



Learning together to be the best we can be

Employee Recognition Policy

Date Published	October 2023
Version	1
Last Approved Date	October 2023
Review Cycle	Annual
Review Date	October 2024

1. Introduction

- 1.1 Nexus Multi Academy Trust values the contribution and success of all its employees, at every level in our academies, within the central trust team, our directors, governors and volunteers. We expect our employees to work hard and do their best for the children in our academies, but in return we believe in personal and professional development and a culture in our Trust where staff are recognised and valued for their effort and excellence.

2. Aim

2.1. This policy and the following procedures ensure that:

- Employees who have made an exceptional contribution to the work of the Trust are recognised accordingly by both their academy and the Trust. Having a scheme in place allows us to say “thank you” to a member of staff, for a job well done, recognising staff for going the extra mile or living and breathing our values.
- The process for awarding professional recognition is outlined.

3. Scope

- 3.1. This policy has been developed in accordance with the terms of the Trust Single Equalities Policy.
- 3.2. The policy covers all permanent employees of the Trust including those on employment breaks such as family-related leave and sickness leave.
- 3.3. The policy excludes casual employment and temporary employees, including agency workers, employees on career breaks, or those under notice of resignation or dismissal.
- 3.4. Please refer to the Nexus Multi Academy Trust Pay Policy and Appraisal Policy which details the process for granting reward.
- 3.5. In circumstances where an employee has current disciplinary sanctions against them or is under warning of dismissal, management reserve the right to defer or withhold an award until such matters are resolved.

4. Local Recognition

- 4.1. The Trust appreciates that recognition initiatives are run at different levels across the Trust, within individual academies and within individual teams.
- 4.2. Academies and individual teams may run local recognition initiatives for example:
 - 4.2.1. Peer to Peer recognition schemes
 - 4.2.2. Team building experiences
 - 4.2.3. Celebrating events such as World Teacher Day
- 4.3. The Senior Leadership Team within each academy are able to put a recognition request forward to the Central Trust HR Team for times of exceptional employee success, project management etc.
- 4.4. It is the responsibility of line managers to ensure that all eligible employees receive recognition at an appropriate time.

5. Trust Recognition Process

5.1. Employee Discount Schemes

- 5.1.1. As valued employees, Nexus MAT has a rewards scheme available through a partner organisation offering exclusive discounts on purchases from local high street stores, supermarkets, days out.
- 5.1.2. Employees are given access to the discount schemes within one month of joining the Trust.

5.2. Long Service Awards

- 5.2.1. Long-service certificates are a token of the Trust's appreciation and are awarded to employees in recognition of their commitment and contribution to the organisation and their academy once a significant length of continuous service has been reached.

5.2.2. Additional annual leave entitlement is awarded upon completion of 5 years' service. This is part of the terms and conditions of employment and service with another local authority employer is counted.

5.2.3. All employees who have 10 or 20 years' continuous service with the Trust qualify for an award. The award will be as follows. For the purposes of this policy only, the service start date is the date in which employment began with Nexus MAT. This may follow academisation.

For 10 years' service	Certificate and Nexus10 pin badge awarded Publication in CEO Newsletter
For 20 years' service	Certificate and Nexus20 pin badge awarded Publication in CEO Newsletter Day off on anniversary of 20 years' service date (or nearest working day)