

## **BCOE Guidelines for Staff Appreciation and Recognition Awards (STAR)**

### **General Information:**

Our College's Staff Appreciation and Recognition program follows campus guidelines and is administered on a fiscal year basis. Relevant UC and UCR policies can be found at:

- [UCR Local STAR Guidelines](#) (Local Procedure 34- nomination forms available on this site.)
- [UC Policy 34 – Incentive and Recognition Award Plans](#)
- [UC STAR Plan](#)

The BCOE Dean's Office will provide each department a preliminary/estimated amount of funds they will have available for their staff appreciation and recognition awards by October 31<sup>st</sup> of each year. Since these funds are subject to change depending on personnel changes, the Dean's office will provide the final amount available by April 1st each year. In addition to these funds, awards may be supplemented by departmental funds up to an additional 30% of the department's .89 percent of payroll, without requiring Dean's approval. Departments may also be able to supplement up to a total of .89 percent of the department's payroll with Dean's approval (see Funding Requirements and Restrictions below for details). The Dean's Office retains 10% of the total available funds to cover interdepartmental awards and to recognize staff contributions to college-wide efforts. Interdepartmental and college-wide nominations recognizing individuals in your department/center for exceptional performance and/or significant contributions in a BCOE unit other than their home department should be forwarded to the BCOE Central Personnel Services Unit (CPSU) Assistant Director for Human Resources by March 31 of each fiscal year. Interdepartmental nominations need to be reviewed/approved by each department head before forwarding to the Dean's Office.

### **Plan Year:**

The Plan year will correspond to the University's fiscal year, beginning July 1 and ending the following June 30. All department and center funds must be spent by no later than June 30<sup>th</sup> of each year.

### **Definition- Recognition awards:**

Recognition awards are discretionary cash awards that are intended to recognize and reward excellence in University service, significant achievements and contributions, and outstanding individual and team performance. The amount of the recognition award is determined by the manager at his or her discretion, subject to local guidelines. The University will not place restrictions or conditions on an employee's use of any cash awarded under this policy.

### **Plan Eligibility:**

Eligibility for cash awards under the STAR Plan is outlined below. ***Senior Management Group (SMG) members are not eligible for any awards under the STAR Plan.***

Policy-covered career PSS and MSP employees as well as exclusively represented employees in the Clerical unit (CX) are eligible for STAR Plan cash awards if, at the time of the award, they:

- Have successfully completed their probationary period, if applicable;
- Are on active pay status or on an approved unpaid leave; and,
- Received a "Meets Expectations" or better overall rating on their most recent annual performance evaluation. (*PPSM 23* requires that written performance evaluations be completed annually.) Employees who have not yet received an annual performance evaluation may be eligible for an award if their manager confirms on the nomination form that they are "meeting expectations."

In addition, policy-covered and CX represented employees with the following types of appointments are also eligible to participate in the STAR program at this location, provided that they meet the above requirements: contract, per diem, limited, and casual restricted.

All other exclusively represented employees and Senior Management Group (SMG) members are not eligible for recognition awards under the STAR Plan. 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.

**Performance Standards:**

The STAR Plan provides a mechanism to recognize, acknowledge and reward employees for exceptional performance and/or significant contributions related to and supportive of individual, departmental, divisional and or organizational goals and objectives. STAR awards are intended for exceptional performance, usually on a project based or new initiative type of accomplishment, therefore, **STAR awards should not be awarded for events covered by other salary actions, such as stipends, equities, re-classes, etc.** Managers may acknowledge and reward individuals and teams demonstrating: :

- **Exceptional performance:** Demonstrated and sustained exceptional performance that consistently exceeds goals and work 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/creative 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, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of 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/unit.

In addition to meeting one of the standards of performance, every STAR award should support and further the accomplishment of at least one of UCR's 2020 Path to Preeminence strategic goals. These goals are:

**Developing a Preeminent Research University  
for the 21<sup>st</sup> Century**

- Increasing Extramural Grant Funding
- Fostering Interdisciplinary Centers
- Optimizing Organizational Structure in Support of Research and Creative activity
- Building the Infrastructure in Support of Research and Creative activity
- Identifying and Hiring in Areas of Strategic Priority
- Investing in New Professional Schools

**Enhancing Opportunity for Graduate, Professional &  
Undergraduate Students**

- Growing Graduate and Professional Enrollment
- Increasing Graduate Student Diversity
- Increasing Graduate Student Support
- Enhance Undergraduate Student Success
- Realign Admissions Criteria & Recruitment
- Managing Enrollment
- Creating Honor Experiences for High-Achieving Students

**Serving as a National Exemplar for Diversity,  
Inclusiveness and Community**

- Expanding Opportunities for Intellectual Stimulation
- Strengthening the Sense of Community
- Increasing Diversity of Faculty, Graduate Students & Staff
- Enhancing a Sense of Place
- Enhancing the Quality of Life for Students
- Assessing & Addressing Climate

**Shaping Our World**

- Establishing New Alliances
- Creating meaningful Engagement Opportunities for Faculty & Students
- Building Institutional Capacity for Engagement from Regional to Global

**Resources & Infrastructure**

- Diversifying Resources (Funding)
- Increasing Administrative Efficiency & Effectiveness
- Enhancing Transparency in Budgeting Planning and Resources Allocation

**Advancement**

- Building a Sustainable Culture of Philanthropy
- Heightening UCR's National Profile
- Planning & Executing a Comprehensive Campaign

STAR Plan cash awards should be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition to employees.

**Award Limits and Restrictions:**

The following limitations apply to STAR Plan cash awards. No exceptions will be made to the monetary limits.

- No single STAR Plan cash award may exceed 10% of the employee's base salary or \$10,000, whichever is lower.
- Cumulative STAR Plan cash awards paid to an employee in a Plan year may not exceed 10% of the employee's base salary or \$10,000, whichever amount is lower.
- 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.

**Funding Requirements and Restrictions**

Star awards will be funded locally. Available funds for awards will be based on the fiscal year cumulative payroll assessment of **.89 percent**. Department Chairs may supplement up to 30% of the .89 percent allocated to them without requesting Dean's approval. In addition, Departments may request approval from the Dean to supplement Star Awards with departmental funds up to a total of **.89 percent** of their payroll assessment by submitting the STAR Awardee Supplemental Request form and the individual STAR Nomination form(s) to the BCOE CPSU Assistant

Director for Human Resources, prior to the awards being approved/funded.

It is expected that:

- The department/center would exhaust its allocated pool of funds before submitting a request for approval to supplement allocated Star Program funds beyond the 30% allowed.
- Requests submitted to supplement the STAR program funds up to .89% of their payroll assessment should be for specific and extra-ordinary reasons.

The assigned Description of Service (DOS) code XSC, specific to the STAR Plan, must be used when paying IAP funded awards to employees. Description of service (DOS) code XSL must be used when paying awards to employees with supplemental department funds. All STAR Plan cash awards for the Plan year should be processed in accordance with year-end closing schedules.

#### **Nomination Process:**

- **Individual Spot Awards**  
Use of Spot awards are encouraged to recognize significant one-time accomplishments as close as possible after the event. Spot awards require approval by the employee's immediate supervisor and the next level manager (1 over 1 approval) up to \$500 and may be processed immediately. Receiving a spot award does not preclude nomination of the employee/accomplishment for an additional individual or team award.
- **Individual Award Nominations**  
Individual employees may be nominated for STAR awards based on one or more of the performance standards set forth in the STAR Plan and outlined below in Plan Criteria. Input will be required from the employee's manager/supervisor if someone other than the employee's manager/supervisor is nominating the employee. In all cases, the performance standard *and* the UCR 2020 strategic objective supported by the employee's efforts should be detailed in the nomination.
- **Team Award Nominations**  
Team Awards may be granted to teams of eligible employees who meet one or more of the performance standards set forth in the STAR Plan, and outlined below in Plan Criteria, 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. In all cases, the performance standard *and/or* the UCR 2020 strategic objective supported by the team's efforts should be detailed in the nomination.

The employee's department head is responsible for confirming that the employee is eligible for an award and must approve the employee's award (if greater than \$500). The following information must be documented for every approved award:

- Employee name/employee ID
- Payroll title code/description
- Department name
- Type of award (Individual or Team)
- Name/title of nominator
- Name/title of employee's supervisor
- Performance standards recognized/justification
- Award amount (as gross dollars and as a percentage of base salary)
- Approvals (one-over-one approval required at minimum)
  - Supervisor comments/approval
  - Department head approval, when award is greater than \$500
  - Executive Vice Chancellor and Provost approval, when award is greater than \$5,000
- Eligibility verification

**The final/approved STAR Awardee Fiscal Year End Report form for each department/center is due in the BCOE CPSU Assistant Director for Human Resources' Office by June 1st of each year.**

**At the end of each fiscal year, the BCOE Dean's Office will run a financial comparison of STAR Awards vs. (.89%) Pool Allocation by BCOE department/center. Any amount awarded above a departments'/centers' Pool allocation will need to be covered with department/center supplementary funds or will be deducted from that departments'/centers' Pool for the following fiscal year. Any department/center STAR Pool funds remaining at the end of the fiscal year will be added to that departments'/centers' Pool for the following fiscal year.**