**FY 17 STAR ACHIEVEMENT AWARDS PROCESS**

**FOR ELIGIBLE UCSF SCHOOL OF MEDICINE EMPLOYEES**

The UCSF STAR program has three key processes to give an employee a STAR Award inclusive of a Spot and Achievement award: nomination, selection, and payment.  This document focuses specifically on STAR Achievement Award process.

**Eligibility**

UCSF staff in policy-covered titles (MSP and PSS) and staff within the CX bargaining unit are eligible for award participation (“eligible employees”) as long as they meet the following criteria:

* Must hold a career position (payroll code-appointment type "2"); or a contract position (payroll code-appointment type "1") at 50% time or more for a duration of six months or more (where eligibility is incorporated into the terms of the contract);or a limited position (payroll code – appointment type “3” ) and have at least six months of continuous service.
* Completion of probationary period where applicable.
* Satisfactory performance rating on most recent performance evaluation. (PPSM 23 requires that written performance evaluations be completed annually.) Employees who have not yet received an annual performance evaluation may be eligible for an award if their manager confirms on the nomination form that they are satisfactory
* On active pay status or approved unpaid leave at UCSF on the date that the cash payment is made.
* Does not participate in the clinical incentive program (CERMP2) or another type of incentive award program
* Transfers:
* Intra transfers (transfer from one UCSF department to another UCSF department) would still be eligible, because the employee still works for UCSF.
  + Inter transfers (transfer from another campus/location to UCSF) and the employee does not have a break in service, then employee is eligible if the above criteria are met.
* Participation in the Program for any Program Period does not provide any right or guarantee to participate in the Program for any subsequent Program Period.

**Achievement Award Process - $5,000 or a maximum of 10% of base salary**

1. **Nomination** – Any staff, non-faculty academic or faculty member can nominate an eligible employee for a STAR award.  In addition, an employee outside of the SOM could submit a nomination for an SOM employee.  Nominations need to be submitted before March 31st**.**
   * Nominator completes Section A of the nomination form and submits the nomination.
   * The supervisor and manager receive the  nomination and review and complete their portion of the nomination form
   * If the manager does not support the nomination request, then the manager indicates the reason on the form and submits directly to Richard Secunda in the SOM Dean’s Office
2. **Approval -**Achievement award requests are reviewed by an SOM-wide Selection Committee.  Up to 6 Selection Committees will be organized by functional area and include supervisor and non-supervisor representation.  Some selection committees may include faculty depending on the function.

Nominations will be distributed in advance to all selection committee members for review and recommendation.  Selection committees will meet to discuss nominations and select awardees.

* + The Selection Committee Charge:
    - Evaluate that the nomination meets the threshold of the Achievement award criteria
    - Apply fairness methodology to ensure that favoritism does not occur with award recipients
    - Consider diversity of departments and representation of employees at all levels among awardees.
    - Communicate to manager whether the Achievement award was approved
  + Control Point STAR Administrator (Richard Secunda) signs final approved nomination form to submit for payment by April 28th

1. **Payment** – Once the list of Achievement awards has been approved:
   * The list is submitted for payment to the Director of Transactional Services no later than May 5th
   * The employee will receive payment on May 24th
   * Employee manager creates an award letter using the standard template and includes payment date
   * Manager gives award letter to the employee prior to the payment date
     + Copy to personnel file