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## Research Staff Appreciation and Recognition (STAR) Awards for 2017-18

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**G. Steven Martin Interim Vice Chancellor for Research (Control Units)**

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To: calmessages\_communication@lists.berkeley.edu

Fri, Dec 1, 2017 at 2:05 PM

Dear Colleagues,

I am pleased to announce the Research Staff Appreciation and Recognition (STAR) Plan for 2017-18 for Vice Chancellor for Research (VCR) Units. This recognition program allows supervisors, managers, and other campus individuals to acknowledge special accomplishments, or one-time events, of non-represented, i.e. PPSM (PSS and MSP), and CX represented staff employees. This program lets employees know that someone has noticed their outstanding work; it also 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 also provides for team nominations. The award amount for either type is **\$500** and limited to two awards per employee, per fiscal year.

**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 also provides for team nominations.

The award amount is **\$2,000 - \$10,000** or up to 10% of an employee's salary, whichever is lower. *Note: For Team Achievement Awards, the maximum amount each team member can receive is \$1,000.* Eligible employees are limited to either one individual or one team award per year, not one for each category.

For award comparisons please click on the [Recognition Award Matrix](#) link.

### Criteria

The [Berkeley Operating Principles](#) comprise 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

In addition to the Operating Principles, the VCR will give additional consideration for achievements that contribute to sustaining a campus environment that demonstrate the values of the [Berkeley Principles of Community](#).

### Nomination and Review Process

To make a nomination, please complete the [Berkeley STAR Nomination form](#). All nomination forms must be signed by the employee's supervisor.

Nominations should recognize work performed during the 2017-2018 fiscal year and include specific examples of the employee's accomplishments. The VCRO may contact nominators for additional information.

STAR Awards will continue to be reviewed by a staff committee which will forward its recommendations to the VCR for final approval. The amount of each Achievement Award will be based on the "relative impact of the achievement" as determined by the VCR and review committee.

## **Deadlines**

Accomplishments for FY 2017-18 are eligible.

The two Research deadlines will be:

**Friday, February 2, 2018** for the Fall nominating period.

**Friday, May 4, 2018** for the Spring nominating period.

Nominations for awards may be submitted any time before 5pm on the day of the deadline. Final decisions on all awards will be made within 2-3 weeks after each deadline. The VCRO will notify Managers, Supervisors and Nominators of employees who have received an award. Award letters and certificates will be ready for pick up, and checks will be processed for the MO pay cycle end dates, February 28 and May 31.

Please submit completed, signed nomination forms to Mel Mejia, 119 California Hall #1500 or by email at [mmejia@berkeley.edu](mailto:mmejia@berkeley.edu) by the established deadlines. Please visit [Human Resources](#) 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 copies for those employees who do not have access to email or a computer.

*Sincerely,*

*G. Steven Martin  
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**