



OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0486.01
Title:	Team Rewards	
Classification:	Workforce	
Chief Executive Approval:	Effective Date: 1 September 2018	Review Date: 1 July 2021
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive People, Performance and Development	

Purpose

This policy outlines the authorities and responsibilities in regards to the distribution of Team rewards at Otago Polytechnic.

Team Rewards have been introduced to recognise the contribution that teams make to the achievement of Otago Polytechnic vision and goals.

Definitions

Team Reward: Is an annual reward given to teams who have successfully achieved the objectives within their Team Performance Plan (TPP) for the previous year. The reward may be financial, or an additional leave day, or other, as determined by the Executive Leadership Team.

The Reward is to be utilised for activities that benefit the team and have a direct or indirect benefit to Otago Polytechnic and/or the learners.

Team: For the purposes of Team Rewards eligible teams are those that have a common work focus and a set of associated formalised goals contained within a Team Performance Plan (TPP).

Formal Leader: Is the leader (or designate) who is responsible for the oversight of the Service Area or School/College that the teams are within.

Policy

1. Eligibility for a Team Reward:

- 1.1. Teams that achieve the objectives within their annual TPP will be eligible for a Team Reward.
- 1.2. The period covered by the Team Reward is the calendar year. This is for the purposes of budget planning.
- 1.3. The Reward will be determined by the Executive Leadership Team by 31 March each year.
- 1.4. To determine eligibility for the reward the Team will undertake an assessment of achievement against their TPP objectives and provide a recommendation to their Formal Leader for verification and final sign-off by the Executive Leadership Team. In the case of an additional leave day, the reward will be on the basis of no, or full completion only.
- 1.5. The formal leader has the discretion to recommend a reward if goals have not been met but significant improvement and learnings achieved.
- 1.6. There are a small number of individual staff members who, due to the nature of their role, are not part of a team. These staff members are entitled to be considered for an individual reward based on the successful completion of their Individual Performance Plan. The conditions for the receiving and expenditure of any individual reward are the same as those of the Team Reward. The decision on the eligibility of individual rewards is the responsibility of the Formal Leader. Any decision must occur in consultation with the staff member.
- 1.7. Casual staff are not eligible to be considered as part of the Team rewards.

2. Application Process:

- 2.1. By the end of February each year the Formal Leader will enter the Team Rewards assessment information onto the Performance Portal.
- 2.2. The Executive Leadership Team will review the Team Reward recommendations and make the final decision on Rewards to be granted by the end of March each year.

3. Reward Expenditure Guidelines:

- 3.1. In the case of a monetary reward the decision on what the reward is to be spent on is to be made by the team in line with the expenditure guidelines contained within this policy. In the situation where the team is not able to make a decision on what the reward should be spent on, the money will get allocated to the team development fund to be used within the year.
- 3.2. Final approval on proposed Reward expenditure is to be obtained from the Team's Formal Leader before any financial commitments are entered into.
- 3.3. In the case of a monetary reward the reward is to be used for the purposes that benefit both the team and Otago Polytechnic and/or the learners. The activities that are considered eligible are:
 - a. Capability development activities including attending courses and conferences, creating in house learning opportunities etc.
 - b. Team building events/activities
 - c. Improvement of team/learner environments
 - d. Supporting team projects including initiatives to assist learners
 - e. Supporting community/industry links including the funding of resources to support staff/team community work.
 - f. Supporting individual team member's requests that fit within the fund criteria e.g. supporting individual staff member's professional development, purchasing resources that benefit individual members within the team.
- 3.4. Any equipment purchased remains Otago Polytechnic property not personal property for its useful life.
- 3.5. All reward fund expenditure needs to follow Otago Polytechnic policies and guidelines including but not limited to *CP0008 Sensitive Expenditure* and *MP0359 Staff Functions*.
- 3.6. Team Rewards are **not to be used** for the following purposes:
 - a. To be distributed to individual team members in the form of a cash reward or gifts or to purchase items that become the property of individual team members.
 - b. Travel expenses that are not connected with an activity that has a direct benefit to Otago Polytechnic.
 - c. Meals, entertainment or social activities that are not connected with team planning events or other aspects of Otago Polytechnic related work.
 - d. Cash donations and purchase of goods to donate to external organisations such as community groups. The rationale for this is twofold:
 - Otago Polytechnic manages cash donations/sponsorship centrally and carefully to organisations that have strategic alignment.

4. Reward Management:

- 4.1. Team Rewards are not able to be carried over to the next Financial Year.
- 4.2. In the case of expenditure of funds the teams are required to furnish an annual return outlining a breakdown of what the Reward has been spent on.
- 4.3. Where teams are not eligible for their team reward the unspent funds will remain unspent thereby reducing the Polytechnic's expenditure for that forecast year.

**Referral
documents**

CP0008 Sensitive Expenditure
MP0359 Staff Functions

Approved by Chief Executive

Date: 1 September 2018

