 STAR Plan Nomination and

 Approval Form

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| Under the STAR Plan, managers are able 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. To ensure nominated employees meet eligibility criteria and for information regarding the process for spot awards and formal recognition awards review [UCR’s Star Plan](https://documents.ucr.edu/HR-Compensation/comp-star-plan-local-guidelines.pdf). You may also visit the [employee recognition](https://hr.ucr.edu/front/supervisor-resources/employee-recognition) webpage for additional recognition resources. |
| 1. Award Limits and Restrictions
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| The following limitations apply to STAR Plan cash awards. No exceptions will be made to the monetary award limits. * STAR Plan cash awards are strictly discretionary and may not be promised or guaranteed in advance.
* STAR awards may not be provided for work that has been compensated for via a stipend.
* 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.
* “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.
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| 1. Nominee Information
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| Employee Name: | Employee Name | Employee ID: | 0 |
| Employee Job Title: | Working Title | Job Code/Title : | Classification / Payroll Title |
| Department Name: | Department | Type of Award: Spot [ ]  Individual [ ]  Team [ ]   |
| Nominator: | Nominator Name | Representation Code: | 99 [ ]  CX [ ]   |
| Employee Supervisor: | Supervisor Name | Title of Supervisor: | Supervisor Title |
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| 1. STAR Plan Criteria
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| Managers may acknowledge and reward individuals and teams demonstrating achievement in the following categories. Please indicate which category(s) best describes the accomplishment for which this award is proposed: |
| [ ]   | 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. |

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| 1. UCR Strategic Plan
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| The Strategic Plan outlines goals, initiatives and action items for UCR. The central campus strategic goals provide the foundation for faculty and staff in the schools, colleges and other organizational units to achieve the goals laid out in their respective plans. Details on unit-specific strategic plans, and the over-arching campus goals can be found on the [UCR Strategic Plan](https://strategicplan.ucr.edu) website. Where applicable, please describe how the accomplishment supports central or unit-specific strategic goals. |
| 1. Build financial stability, resiliency, and sustainability
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| add text |
| 1. Invest in the success of the people who teach, do research, work, learn, and live at UCR
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| add text |
| 1. Expand the visibility and scope of influence of UCR locally, nationally, and globally
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| add text |
| Academic or Administrative Unit Strategic Goals and Themes |
| add text |
| 1. Description of STAR accomplishment
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| Supervisor or nominator – please provide brief description of accomplishment (attach additional sheets if needed)add text |

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| 1. Approvals
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| Type of Award: |  Spot (up to $500) [ ]  Individual [ ]  Team [ ]  |
| STAR Award Amount ($5,000 max): | $0.00 | Percentage of Base Salary (10% max): | 0% |
| Cumulative FY STAR Awards (if any): | $0.00 | Current Base Salary ($175,000 max): | $0.00 |

I attest that the nominee has not received a stipend for the achievement described in this nomination [ ]

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| Two levels of supervisor / manager approval are required. SPOT Awards up to $500 require 1 over 1 manager approval. STAR Awards may require additional approval, please consult your Organizational Unit’s STAR procedures. Awards may be processed using the One-Time Payment Tool and must use earn code XSC.  |
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| Signature of Supervisor |  | Date |
|       |  |       |
| Signature of Department Head / Next Level Manager |  | Date |
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| Signature of Dean/Vice Chancellor/Head of Organizational Unit*Required if specified in Organizational Unit’s implementation plan* |  | Date |