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| **Professional Services Staff Contribution nomination form****(for teams or individuals) in Group E** |
| Please ensure you have read the Professional Services Staff Contribution Pay guidelines before completing this form. The guidelines are available online [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Contribution-Pay). Nominations for professional services staff within **Group E** can be made using this form or the same information can be provided on the salary spreadsheet. **Contribution awards for 2020/21 will take the form of non-recurrent payments (but very exceptionally could include a recurrent award).**Once complete, please email this form to your [HR Partner](https://info.lse.ac.uk/staff/divisions/Human-Resources/HR-people) by **5 May 2021** at the latest.  |
| 1. General information of award recipient(s)  |
| Name(s) of staff: |  |
| Department/Centre/Institute: |  |
| Position: |  |
| 2. Detail of requested contribution award |
| Please specify amount of non-recurrent award (gross) applied for (e.g. £500): | £ |
| Recurrent awards will only be approved by the PSSC Group in exceptional circumstances. If you wish to nominate the above member of staff for a recurrent award, please specify how many increments:  |  |
| Excellence in Education: Is this contribution award (wholly or partly) for improving education, the student experience or student satisfaction? (Please refer to point 3.5 of the PSSC guidance)  | [ ]  Yes[ ]  No |
| For staff funded by research grants only: Has a fund check has been conducted should the above award be approved: | [ ]  Yes[ ]  No |
| Please provide the funding code: |  |
| 3. Reason for nomination |
| For a non-recurrent award, please specify the reason for the award (please tick all that apply):[ ]  Performed exceptionally across all duties[ ]  Rewarding staff for a special achievement[ ]  Rewarding staff for having dealt with a challenge or period of operational difficulty in a particularly noteworthy way[ ]  Other (please specify): For a recurrent award, please provide a paragraph on why this award should be exceptionally approved: |
| Line manager’s name: |  |
| Line manager’s job title: |  |
| Head of Department/Research Centre/Institute Director name: |  |
| Head of Department/Research Centre/Institute Director electronic signature: |  |
| Date: |  |