

Frequently Asked Questions

1. **Question:** How will the Berkeley Campus Achievement and Spot Award program be monitored?
Answer: The campus will seek feedback from supervisors, staff, and administrators to ensure the program is achieving outcomes that benefit the campus, departmental operations and individual employees. Control Unit Administrators will also review usage of Achievement and Spot Awards to ensure colleges, divisions, and departments are encouraged to utilize the program funds. Central HR will evaluate and monitor usage of funds on a regular basis.
2. **Question:** Can a unit develop an alternative form of nomination?
Answer: Although a nomination form may work for many areas of campus, for some areas, it may not be the most effective means to determine who may deserve an Achievement or Spot Award. If a unit feels another method of nomination may be more appropriate, an alternative approach may be used, provided it is reviewed with the Control Unit Administrator and the Compensation Unit to ensure the method meets the guidelines of the Achievement and Spot Award program.
3. **Question:** What happens if a Unit does not spend all of its Achievement and Spot Award funds in a given fiscal year?
Answer: Units will receive an allocation for Achievement and Spot Awards at the beginning of each fiscal year based on the proportion of annual payroll of eligible staff. In the new fiscal year, Deans and VCs will receive a supplemental annual allocation to “top off” last year’s remaining funds (if any) in order to provide a total allocation appropriate for the unit as of the end of the previous fiscal year. If a Dean or VC spent more than their allocated amount their allocation for the new fiscal year will be reduced by the amount overspent from the past year.
4. **Question:** Can departments, divisions, or colleges supplement the Achievement Award or \$500 Spot Award amounts with additional funds if they are available?
Answer: The award funds may not be supplemented by department, division or college funds.
5. **Question:** Can Achievement or Spot Awards be provided to teams?
Answer: Employees who are part of a team may be considered for Achievement and Spot Awards. Teams that are recognized via Spot Awards will receive \$500 per team member. Teams recognized via Achievement Awards may receive \$1,000 per team member (not necessarily the \$2,000 minimum individual Achievement Award amount due to the higher total costs for team Achievement Awards).
6. **Question:** Can staff that will soon be departing UC Berkeley be nominated (i.e. retirees)?
Answer: Any employee who is eligible (based on the published criteria) may be nominated for an Achievement or Spot Award. However, the employee must be on active pay status or on an approved unpaid leave at the time of payout.
7. **Question:** How are the Berkeley Campus Achievement and Spot Awards funded?
Answer: The program is funded centrally based on the unit’s proportion of annual payroll for eligible employees. Funds are distributed to the Vice Chancellors or Deans accordingly.
8. **Question:** Are student employees (Casual Restricted staff) eligible for this recognition program and, if so, what student populations are eligible to receive an Achievement or Spot Award?
Answer: Students are NOT eligible to receive Achievement Awards, which are limited to Career, Partial Year Career, and Contract employees. Student employees ARE eligible to receive Spot Awards. Both Work Study and non-Work Study student employees in non-academic positions are eligible to receive Spot Awards.

9. **Question:** How are Spot and Achievement Award fund allocations determined for the eligible populations?
Answer: Award funds are allocated based on the annual payroll of PPSM staff employees in the following appointment types: Career, Partial-Year Career, Contract, Limited, and Per Diem. The population is based on figures as of July 1st of the new fiscal year.
10. **Question:** Is there a recommended pay cycle to process the one-time payment for the Achievement or Spot Award?
Answer: No, the Achievement or Spot Award may be paid to employees via a direct deposit as soon as reasonably possible. Providing employees with the award along with a Thank You Letter and an Award Certificate will reinforce the campus' appreciation for the special achievement.
11. **Question:** Can a campus department or unit offer a non-cash award which is available for all employees?
Answer: Yes, a campus unit may offer a **non-cash** award valued at \$75 or less to any employee. The criteria for the award may be established by the campus unit. The non-cash award (gift certificate or card, merchandise etc.) must be valued at \$75 or less so the employee does not incur any taxes, unlike the campus-wide Spot Award which is \$500 and taxed).

Reference from: University of California Employee Non-Cash Awards and Other Gifts Policy BFB-G-41 <http://policy.ucop.edu/doc/3420353/BFB-G-41> (pages 3-5).