

8.06 Special Bonus Scheme

This policy sets out the arrangements for the Special Bonus Scheme, which is open to both industrial and non-industrial Civil Servants. The scheme allows Departments discretion to reward exceptional performance in particularly demanding tasks or situations at any time of the year.

- The scope of to whom awards can be made to is set out - Section 1.3 Introduction
- The number and cost of the awards are set out - Section 1.4 Introduction
- The purpose of the scheme is set out – Section 2.1b Terms of the Scheme
- Payment options are set out – Section 2.1f

The following terms within this policy are defined in the glossary:

Special Bonus

You may also be interested in the following policies:

8.02 Payment of Pay, 6.05 Grievance

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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CONTENTS

1	Introduction.....	3
2	Terms of the Scheme	3

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1 Introduction

1.1 This section of the Staff Handbook sets out the arrangements relating to the Special Bonus Scheme for both industrial and non-industrial civil servants.

1.2 The Special Bonus Scheme allows Departments to reward exceptional performance in particularly demanding tasks or situations at any time in the year.

1.3 Departments may make awards to you as an individual, or to a group of individuals to reward teamwork.

1.4 There is no restriction on the number of Special Bonuses awarded during the course of the year, but the overall cost in each Department must not exceed 0.2 per cent of the non-industrial pay bill (or in the case of industrial staff, 0.2% of the industrial pay bill). The cost must be accommodated within Departments' existing running cost provisions.

1.5 In the Northern Ireland Office (NIO) the overall cost envelop for Special Bonus payments is 0.4% of paybill.

2 Terms of the Scheme

2.1 Departments have discretion in the operation of the scheme, for example whether to establish Special Bonus Scheme panels to assess recommendations and determine levels of payment. However irrespective of this, the standards justifying the payment of Special Bonuses will be as consistent and fair as possible. The following arrangements apply:

- a. the scope for considering the award of a Special Bonus extends to all staff. If you are on loan you will be treated as a member of the importing Department;
- b. Special Bonuses will be used to reward exceptional performance in particularly demanding tasks or situations during the course of the year or where good performance was achieved under particularly adverse conditions. In operating the scheme, Departments may wish to put in place criteria that will determine eligibility for payment of a Special Bonus;
- c. Special Bonuses will take the form of taxable, non-pensionable, lump sum payments;
- d. as a recipient you will be told of the reason for the award, which will be paid as soon as possible after it is awarded. The names of recipients of Special Bonuses will not be published, unless there are locally agreed arrangements to the contrary;

- e. no special appeals procedure exists. If you are dissatisfied on a personal matter you should approach your line manager or refer to the Grievance User Guide in this handbook.
- f. the amount of the Special Bonus is ultimately a matter for Departmental judgement. Special Bonus payments can start at any amount but it is anticipated that Bonuses will normally fall within the range of £250 - £500. Where the level of bonus is higher it should not exceed £1,000;
- g. Departments will ensure that the Special Bonus Scheme is operated on a fair and equitable basis and it is recommended that Departments monitor the operation of the scheme accordingly.

2.2 The terms of the scheme may be applied to you if your pay customarily follows Civil Service pay in those associated or fringe bodies where sponsor Departments control rates of pay, subject to the normal requirements and any procedural agreement.