Research Staff Appreciation and Recognition (STAR) Awards for 2018-19
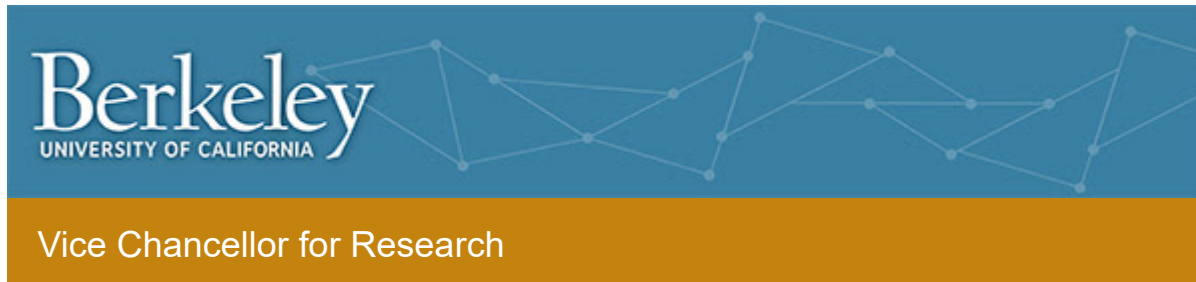
1 message

Office of the Vice Chancellor Research <CALmessages@berkeley.edu>   Tue, Dec 4, 2018 at 2:00 PM
To: calmessages_communication@lists.berkeley.edu

Berkeley
UNIVERSITY OF CALIFORNIA

Vice Chancellor for Research

Dear Colleagues:

I am pleased to announce the 2018-19 Research Staff Appreciation and Recognition (STAR) Plan for Vice Chancellor for Research (VCR) Units. This recognition program acknowledges special accomplishments or specific projects from PPSM* and CX represented staff employees. I invite you to submit a nomination for an employee who deserves recognition for exemplary work on a specific task or sustained, stellar performance on a longer-term project.

Nominees must have a home department that falls under the Research division. If you're unsure of your nominee's home department, VCRO staff will advise you on the respective routing process.

If you have any questions, please contact Mel Mejia in my office at 510-642-9485 or mmejia@berkeley.edu.

Nominations from supervisors, managers, and other campus individuals signify that a colleague has noticed outstanding work; the p lan also recognizes and reinforces the principles, behaviors, and values that are important on campus.

Thank you for taking the time to participate in the STAR Award program.

Sincerely,

Randy Howard Katz
Vice Chancellor for Research

Award Types
(click on links for plan details and eligibility)

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 is 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 emplo yee'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 2018-2019 fiscal year and include specific examples of the employee's accomplishments. The VCRO may contact nominators for additional information.

A staff committee will review Achievement Awards then 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. An internal VCRO panel will continuously review Spot Awards throughout the year until the final deadline.

Deadlines

Accomplishments for FY 2018-19 are eligible.

The two Research deadlines will be:

Friday, January 25, 2019 for the Fall nomination period.
Friday, April 26, 2019 for the Spring nomination 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 manager pick up, and the VCRO will process payment for the closest pay cycle end dates contingent upon final decisions.

Please submit completed, signed nomination forms to Mel Mejia, 119 California Hall #1500 or by email at 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.

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

*SMG members are ineligible for STAR awards

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