**FY 17 STAR SPOT AWARDS PROCESS**

**FOR UCSF SOM DEAN’S OFFICE EMPLOYEES**

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

**Spot Award Process - $1,000 or a maximum of 10% of base salary**

1. **Nomination** – Any employee can nominate another employee for a STAR award.  In addition, an employee outside of the Dean’s Office could submit a nomination for a Dean’s Office employee.
   * Nominator completes Section A of the nomination form and submits the nomination request to the employee’s supervisor
   * The supervisor reviews the request and completes Section B of the nomination form
   * If the supervisor is the nominator, then they complete both Section A and B
   * If the supervisor supports the nomination:
     + Submits nomination to [TBD](mailto:Staffcomprequests@UCSF.edu)
   * If the supervisor does not support the nomination request, then the manager indicates the reason on the form and submits directly to TBD
2. **Selection –**For purposes of the STAR Spot Awards, the SOM Dean’s Office will be divided into four groups which will each communicate independently to their employees and oversee their own Selection Processes.
   * Medical Education
   * UCSF-Fresno
   * ZSFG Dean’s Office
   * Central Dean’s Office (includes Finance, Management, Information Services, Academic Affairs and Clinical Innovation Units)
3. **Payment** – Once an award has been approved, then the STAR Administrator for each of the four units submits the nomination form along with a one-time payment form via an SRS ticket for payment.
   * Manager/supervisor creates an award letter using the standard template and includes payment date
   * Manager gives award letter to the employee prior to the payment date with a copy going to the employee’s personnel file