

Processes & Systems

Personal Development Records (PDRs)

There is a University wide requirement for PDRs to be completed. The information from them is collated as a whole and forwarded to HR from where the data is aggregated and anonymised for a summary report which will go to the University's Executive Board [UEB].

The data provided is used in the following ways:

- to undertake equality monitoring
- to monitor participation rates in the PDR process
- to provide UEB with a high-level picture of performance across the institution

PDRs in DTEF

Within DTEF it is recognised that PDRs should not be a standalone discussion point, but rather a clarification and summary of the yearlong discussions between manager and team.

Each year a summary is given to all line managers for completion alongside their team's PDRs. The form will act as a prompt to ensure that relevant information is captured, such as:

- Have skills gaps been identified for any members of your team?
- Please provide detail of the skills gaps so that additional training and/or support can be identified
- Do you envisage any of your team members vacating their positions within the next 12 months? (i.e. Retirement, progression, management procedure)
- Have any members of your team been identified as being a high achiever or suitable for career progression?

DECS Making the Difference Awards

If you have noticed that one of your DTEF colleagues has 'gone the extra mile' or has made a difference to others, why not nominate them for a Making the Difference Award.

The scheme is intended to reward those who can demonstrate outstanding achievement or excellence of a short-term nature which is of such a high standard or positive impact that it makes a demonstrable difference to students, staff, customers, colleagues, the Directorate or the University as a whole.

If you would like to nominate a member of staff from the DTEF Team, please complete the [DTEF Making the Difference Nomination Form](#).

The nominations will be reviewed by a panel who meet approximately four times per year (quarterly).

(If you require a printable form please contact DTEF Services for more information)

For more information see the [Making the Difference nomination conditions](#)

Kronos Support (Time & Attendance System)

We support the Time & Attendance System (T&A/Kronos) and input the rotas and shift patterns for approximately 400 members of DECS staff that use it.

Callout & Standby

We ensure that the relevant trades/grounds staff are assigned the necessary standby allowance through liaison with HR.

We input the call out rotas for the trades staff into Kronos.

This information is collated and shared with the DTEF Senior Management team and is reviewed as part of the wider DTEF Future Skills & Succession Plans and also to identify skills-gaps and training needs. The additional information helps DTEF to identify which roles are critical to our business needs and where development requirements should be targeted.

Full guidance and information can be found on the performance management section of the [HR webpages](#)

Flexitime

Within DTEF flexitime is accommodated wherever possible, however, due to operational and service requirements, we have several teams that are excluded from the scheme and other teams which use flexitime but with additional parameters:

- Facilities Services & Sustainable Transport: Cleaning Services, Mailroom & Sustainable Transport
- Estates Operations & Maintenance: All with the exception of Zone Managers & Security Operatives.
- Customer Experience: Administrator Receptionists

These groups will be informed of their alternative core hours and restrictions by their line manager. The teams are:

- Space Planning & Accommodation
- Audio Visual Team
- Administration

All remaining teams within DTEF should use the flexitime in line with the standard University guidelines. The DTEF Administration team dtef-admin-support@york.ac.uk provide electronic forms and general administrative support to teams and/or individuals.

Full details of the University's policy and guidance on flexitime can be found on the HR web pages at <https://www.york.ac.uk/admin/hr/policies/leave-and-absence/flexitime/>