Edinburgh Napier UNIVERSITY

MyContribution

MyReview MyDevelopment MyCareer

My Contribution Guidelines

HR Capability

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Contents

Eligibility criteria

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

- Fixed-Term or Permanent roles, 0.2 FTE or greater

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

Team members 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 team members 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.:

- A team member 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

It's recommended you set a minimum of **3** and a maximum of **8** performance objectives per academic year (these could be a mix of individual and team objectives). In terms of personal development objectives, we recommend you set a minimum of 1 and a maximum of 3 personal development objectives per academic year.

You may want to set shorter-term objectives (e.g. for a period of a few months rather than the full year). That way you could end up with more than 8 performance objectives which is fine; there is no limit to the number you can add on the system.

Change of Manager during a performance cycle

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

This means that the manager would provide a progress update before he / she leaves. If the manager leaves during the time objectives are to be created, it is recommended that the manager still reviews and agrees their team member's objectives and completes these steps (and submits) in the system.

Once a new manager is in place s/he will be able to view the team member's My Contribution and can pick up where the previous manager left off.

Change of role during a performance cycle

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

This means providing a summary of the conversation under each individual, team and/or personal development objective and a rating for each objective based on expected progress to date.

Team members who change role within the annual cycle are **not** added to a new life cycle so they will need to add new objectives to the existing lifecycle. There is a 12-week period to do this.

If a team member 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 team member had with them. The end of year overall rating will be provided by the current manager.

Team members with more than one role & more than one manager

If a team member 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.

On My Contribution a team member can only report into one direct manager. If a team member has more than one manager, the team member would need to collect feedback from each manager. Each manager will provide feedback and rate those objectives relevant to the role with them. The manager who cannot do this directly in the system, will need to provide the feedback in writing (e.g. in email). The overall rating will be provided by the named current line manager.

Disagreement over ratings

If there is a disagreement over setting of objectives or the ratings between a reviewee (team member) and a reviewer (line manager), it should be resolved informally in the first instance. If this is not possible, the objectives or ratings can be appealed by escalating to the reviewer's line manager. This process is shown below.

1. Disagreement over rating / objective set cannot be resolved informally
2. Reviewee sends email to Reviewer's Manager
3. Reviewers Manager sends confirmation letter and meeting invite to Reviewee and Reviewer
4. Meeting held and final decision made
5. Reviewers Manager sends confirmation letter of final decision

The appeal should be set out in writing, by email, outlining the specific reasons for the appeal, providing evidence of why you think the objective or rating is incorrect.

The reviewer's line manager will invite both parties, in writing, to discuss the appeal and make a final decision which will also be communicated in writing. Letter templates can be found on the My Contribution intranet pages.

This is the only level of appeal for this process and the decision of the reviewer's line manager is final.

Conflict of Interest

We place the responsibility on individual members of staff to withdraw from decisions where, owing to a personal relationship, there might be either real or perceived conflicts of interest.

Wherever possible, managers should withdraw from exercising managerial responsibilities, including reviewing performance, where a close relative/partner is involved. In all cases involving line management, personal relationships should be declared by the manager to their line manager in order to avoid real or perceived conflicts of interest. If it is not appropriate to inform their line manager, they should inform their HR Partner.

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.

The completion reports which are distributed to areas will check the following fields for completion of My Review:

- New Objective Setting – completion status per area
- End of Year– completion status per area

In addition, once a year an audit report will be completed to check the quality of objectives and written feedback, measured against set criteria.

Both exemptions and standard exceptions are excluded from completion reporting. It should be noted that new team members will be added to the report once they have completed their first 12 weeks in post.

For standard exemptions to work, line managers must ensure that HR Connect People Manager is correctly updated with maternity leave dates, long term sickness absence etc.

Non-standard exceptions are manually excluded from the process by the HR Partners. Line managers should contact their HR Partner to ensure any non-standard exceptions are accounted for.

Further advice:

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