 STAR Plan Nomination and

 Approval Form

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| Related Policies and References |
| * [UCR Local STAR Guidelines](https://hr.ucr.edu/document/total-compensation-star-plan-local-guidelines) (Local Procedure 34)
* [UC Policy 34 – Incentive and Recognition Award Plans](http://policy.ucop.edu/doc/4010430/PPSM-34)
* [UC STAR Plan](http://policy.ucop.edu/_files/policies/STAR-Plan.pdf)
* [Clerical Employees (CX) Collective Bargaining Agreement](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/contract.html)
* [UCR One-Time Payment Tool](https://onetimepayment.ucr.edu/app/home)

Review UCR’s current year’s local STAR Guidelines to ensure nominated employees meet eligibility criteria and for information regarding the process for spot awards and formal recognition awards. Organizational units may also have additional internal nomination and approval requirements. |
| Nominee Information |
| Employee Name: |   | Employee ID: |  |
| Payroll Title: |   | Payroll Title Code: |  |
| Department Name: |   | Type of Award: Spot (up to $500) [ ]  Individual [ ]  Team [ ]  |
| Nominator: |   | Title of Nominator: |   |
| Employee Supervisor: |   | Title of Supervisor: |  |
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| Plan Criteria |
| 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. 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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| UCR Strategic Goals |
| In addition to the broad UC performance standards, please indicate which UCR strategic initiative(s) best describes the accomplishment for which this award is proposed: Developing a Preeminent Research University for the 21st Century |
|[ ]  Increasing extramural grant funding |
|[ ]  Fostering interdisciplinary centers |
|[ ]  Optimizing organizational structure in support of research and creative activity |
|[ ]  Building the infrastructure in support of research and creative activity |
|[ ]  Identifying and hiring in areas of strategic priority |
|[ ]  Investing in new professional schools |
| Enhancing Opportunity for Graduate, Professional and Undergraduate Students |
|[ ]  Growing graduate and professional enrollment |
|[ ]  Increasing graduate student diversity |
|[ ]  Increasing graduate student support |
|[ ]  Enhance undergraduate student success |
|[ ]  Realign admissions criteria and recruitment |
|[ ]  Managing enrollment |
|[ ]  Creating honor experiences for high-achieving students |
| Serving as a National Exemplar for Diversity, Inclusiveness and Community |
|[ ]  Expanding opportunities for intellectual stimulation |
|[ ]  Strengthening the sense of community |
|[ ]  Increasing diversity of faculty, graduate students and staff |
|[ ]  Enhancing a sense of place |
|[ ]  Enhancing the quality of life for students |
|[ ]  Assessing and addressing climate |
| Shaping Our World |
|[ ]  Shaping our world |
|[ ]  Creating meaningful engagement opportunities for faculty and students |
|[ ]  Building institutional capacity for engagement, from regional to global |
| Resources & Infrastructure |
|[ ]  Diversifying resources (funding) |
|[ ]  Increasing administrative efficiency and effectiveness |
|[ ]  Enhancing transparency in budgeting planning and resources allocation |

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| Advancement |
|[ ]  Building a sustainable culture of philanthropy |
|[ ]  Heightening UCR’s national profile |
|[ ]  Planning and executing a comprehensive campaign |
| Supervisor Comments: *Description of accomplishment (attach additional sheets if needed)* |
|   |
| Type of Award: |  Spot (up to $500) [ ]  Individual [ ]  Team [ ]  |
| Proposed Award Dollar Amount: |   | Proposed Award Percentage of Base Salary: |  |
| Sum of Current Year Awards (if any): |   | Is Proposed in Addition to Spot Award? |  |

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| Approvals |
| 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 |
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| 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 |