

**UCSF HR ADMINISTRATIVE PROGRAM GUIDELINES – FY19 STAR PROGRAM**

The following guidelines serve as a framework for implementation of cash recognition awards for employees under the [Staff Appreciation and Recognition Plan \(the “STAR Plan”\)](#) as implemented locally at UCSF

**TYPES OF AWARDS**

The UCSF STAR Program has two types of awards 1) Spot Award and 2) Achievement Award. Individual employees or teams could receive either award.

**SPOT AWARD**

Spot Awards are discretionary cash awards designed to recognize significant employee achievements and contributions, as they occur, for a specific project or task over a relatively short period of time. A Spot Award lets employees know that someone has noticed their noteworthy contribution.

<u>Program Component</u>	<u>Spot Award – Summary</u>
Amount	\$1,000 or up to 10% of base salary, whichever is lower. The award amount is not grossed up. The employee will net an amount less than the award amount (i.e. \$1,000) after standard payroll deductions. If team award, the full amount should be given to each Spot award recipient.
When Given?	The award should be given as close to the time as when the contribution was completed. September to June awards can be given on an annual fiscal year basis.

**ACHIEVEMENT AWARD PROGRAM**

Achievement Awards are designed to recognize sustained, exceptional performance and/or significant contributions from an employee(s) over an extended period of time (minimum of six months). In some cases, the activity rises to the level of a major achievement as part of a big project, in other cases a staff member engages in a sustained effort to take responsibility for professional development in an area that adds value to his or her work **and** results in a significant improvement in their unit. The contribution that is being recognized at the Achievement Award level must reflect at least one of the [Chancellor’s Priorities](#) and/or [Values](#) as listed below:

- [Chancellor Priorities](#)
  - **Continuous Learning, Equity and Inclusion, Precision Medicine and Transformative Partnerships**
- [UCSF Pride Values](#)
  - **P** for Professionalism, how we conduct ourselves and our business
  - R** for Respect for our patients, families, ourselves and each other
  - I** for Integrity, always doing the honest, right thing
  - D** for Diversity, understanding and embracing the diverse beliefs, needs and expectations of our patients, community and employees
  - E** for Excellence, what we strive for in everything we do

<u>Program</u>	<u>Achievement Award – Summary</u>
Amount	\$5,000 or up to 10% of base salary, whichever is lower. The award amount is not grossed up. The employee will net an amount less than the award amount (i.e. \$5,000) after standard payroll deductions. If team award, the full amount should be given to each Achievement award recipient.
When Given?	Annual process that aligns with calendar year performance evaluation process. <ul style="list-style-type: none"> <li>• January to March: Nominations Submitted as directed by Control Points</li> <li>• April: Review and Approvals</li> <li>• June: Payments Made</li> </ul>

### **ELIGIBILITY & PARTICIPATION**

UCSF staff in policy-covered titles (MSP and PSS) and staff within the CX bargaining unit are eligible for award participation (“eligible employees”) as long as they meet the following criteria:

- Must hold a career position (payroll code-appointment type "2"); or a contract position (payroll code-appointment type "1") at 50% time or more for a duration of six months or more (where eligibility is incorporated into the terms of the contract); or a limited position (payroll code – appointment type “3” ) and have at least six months of continuous service.
- Completion of probationary period where applicable.
- Satisfactory performance rating on most recent 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 satisfactory
- On active pay status or approved unpaid leave at UCSF on the date that the cash payment is made.
- Does not participate in the clinical incentive program (CERMP2) or another type of incentive award program
- Transfers:
  - Intra transfers (transfer from one UCSF department to another UCSF department) would still be eligible, because the employee still works for UCSF.
  - Inter transfers (transfer from another campus/location to UCSF) and the employee does not have a break in service, then employee is eligible if the above criteria are met.
- Participation in the Program for any Program Period does not provide any right or guarantee to participate in the Program for any subsequent Program Period.

### **AWARD LIMITS AND RESTRICTIONS**

- No single STAR Plan SPOT cash award may exceed \$1,000 or 10% of the employee’s base salary whichever amount is lower.
- No single STAR Plan Achievement cash award may exceed \$5,000 or 10% of the employee’s base salary whichever amount is lower.
- Cumulative STAR Plan cash awards paid to an employee in a Plan year may not exceed \$10,000 or 10% of the employee’s base salary, 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.
- No exceptions will be made to the above monetary award limits.

## **NOMINATION PROCESS**

Nominations can be made by any UCSF employee. The STAR Award Nomination Form must be used for every nomination. Individual or team award nominations can be made for employees that meet the identified criteria for spot and/or achievement award. Input will be required from the team leader and supervisor/manager if nominator is not the supervisor/manager.

## **AWARD REVIEW AND APPROVALS**

- Spot Awards and Achievement Awards must be approved by the employee's supervisor/manager. The system-wide STAR policy requires that any awards over \$500 require department head approval. Therefore, any STAR (Spot or Achievement) requires department head approval. Additional approvals may be required as determined by finance approval limitations. Department approval and decision maker(s) are determined and/or delegated by Control Points and agreed upon by School and Department leadership
- The process for individual STAR Plan cash awards above \$5,000 will also require the approval of the Chancellor or his or her designee.
- Control points and/or delegates are 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.

## **PROCESSING OF STAR AWARD PAYMENTS**

- Once an award has been approved within department leadership, an SRS ticket is submitted following standard SRS submission processes for "Additional Pay" for final HR compliance review and approval.
- SRS ticket must include the STAR Award Nomination Form and should clearly note justification of award and department approvals.
- The assigned DOS code of XSL, specific to the STAR Plan **must** be used when paying awards to employees.

## **FUNDING REQUIREMENTS AND RESTRICTIONS**

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

## **DISTRIBUTION OF AWARD**

- After the award has been approved by Human Resources, the SRS ticket will be transferred to the Transaction Services Unit/Payroll for payment. Departments should refer to STAR Award payment calendar to obtain the payout date of award to be included in award letter.
- Department will generate a STAR Award letter using the award letter template. Nominator of award may customize letter to provide specific content relevant to accomplishment.
- Awardees receive an award letter and cash award (less taxes) in an upcoming check (via standard method of payment, i.e. Direct Deposit). The award letter can be presented to the employee prior to the award payment, but award letter should include the payment date of the award.

**SPOT AWARD:** Spot awards are given as close to the event as possible, preferably within 30 days of the achievement. Awards can be given ongoing throughout the year assuming that department has available budget to fund the award payment.

**ACHIEVEMENT AWARD:** Distribution of achievement awards align with the completion of the calendar year performance review period that completes on December 31. The timeline for distribution of these awards is outlined below, and Human Resources will communicate annually the specific dates.

- Nominations for awards will be accepted starting in January as directed by Control Points
- Process of awarding payment of award will occur by end of June

**RECORDKEEPING AND COMPLIANCE REVIEW:**

Department: Control Unit Administrators should run reports on a quarterly basis to monitor and review use of Achievement and Spot Awards by Department, School, Division, or Control Unit. Control Unit Administrators should review Achievement and Spot Award payments to ensure campus areas are making proper use of this program, and those groups that have not provided Achievement and Spot Awards are encouraged to do so. Departments should maintain copies of documentation related to the submission of any Spot and/or Achievement award. STAR Nomination Form will indicate required documentation to submit an award for approval by Human Resources. Additional reporting and analysis will be done by Human Resource for compliance requests by Office of the President. Departments may be required to provide appropriate documentation for awards at the request of Human Resources.

**ADDITIONAL DOCUMENTS**

- STAR Award Nomination Form
- STAR Award Letter
- Control Points/Department Implementation Overview

**PLAN CONTACT FOR QUESTIONS**

For questions regarding this plan, please contact your [HR Representative](#).