2015-2016 STAR AWARDS

The Staff Appreciation and Recognition Plan (“STAR Plan”) recognizes staff members who go above and beyond to deliver excellent service or care, or make exemplary contributions in the achievement of an important project.

As the nomination period for the 2015-16 plan year is now open, the following is a list of who is eligible for the $500 and $1,000 awards:

- Policy-covered PSS employees and supervisors (non-represented)
- Clerical (CX) employees (career)

To access the nomination form or other information regarding the STAR Plan please visit: http://intranet.ucdmc.ucdavis.edu/hr/recognition/employ.shtml (Intranet)

STAR Request Process

The STAR Award Request Form must be submitted to HR for every request. Individual and Team awards may be requested. For individual requests, the form should be completed by the employee’s manager/supervisor if someone other than the employee’s manager/supervisor is requesting the award. For team award requests, input will be required from the team leader and each employee’s supervisor/manager if someone other than the employee’s manager/supervisor is requesting the team award. The employee’s department head is responsible for confirming that the employee is eligible for an award and must approve the employee’s award.

Timing and Processing of STAR Award Payments

STAR awards may be presented at any time during the Plan year and should be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition to employees. STAR Plan requests must be submitted to Human Resources on or before May 31st of the plan year.

Funding Requirements and Restrictions

Only local funds are used for STAR Plan awards. Each department is provided with a budget allotment for the plan year by Human Resources.