

**University of California
Local Guidelines for the
Staff Appreciation and Recognition Plan
For Plan Year July 1, 2016 through June 30, 2017**

These guidelines serve as a framework for implementation of cash recognition awards for employees under the Staff Appreciation and Recognition Plan (the "STAR Plan") at UC Davis

Plan Eligibility

Policy-covered career or casual restricted PSS employees, career MSP employees and career CX employees 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."

Exclusively represented employees are eligible for recognition awards under the Plan only if the applicable collective bargaining agreement authorizes participation in 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.

Award Limits and Restrictions

The following limitations apply to STAR Plan cash awards.

- No single STAR Plan cash award may exceed 10% of the employee's base salary or \$10,000, whichever amount 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.

Exceptions to the above monetary award limits will not be made except in rare circumstances. Any exception will require the approval of the Chief Human Resources Officer (CHRO). If the CHRO approves, the CHRO will need to secure the approval of the Chancellor, the Administrative Oversight Committee (AOC) of the Plan, and the University President. Recommendations for an award that would be an exception to these limits must be submitted in writing to the CHRO and include compelling justification for making the exception.

Nomination Process

The STAR Award Nomination Form must be used for every nomination.

- **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. 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.

Award Review and Approval Authority

The process for all STAR Plan cash awards require endorsement of the employee’s immediate supervisor and approval of the next level manager. STAR Plan cash awards over \$500 also require department head approval. STAR Plan cash awards over \$500 and up to \$4,999 also require deans or vice chancellor office approval. STAR Plan cash awards above \$5,000 require the approval of the Chancellor. Central HR approval is not required.

Timing and Processing of STAR Award Payments

STAR awards may be presented at any time during the Plan year and should be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition to employees.

The assigned Description of Service (DOS) code of XSL specific to the STAR Plan, **must** be used when paying awards to employees. College/School/Division HR departments are responsible for ensuring that the

awards are entered into PPS. Central HR approval is not required unless an exception is being requested (see above).

All STAR Plan cash awards for the Plan year should be processed in accordance with year-end closing schedules.

Funding Requirements and Restrictions

Only local departmental funds will be used for STAR Plan awards.

Recordkeeping and Compliance

All departments that provide STAR awards must provide written documentation outlining the reason for the award, amount of the award, date award was provided, along with all internal approvals obtained prior to providing the award to employees. On a semi-annual basis, each department that has provided any STAR awards will provide a report to their respective deans or vice chancellors office and campus Human Resources.

Dates for submission of award reports:

January 10, 2017 for awards provided between July and December 2016.

July 10, 2017 for awards provided between January and June, 2017

Plan Contact for Questions

Questions regarding the STAR Plan should be directed to Matt Matuszak, mmmatuszak@ucdavis.edu, or 530-752-6883.