These interim guidelines establish the conditions under which campus organizations may implement performance-based awards for policy-covered staff employees in fiscal year 2010-11. (Non-cash awards and other gifts are regulated under UC Business and Finance Bulletin No. G-41 and are not covered by these guidelines.)

I. Purpose

Staff Achievement Awards are intended to:

- Encourage excellence in customer and University service;
- Recognize individuals or teams for exceptional performance;
- Encourage innovation and creativity;
- Recognize individuals or teams for efforts that have resulted in reduced operating costs and/or improved operational efficiency and productivity.

II. Eligibility

Eligibility to receive awards is limited to employees earning $150,000 or less in base salary, and awards may not exceed $10,000 annually. (Senior Management Group (SMG) members are not eligible.)

Individual employees, or teams of employees, are eligible to be nominated for a Staff Achievement Award as noted below:

- Policy-covered staff in career, limited, and casual-restricted appointments, including work-study students in non-academic positions.
- Staff hired on an employment contract where eligibility is incorporated into the terms of the contract, subject to the salary limit noted above.
- Employees who have achieved a performance evaluation rating of satisfactory/meets expectations, or better, within the year of the award distribution.
- Employees must be on pay status at the time of the payout to receive an award.
- New hires must be on pay status for at least six months to be eligible to receive an award.

III. Award Nomination/Selection Criteria

Achievement Awards

In making award nominations, managers and supervisors shall apply one or more of the following criteria in determining whether an individual employee or team of employees qualifies for an award:
• Demonstration of sustained excellent performance that consistently exceeds goals and expectations in regard to service levels and quality of service.

• Development and implementation of innovative ideas or creative solutions that result in cost savings, cost reductions, revenue enhancement, operational efficiency, and/or improvements in service, processes, and/or productivity.

• Exceptional leadership in accomplishing major goals and objectives that have a positive impact on the department, division, organization, or campus as a whole.

• Exceptional achievement on a project, including successful development and/or implementation of initiatives that support campus-wide, organization-wide, or department-wide goals.

• Demonstration of outstanding teamwork in carrying out the goals of the department/unit.

Development Awards

• Development Awards may be granted to an employee or team of employees for training and/or development that is job-related or part of a management-approved career development plan. An employee or a team may be nominated for a Development Award if performance meets the criteria outlined above for individual or team awards.

• Development Awards may be granted only in the form of reimbursed payment for courses or seminars approved by Department management. The level of the award is defined by the expense associated with the tuition or seminar costs, and may include reimbursement of travel and accommodation expenses. (See attached SAA Nomination Form for additional instructions on processing development awards.)

IV. Nomination Process

In addition to nomination, review, and approval procedures established by individual organizations, the Staff Achievement Award Nomination Form (see Attachment B) must be completed and signed by the designated officials for an employee to be considered for the award. The nomination form for each award should include specific information describing the basis for the award.

V. Award Limits

• Cash awards are defined as direct, non-base building compensation provided to the employee in the form of a lump sum and are considered to be discretionary awards in recognition of past performance. Awards are based on performance and achievements and thus may not be granted in an “across-the-broad” manner.

• Local awards, including development awards, are normally processed within 30 days of the end of the fiscal year.
Awards based on either individual or team achievements are granted as a percentage of base pay as long as the total annual award, including all awards received over a fiscal year, does not exceed 10% of an employee’s annual base pay or a maximum of $10,000. Organizations may establish lower award limits. Base pay is the regular rate of pay, excluding overtime, stipends, and differential pay such as shift differential.

All cash awards are subject to Federal and State withholding under the applicable supplemental taxable income rates.

VI. Funding Requirements and Restrictions

Organizations are responsible for establishing limitations on funding for awards. General funds may not be used for non-general fund positions. Requirements applicable to Federal funds must be observed.

VII. EDB Transactions/Record Keeping

EDB Preparers are responsible for ensuring that awards are recorded in the EDB. Departmental EDB preparers will be required to manually record award data for employees who receive awards by DOS code LEA, by Rush Checks and through PAC. Instructions for entering data are found in the EDB Manual Section D.11.10.

VIII. Reporting Requirements

Reports on the distribution of awards are to be submitted to Campus Human Resources by October 1, 2011. Reports will include the names of individuals receiving awards, payroll classification, personnel program, the total annual award percentage, total annual award amount, and identification of fund source (e.g. State general funds, contract & grant funds, etc.). Additional documentation may be requested as appropriate.

IX. Approval Authority

Organization heads (Vice Chancellors, Vice Provosts, Deans and those to whom such authority has been delegated) are authorized to approve local awards within the parameters of these guidelines.

The Associate Vice Chancellor—Campus Human Resources is responsible for issuing annual guidelines that establish award parameters, consistent with Office of the President policies and guidelines.

Local award program variations are subject to review and approval by Campus Human Resources. Funding limits and award limits are subject to change in accordance with budgetary conditions determined by the Chancellor.