UCSC STAFF APPRECIATION AND RECOGNITION  
PLAN GUIDELINES  
FISCAL YEAR JULY 1, 2015 THROUGH JUNE 30, 2016

I. Plan Purpose
The purpose of the Staff Appreciation and Recognition (STAR) Plan is to recognize and reward eligible employees in accordance with the following Performance Standards:

Exceptional performance: Demonstrated and sustained exceptional performance that consistently exceeds goals and expectations in quantity and/or quality.

Creativity: One-time innovation or creation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative activities that benefit organizational systems, protocols and/or procedures.

Organizational abilities: Exhibiting extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management including development and/or implementation with substantial success; and/or demonstrating organizational capability leading to greater effectiveness.

Work success: Significantly exceeding productivity, customer service, quality of care or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served.

Teamwork: Acting as an exceptionally effective and cooperative team member or team leader for a team that has significantly exceeded the goals/objectives of the department or unit.

II. Eligibility
Policy-covered career PSS, MSP and Represented CX (Teamster) employees are eligible for STAR Plan Cash Award if, at the time of the award:

- Employee received a “Satisfactory” or better overall rating on their most recent annual performance evaluation. (PPSM 23 requires that written performance evaluations be completed annually. Article 26 in the Teamsters contract requires the performance of each non-probationary career employee be evaluated at least annually, in accordance with a process established by the University.) Employees who have not yet received an annual performance evaluation may be eligible for an award if their manager confirms on the nomination spreadsheet that they are “satisfactory.”
- Staff hired on an employment contract where eligibility is incorporated into the contract.
- Employees on pay status or an approved unpaid leave at the time of payout.
- Employees who have successfully completed their probationary period, if applicable.
Exclusively represented employees are eligible for recognition awards under the Plan only if the applicable collective bargaining agreement authorizes participation in the STAR Plan. Effective 7/1/2015, CX Teamster employees are eligible for STAR awards.

An employee may not receive an award under the STAR Plan if the employee is a participant in an incentive award plan that prohibits the receipt of a recognition award.

An employee’s receipt of an award under the STAR Plan does not establish any right or guarantee that the employee will be eligible for or entitled to an award in any subsequent Plan year.

III. Awards Limits
The following limits apply to STAR Plan cash awards.

- **Cash awards** of up to $10,000 or 10% of annual base salary, whichever is less, may be granted to an eligible employee.
- An employee may receive a combination of awards provided that the cumulative amount does not exceed the maximum allowable limit for the fiscal year of $10,000 or 10% of annual base salary, whichever is less, proportionate to appointed time.
- Star Plan cash awards are strictly discretionary and may not be promised or guaranteed in advance.
- “Across-the-board” type awards (e.g., awards to a category of employees without regard to a recipient’s performance or relative contribution) are not allowed under the STAR Plan. Awards must be based on the recipient’s achievement as an individual or as part of a team.

No exceptions will be made to the above monetary award limits.

IV. Nomination Process
The attached STAR Nomination Spreadsheet must be used for every nomination.

- **Individual Award Nomination**
  Individual employees may be nominated for STAR Plan Awards based on one or more of the performance standards set forth in the STAR Plan. Input will be required from the employee’s manager/supervisor if someone other than the employee’s manager/supervisor is nominating the employee.

- **Team Award Nominations**
  Team Awards may be granted to teams of employees who meet one or more of the performance standards set forth in the STAR Plan for work on a project within the same department or for work on the development and/or implementation of inter-departmental projects. Input will be required from the team leader and each employee’s supervisor/manager if someone other than the manager/supervisor is nominating the team.
The employee’s department head is responsible for confirming that the employee is eligible for an award and must approve the employee’s award, regardless of the funding source for the award.

V. Award Review and Approval Authority
The process for all STAR Plan cash awards requires endorsement of the employee’s immediate supervisor, approval of the next level manager and approval from the Principal Officer. Principal Officers may re-delegate their authority to the relevant unit head. The Chancellor must approve awards above $5,000.

VI. Timing and Processing of Award Payments
STAR Plan Awards may be presented at any time during the Plan fiscal year and should be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition to employees.

Departments must first ensure that employees are eligible for consideration in accordance with the eligibility requirements described in Section II above. Award decisions will be made consistent with divisional guidelines communicated by the relevant Principal Officer. Awards, whether for an individual or a team, will be made by completing the STAR Plan Cash Award Spreadsheet, acquiring the appropriate approvals and submitting the spreadsheet electronically to Senior Compensation Analyst Donovan Albright at albright@ucsc.edu. The assigned Description of Service (DOS) code XSL, specific to the STAR Plan, must be used when paying awards to employees.

Nominations may be submitted at any time during the 2015/2016 fiscal year prior to June 15, 2016 and will be processed on the next available payroll cycle. For consistency, please do not make any changes to the formatting of the spreadsheet.

Awards under this program are non-base building and will be paid as a lump sum. They are paid as taxable earnings through the Payroll/Personnel System (PPS).

Note: Remember that if you are planning to offer an award to someone from outside of your department/division, you must contact the employee’s supervisor/manager prior to making the award recommendation to ensure that there are no conflicts.

VII. Funding and Reporting Requirements
At UCSC, the STAR plan will be funded at the departmental or divisional level. Units will need to follow appropriate fund usage and/or restrictions. For example, general funds may not be used for non-general funded positions/functions. Federal funds are generally not allowed for awards, unless specifically approved by the granting agency. Reports on the distribution of awards, by fund source and personnel program, are made to the Office of the President at the end of the year. All awards are reported, regardless of fund source.
VIII. Record Keeping
Divisions are responsible for tracking amounts paid against funding available and ensuring that available amounts are not exceeded.

IX. Plan Contact for Questions
Questions regarding the attached guidelines should be directed to Senior Compensation Analyst, Donovan Albright at albright@ucs.edu or 831-459-1328. Questions regarding Funding should be directed to Budget Director, Planning & Budget, Free Moini at fbmoini@ucsc.edu or 831-459-4304.