

**Staff Appreciation and Recognition (STAR) Plan  
Achievement and Spot Awards - UC Berkeley**

	<b>Spot Award</b> “In-the-moment contributions”	<b>Achievement Award</b> “Substantial change over time”
<b>Definition</b>	Recognition of special contributions, as they occur, for a <b>specific project or task</b> , generally for a special contribution accomplished over a relatively short time period.	Recognition of <b>sustained, exceptional performance and/or significant contributions over an extended period</b> of time which represents a major portion of the employee’s area of responsibilities, including performance or project goals above and beyond normal performance expectations.
<b>Eligibility</b>	PPSM (PSS or MSP) Employee in appointments: Career, Partial Year Career, Contract, Limited, Per Diem, or Casual/Restricted (student employee).	PPSM (PSS or MSP) Employee in appointments: Career, Partial Year Career, or Contract employee.
<b>Approval Level</b>	The decision maker(s) designated by the Dean and VC have approval authority for Spot Awards.	The Vice Chancellor or Dean, in consultation with the Award Review Committee (if applicable) has approval authority for Achievement Awards.
<b>Information Requested</b>	Completion of Nomination Form	Completion of Nomination Form with information which may include <ul style="list-style-type: none"> <li>• Project Description (if applicable)</li> <li>• Results and Impact of contribution - Quantitative or Qualitative</li> </ul>
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• <u>Exceptional performance</u>: Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.</li> <li>• <u>Creativity</u>: One-time innovation or creation that results in time/dollar savings, revenue enhancement, productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.</li> <li>• <u>Organizational abilities</u>: Exhibiting extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of effectiveness</li> <li>• <u>Work success</u>: Significantly exceeding productivity, customer service, quality of care or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served.</li> <li>• <u>Teamwork</u>: Acting as an exceptionally effective and cooperative team member or team leader for a team that has significantly exceeded the goals/objectives of the department unit.</li> </ul>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Going the extra mile to meet a critical deliverable or deadline.</b>  <i>Example: Events Specialist successfully organizes an important, unanticipated event with high visibility and few supporting resources, necessitating additional evening and weekend hours of work.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Extraordinary leadership skills</b> resulting in the accomplishment of significant departmental or divisional goals and objectives  <i>Example: Project/Policy Analyst drafts an insightful, comprehensive proposal and assists with implementation to reconfigure the units within the Library, enhancing resource sharing while retaining the specific functions of each library unit.</i></li> </ul>

**Staff Appreciation and Recognition (STAR) Plan  
Achievement and Spot Awards - UC Berkeley**

	<b>Spot Award</b> “In-the-moment contributions”	<b>Achievement Award</b> “Substantial change over time”
<b>Examples (continued)</b>	<ul style="list-style-type: none"> <li> <b>Inspired service to students, faculty, staff, or the public that goes beyond expectations.</b>   <i>Example: Research Administrator provides high-quality support to a professor in drawing up a specific grant proposal, providing comprehensive knowledge of grant requirements, and assisting with substantive aspects of the grant proposal to assist with a tight deadline.</i> </li> <li> <b>Outstanding teamwork in the achievement of a specific department objective.</b>   <i>Example: A team of Financial Analysts works within a college over a short period of time to develop a standard a budget process for a department within the college. Good leadership and teamwork results in a successful outcome.</i> </li> <li> <b>Completing a project or task with excellent quality and creativity.</b>   <i>Example: Student Services Advisor creates a comprehensive, informative matrix on the college website of financial aid sources for students, including eligibility criteria and other pertinent factors.</i> </li> </ul>	<ul style="list-style-type: none"> <li> <b>Creativity or innovation</b> resulting in one-time or sustained time/dollar savings, revenue enhancement, productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.   <i>Example: Admissions/Recruitment Specialist develops completely new process for review of students seeking admission as graduate students. The process involves the dean, faculty, and administrative staff, and significantly streamlines the process while retaining quality review.</i>   <i>Example: Applications Programmer facilitates the replacement of the unit’s legacy system by modifying and enhancing an application from another campus unit. The modified system improves and secures systems operations and costs significantly less than projected replacement costs.</i>   <i>Example: External Relations Specialist conceives, designs, and implements an innovative method to identify and contact alumni who have a high probability of supporting UC Berkeley, with significant impact for both fundraising and political support for the campus.</i> </li> </ul>
<b>Amount</b>	<b>\$400</b>	<b>\$1,000 – \$10,000</b> – amount determined by designated Award Review Committee (if applicable) based on relative impact of the achievements.
<b>Time period of award</b>	For the award period of April 1 – June 30, 2012, awards may be granted for achievements from the 12 month period beginning July 1, 2011 to June 30, 2012	
<b>Maximum Frequency of Award</b>	One Achievement and two Spot Awards with a cumulative amount in the fiscal year not to exceed 10% of the employee’s annual base salary or \$10,000, whichever amount is less.	