

**University of California Santa Barbara**  
**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 the University of California Santa Barbara. The Plan year, as referred to in these local guidelines, corresponds to the University’s fiscal year, beginning July 1 and ending the following June 30. The UCSB STAR Plan includes two campuswide cash recognition award programs.

- (1) UCSB Staff Assembly’s Annual Staff Citation of Excellence Awards Program***
- (2) UCSB Chancellor’s Sustainability Committee Staff Sustainability Recognition Awards Program***

The purpose of the recognition awards program is to acknowledge and celebrate outstanding achievements and meritorious service of career staff. Awards will be made, with each recipient or team receiving a \$500 cash award and a special recognition plaque.

**Program Eligibility**

Policy-covered career and contract Professional and Support Staff (PSS) employees and career CX represented employees are eligible if, at the time of the award, they:

- Have an annual base salary not exceeding \$100,000;
- 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.”

Note, the following provisions cover all programs under the STAR Plan:

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

#### Award Limits and Restrictions

- The amount of the cash awards are \$500 per recipient or \$500 per team. Up to ten awards will be granted under the *Staff Citation of Excellence Awards Program*. Up to two awards will be granted under the *Staff Sustainability Recognition Awards Program*. Team awards are limited to a total of \$500, split among the team members.
- 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.

#### Nomination Process

- Any UCSB faculty, academic, management, or staff member may submit a nomination, along with one endorsement letter. Students are not eligible to nominate or submit endorsement letters.
- A selection committee of staff members, appointed via the Staff Assembly governing committee, will review the nominations and choose the recipients.
- Each nominee requires a principal nominator and one endorser. The committee will distribute and post the nomination form for campuswide access. The endorsement should be in the form of a typed letter or memo, not exceeding two pages in 12-pt. font.
- The principal nominator must send, as one packet, both the completed nomination form and the endorsement letter/memo.
- Principal nominators are not limited to a single nomination. However, separate forms and endorsement letters/memos are required for each nominee.
- Nomination documents are submitted in accordance with the committee's posted instructions. Nomination not adhering to this process will not be considered.

#### Award Review and Approval Authority

- The process for all cash recognition awards under the STAR Plan requires the following endorsements and/or approvals:
  - endorsement of the employee's immediate supervisor and the next level manager;
  - endorsement by the governing committee; and
  - confirmation of eligibility by the Director of Human Resources or his/her designee.

### Timing and Processing of STAR Award Payments

- *Cash recognition awards under the STAR Plan* are presented to recipients at pre-established dates and times in accordance with the governing committee's posted announcement.
- The assigned Description of Service (DOS) code XSC specific to the STAR Plan, **must** be used when paying awards to employees.
- All cash recognition awards for the Plan year should be processed in accordance with year-end closing schedules.

### Funding Requirements and Restrictions

- *The Staff Citation of Excellence Awards* and the *Staff Sustainability Recognition Awards* are funded locally by the division for the Vice Chancellor of Administrative Services.

### Recordkeeping and Compliance

- Human Resources maintains the STAR Plan document, and a list of the award recipients.

### Plan Contact for Questions

- Questions regarding the *Staff Citation of Excellence Awards* should be directed to the Co-Chairs of UCSB Staff Assembly: <http://www.staffassembly.ucsb.edu/>
- Questions regarding the *Staff Sustainability Recognition Awards* should be directed to the Co-Chairs of the Chancellor's Sustainability Committee: <http://www.sustainability.ucsb.edu/ucsb-sustainability/ccsc/>