



**BUSITEMA
UNIVERSITY**
Pursuing Excellence

**PROPOSED BUDGET
GUIDELINES FOR REWARD
AND RECOGNITION OF STAF
IN THE UNIVERSITY**

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1.0 Background

The Reward and Recognition policy of Busitema University relates to staff in the University establishment (academic, administrative and support staff). The two Schemes in the policy are as follows:

- a) Reward scheme: Shall reward staff who demonstrate consistent and sustained level of performance, above and beyond expectations. The Reward Scheme process shall take place annually.
- b) Recognition Scheme: Shall be a flexible means available to managers throughout the year to recognise individuals or teams for excellent performance which is above and beyond normal expectations.

2.0 Recognition of Staff

Recognition shall spread to all levels of the University structure from the smallest to the highest Unit. Formal recognition shall not be used on staff who perform their job competently, rather to recognise achievements well above what is expected of the position. Recognition shall take a form of mention during a meeting, gathering, party, graduation ceremony, depending on the type and level of contribution. This shall be accompanied by a letter or certificate of recognition.

2.1 Types of Recognition

Formal recognition may be established for staff who accomplish University objectives such as:

- a) Recognition of outstanding accomplishments or performance in the areas of scholarship, research, creative achievement, teaching, or professional discipline that exceeds performance benchmarks.
- b) Recognition of outstanding service to the University or nation where such service enhances the reputation of the University and is consistent with the instructional, research and outreach missions of the University.
- c) Recognition of Staff or Faculty/Unit whose achievements contribute to the mission, goals, core values and objectives of the University.
- d) Recognition of administrative excellence, professionalism, diversity, leadership, customer service, workplace safety and team work.

- e) Recognition of Long Service: the University shall recognise the loyalty of all staff who attain 25 to 30 years' service.

2.2 Budgetary Implication for recognising of staff.

- Printing of Recognition Certificates

3.0 Rewarding of Staff

The University shall recognise two types of rewards as follows:-

(i). **Exceptional Performance**

These are staff whose performance is exceptional in his/her line of duty/roles that create a visible impact for the University such as in the area of scholarship, research, innovation, outreach, teaching, outstanding leadership/management and resource mobilization.

(ii). **Long Service**

Refers to staff who have dedicated all their lifetime consistently to Busitema University service with excellent track record. It includes staff who have served the University since its inception and those who officially retire from the University service.

3.1 Reward for Exceptional Performance

The guiding principles for rewarding exceptional performance shall be as follows:

- a) Rewards shall be given for significant outstanding performance that advances key University goals
- b) Rewards shall be tied/attached to a specific accomplishment.
- c) There shall be a clear communication and distribution of rewards so that they are not viewed as entitlements.
- d) Rewards may be designed to reflect the unique nature of the Departments/Units' work culture and University structure.
- e) Rewards should not be substituted for a competitive salary plan. For example, rewards should not be used as a long - term alternative to permanent salary adjustments when these adjustments are appropriate for consistently high performance, significant changes in responsibility, increased value of a position or internal pay equity.
- f) Rewards are not adjustments to base salary, supplemental compensation or variable pay programs such as commission.
- g) Rewards should not be used as a substitute for supplies, Support services or training.

3.2 Methods of rewarding staff

Rewards to staff shall be pecuniary or non-pecuniary as indicated below:

3.2.1 Non pecuniary Rewards

Non-pecuniary rewards may include the following

- i. A certificate of Appreciation/Recognition
- ii. Scholarship for professional development
- iii. Sponsorship to attend a conference/Workshop
- iv. Accelerated promotion
- v. Recognition leave for a period not exceeding 6 months
- vi. A plaque or Gift not exceeding two million shillings
- vii. Fully paid for trip for a holiday.
- viii. Pens, Note books, T-shirts, (with the University **Logo**)

3.2.2 Pecuniary Rewards

- i. Pecuniary rewards shall range from Uganda Shillings 1,000,000 (One million) to a maximum of 10,000,000 (Ten Million) for patents, innovations, exceptional leadership which boosts customers, cost cutting without causing disharmony.
- ii. Formal recognition for retirement, where all retirees with a minimum of 10 years of employment may be provided with a gift and or recognition event.
- iii. One time, isolated cases of rewarding exemplary performance with a certificate of “Excellent Performance” enclosed with shillings not exceeding 500,000/- (Five hundred thousand shillings)
- iv. In each case, gifts up to UGX 1 million in value only require approval from Programme Controllers and the Accounting Officer but will not require approval from the Vice Chancellor.
- v. Gifts with a value exceeding UGX 1 million shall require the approval of the Vice Chancellor and Council

3.2.2 Budgetary implication of retirement benefits shall be as follows: -

Salary Scale	Retirement
M1	10,000,000
M2	10,000,000
M3	9,000,000
M4	8,000,000
M5 – M6	7,000,000
M7 – M10	4,000,000
M11–M15	3,000,000
M20	2,000,000

Additional gifts shall include: A plaque, Pens, Note books, T-shirts, (with the University **Logo**) and opportunity to procure assets of the University due for disposal discounted at 50% of the disposal value.



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