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 University of California, San Diego Health.

**Plan Eligibility**

Policy-covered career PSS employees 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.”

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

Senior Management Group (SMG) members and participants of any other award program (i.e. CEMRP II), are not eligible for any awards under the STAR Plan.

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 $5,000, 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 $5,000, 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 attached 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.

**SUSTAINED EXCELLENCE Categories**

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

• **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.

**SPOT AWARD Categories (up to $500.00)**

- **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.

- **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.

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 requires 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.

Departments will use the on-line award module to submit their awards. In addition, departments will be required to complete the attached STAR Award Nomination worksheet and submit to Health Human Resources.

An *approval signature by the Department Chair/Head or Department Business Officer* for academic departments and *endorsement by the respective VC Office* is required. The department head/chair/business officer signature authority may not be delegated to Assistant Business Officers, department HR staff, or any other staff or academic employees.

**Timing and Processing of STAR Award Payments**

STAR awards may be presented during the established award period. Date will be announced.

The assigned Description of Service (DOS) code XSL, specific to the STAR Plan, **must** be used when paying awards to employees.

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

UC San Diego Health Local STAR Plan
**Funding Requirements and Restrictions**
Only local funds will be used for STAR Plan awards. General funds **must not** be used for department funded awards paid to non-general funded staff.

**Recordkeeping and Compliance**
Recordkeeping will be done by departments. However, copies of documentation must be made available to central Human Resources upon request.

**Plan Contact for Questions**
For answers to frequently asked questions please visit our website at: [http://hshr.ucsd.edu/managers/classcomp/incentiveplan/Pages/Incentive-Plan.aspx](http://hshr.ucsd.edu/managers/classcomp/incentiveplan/Pages/Incentive-Plan.aspx). Other questions regarding the STAR Plan should be directed to **Health Human Resources** at 619-543-3200 or by submitting a question at [https://ucsdhealth.service-now.com/](https://ucsdhealth.service-now.com/).