new objective setting (April)

Both exemptions and standard exceptions are excluded from completion reporting. It should be noted that once the 12 week period is completed, employees will appear on the report.

For standard exemptions to work, line managers must ensure HR People Manager is correctly updated with leave dates etc.

Nonstandard exceptions are manually excluded from the process by the HR Partners. Line managers should contact the area HR Partners to ensure any nonstandard exceptions are accounted for.

Further advice:

Please contact your area HR Partner or HR Services for further advice.