Staff Appreciation and Recognition (STAR) Plan

Overview

The STAR Plan includes two types of awards:

1. Achievement Awards ($1000 - $10,000): For sustained, exceptional performance and/or significant contributions above and beyond normal performance expectations. May be awarded to an individual or team.

2. Spot Awards ($400): For special contributions to a specific project or task, or group of projects or tasks, accomplished over a relatively short time period. May be awarded to an individual or team.

Criteria

- **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, 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.

Eligibility

1. Achievement Awards - PPSM (PSS or MSP) Employee in appointments: Career, Partial Year Career, or Contract employee.

2. Spot Awards - PPSM (PSS or MSP) Employee in appointments: Career, Partial Year Career, Contract, Limited, Per Diem, or Casual/Restricted (student employee).

Nominations

Employees may be nominated by their supervisors, customers, or colleagues. All nominations should be submitted to the Recognition Award Administrator for the nominee’s department, using the Berkeley STAR Nomination Form (see website for details).

For more information, visit [http://hrweb.berkeley.edu/compensation/recognition](http://hrweb.berkeley.edu/compensation/recognition)