



## **FY2021-2022 STAR Plan Guidelines Provost & Executive Vice Chancellor Organization (ORG 31)**

These guidelines serve as framework for implementation of cash recognition awards for employees under the Staff Appreciation and Recognition Plan (the "STAR Plan") for the Provost and Executive Vice Chancellor's Organization. The guidelines are reviewed annually by the unit heads in the Provost's Organization.

### **Purpose:**

STAR Plan cash recognition awards are discretionary and may be awarded to employees for the purpose of recognizing and rewarding excellence in University service; recognizing and rewarding significant achievements and contributions; and recognizing and rewarding outstanding individual and team performance.

### **Plan Eligibility:**

Policy-covered career PSS 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 award, they:

- Have successfully completed their probationary period, if applicable;
- Are on active pay status or on an approved unpaid leave; and,
- As of July 1, 2020, earn an annualized base salary of \$175,000 or less; and,
- Received a "Successfully Meets Performance Expectations" or better overall rating on their most recent annual performance evaluation. (PPSM 23 and the collective bargaining agreement between UC and Teamsters require 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 "successfully meeting performance expectations".
- Have successfully completed all required training, including UC Sexual Violence and Sexual Harassment Prevention (UC SVSHP) training and UC Cyber Security Awareness Training.

In addition, policy-covered and CX represented employees with the following types of appointments are also eligible to participate in STAR at this location, provided that they meet the above requirements: contract, per diem, limited, and casual restricted. See the STAR Plan for additional eligibility criteria.

All other exclusively represented employees and Senior Management Group (SMG) members 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 of guarantee that the employee will be eligible or entitled to an award in any subsequent Plan year.



**Award Limits & Restrictions:**

- No single STAR Plan cash award may exceed 10% of the employee's base salary or \$3,000, 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 \$3,000, whichever amount is lower.
- Employees with salaries above \$175,000 are ineligible for any STAR Plan award.
- 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.
- "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 in the STAR Plan. Awards must be based on the recipient's achievement as an individual or as part of a team.

**Nomination Process:**

All STAR Plan nominations must be documented on the STAR Nomination Form (see attached) to ensure consistent and thorough recordkeeping.

- **Spot Award Nominations (\$500):** Use of Spot awards are encouraged to recognize significant one-time accomplishments. Spot awards require approval by the employee's immediate supervisor. Receiving a Spot award does not preclude nomination of the employee/accomplishment for an additional individual or team award.
- **Individual Award Nominations (\$3,000):** Individual employees may be nominated for STAR awards based on one or more of the performance standards set forth in the STAR Plan and outlined below in Plan Criteria.
- **Team Award Nomination:** Team Awards may be granted to teams of eligible employees who meet one or more of the performance standards set forth in the STAR Plan and outlined below in Plan Criteria, 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.

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.

**Performance Standards:**

The STAR Plan provides a mechanism 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. Individuals and teams may be nominated for demonstrating:

- **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.

In addition to meeting one of the standards of performance, every STAR award should support and further the accomplishment of at least one of UCR's 2020 Path to Preeminence strategic goals. These goals are:

<p>Developing a Preeminent Research University for the 21<sup>st</sup> Century</p>	<p>Enhancing Opportunity for Graduate, Professional and Undergraduate Students</p>
<ul style="list-style-type: none"> <li>● Increasing Extramural Grant Funding</li> <li>● Fostering Interdisciplinary Centers</li> <li>● Optimizing Organizational Structure in Support of Research and Creative activity</li> <li>● Building the Infrastructure in Support of Research and Creative activity</li> <li>● Identifying and Hiring in Areas of Strategic Priority</li> <li>● Investing in New Professional Schools</li> </ul>	<ul style="list-style-type: none"> <li>● Growing Graduate and Professional Enrollment</li> <li>● Increasing Graduate Student Diversity</li> <li>● Increasing Graduate Student Support</li> <li>● Enhance Undergraduate Student Success</li> <li>● Realign Admissions Criteria &amp; Recruitment</li> <li>● Managing Enrollment</li> <li>● Creating Honor Experiences for High-Achieving Students</li> </ul>
<p>Serving as a National Exemplar for Diversity, Inclusiveness and Community</p>	<p>Shaping Our World</p>
<ul style="list-style-type: none"> <li>● Expanding Opportunities for Intellectual Stimulation</li> <li>● Strengthening the Sense of Community</li> <li>● Increasing Diversity of Faculty, Graduate Students &amp; Staff</li> <li>● Enhancing a Sense of Place</li> <li>● Enhancing the Quality of Life for Students</li> <li>● Assessing &amp; Addressing Climate</li> </ul>	<ul style="list-style-type: none"> <li>● Establishing New Alliances</li> <li>● Creating Meaningful Engagement Opportunities for Faculty &amp; Students</li> <li>● Building Institutional Capacity for Engagement, from Regional to Global</li> </ul>
<p>Resources And Infrastructure</p>	<p>Advancement</p>
<ul style="list-style-type: none"> <li>● Diversifying Resources (Funding)</li> <li>● Increasing Administrative Efficiency &amp; Effectiveness</li> <li>● Enhancing Transparency in Budgeting Planning and Resources Allocation</li> </ul>	<ul style="list-style-type: none"> <li>● Building a Sustainable Culture of Philanthropy</li> <li>● Heightening UCR's National Profile</li> <li>● Planning &amp; Executing a Comprehensive Campaign</li> </ul>

STAR Plan awards should not be supported if:

- The employee has had performance difficulties or was subject to any form of disciplinary action during the previous 12 months (if known).



- The basis for the incentive award nomination is the same or similar to that used for a pay rate increase within the past 12 months (e.g., reclassification, equity increase, exceptional increase, etc.)

**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 Department Head as specified below. Individual and Team Awards also require the Associate Provost’s approval.

**Review, Approval & Processing:**

There will be monthly calls for Spot Awards, quarterly calls for Individual Awards, and biannual calls for Team Awards. When an award has been endorsed by an employee’s supervisor and approved by the Department Head, the approved application must be forwarded to the Director of Business Operations (DBO) in the ASSET Office and to the Human Resources Manager in the ASSET Office. ASSET will review the award to confirm that sufficient funding is available and that the employee meets all eligibility requirements.

For Spot Awards, if sufficient funding is available and the employee meets all eligibility requirements, the employee’s supervisor and Department Head will be notified by the ASSET team with an award letter so that they may inform the employee. The award will then be processed by ASSET’s payroll transactor.

For Individual and Team Awards, if sufficient funding is available and the employee meets all eligibility requirements, the application will be forwarded to the Associate Provost for review and approval. If the Associate Provost approves the award, the employee’s supervisor and Department Head will be notified by the ASSET team with an award letter so that they may inform the employee. The award will then be processed by ASSET’s payroll transactor.

**Funding Requirements & Restrictions**

STAR awards will be funded locally. Available funds for awards will be based on a fiscal year cumulative payroll assessment of .89 percent. Awards may not be supplemented by departmental funds. Unused funds assessed during the previous year may be rolled over and used in the current year.

**Plan Contact for Questions:**

Questions regarding the STAR Plan implementation in the Provost’s organization should be directed to Jackie Rodriguez, Director of Business Operations ([Jacquelyn.rodriquez@ucr.edu](mailto:Jacquelyn.rodriquez@ucr.edu)) and Tanya Adams, Human Resources Manager ([tanya.adams@ucr.edu](mailto:tanya.adams@ucr.edu)).

Approved:  \_\_\_\_\_  
 Elizabeth Watkins, Provost & Executive Vice Chancellor

Date: 6/1/2021 | 1:43 PM PDT