
Research Staff Appreciation and Recognition (STAR) Awards for 2015-16

1 message

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To: calmessages_communication@lists.berkeley.edu

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6:00 PM

Colleagues,

I am pleased to announce the Staff Appreciation and Recognition (STAR) Plan for 2015-16 for Vice Chancellor for Research Units. This recognition program allows supervisors, managers, and other campus individuals to acknowledge special accomplishments or one-time events for non-represented, i.e. PPSM (PSS and MSP) and CX- represented staff employees. These awards let employees know that someone has noticed their outstanding work and create role models by honoring noteworthy performance. At the same time, it recognizes and reinforces the principles, behaviors and values that are important at Berkeley.

Award Types

Spot Awards are designed to recognize special contributions, as they occur or “on the spot”, for a specific project or task accomplished over a relatively short time period. The award amount is \$500.

Achievement Awards are designed to recognize sustained, exceptional performance and/or significant contributions over an extended period of time which represents a major portion of the employee's area of responsibilities and goes above and beyond normal performance expectations. An Achievement Award may also represent an employee's sustained commitment to – and demonstrated completion of – a professional development goal that resulted in a significant improvement in their unit or contributed to the unit's achievement of a broader goal. The award amount is \$2,000 - \$10,000 or up to 10% of an employee's salary, whichever is lower. The program also provides for team nominations for both Achievement and Spot Awards. (Note: for Team Achievement Awards, the maximum amount each team member can receive is \$1,000.)

Criteria

The Berkeley Operating Principles are the criteria for both the Achievement and Spot Awards. Nominations should reflect at least one of the five Principles:

- We include and excel, together
- We imagine and innovate
- We simplify
- We are accountable to each other
- We focus on service

Nomination and Review Process

Please complete the Berkeley STAR Nomination form found at: <http://hrweb.berkeley.edu/compensation/recognition/nomination-form>

Nominations should recognize work performed during the 2015-16 academic year and include specific examples and statements that clearly identify the employee's accomplishments. (Nomination statements may be provided on a separate page and attached to the form.) All nomination forms must be signed by the employee's supervisor and the next level of authority.

Once again, Spot Awards will be considered throughout the year and awarded at the time of nomination. Achievement Awards will continue to be reviewed by a committee which will forward its recommendation to the VCR for final approval. The committee will recommend the dollar amount for each Achievement Award based on “relative impact of the achievement” as well as the total amount of funds available.

For award examples please go to: <http://hrweb.berkeley.edu/compensation/recognition> and click the "Recognition Award Matrix" link.

Deadlines

Nominations for awards may be submitted any time between now and April 29, 2016. Decisions on Achievement Awards will be made no later than May 31, 2016.

Submit completed and signed nomination forms to the VCRO, Attn: Mel Mejia, 119 California Hall #1500 or mmejia@berkeley.edu. Please visit <http://hrweb.berkeley.edu/compensation/recognition> for a full summary of the STAR Plan, Eligibility Criteria, Forms and FAQs.

If you have any questions, please contact Mel at 642-9485 or via email. Please distribute this communication within your units and print for those employees who do not have access to a computer.

Sincerely,

Christopher F. McKee

Interim Vice Chancellor for Research

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

Please do not reply to this message