

One HR Employee Recognition and Reward Program (revised - January 2015)

Award Program	Purpose	Frequency	Gift & Recognition	Eligibility	Nomination & Selection
UC Excellence – VISA card program	The UC Excellence (Gift Card) Program provides recognition for employees who have demonstrated above and beyond service excellence and employee engagement for a particular task, issue or customer.	On request	<ul style="list-style-type: none"> • \$25 or \$75, VISA card • Recognition at quarterly staff meetings • Recognized in HR@aGlance 	All HR employees	Employees are typically selected for gift cards by their manager or supervisor. Another employee, customer, patient or patient’s family can nominate an employee. For more information and nomination materials: http://intranet.ucdmc.ucdavis.edu/hr/recognition/employ.shtml . <i>Employee Recognition Coordinator in Human Resources administers the program (Ben Gamez).</i>
HR Employee of the Month	The HR Employee of the Month programs recognizes one HR team member for consistent and outstanding contributions and/or customer service during the previous month.	Monthly	<ul style="list-style-type: none"> • \$75 VISA card • Public recognition in Ticon III and HR Admin (Davis) • Recognition via email to all-HR and at quarterly staff meetings • Recognized in HR@aGlance 	All HR Employees, excluding managers and supervisors	HR staff can nominate a coworker anytime via an email to styates@ucdavis.edu . A reminder is distributed bi-monthly via the recognitions page on the HR@aGlance newsletter (starting with the first issue in 2015). HR leadership votes for the employee of the month from the nominations – AVC breaks a tie. <i>HR Communications administers the program (Scott Yates).</i>
Champions for Change	The Champions for Change program recognizes an individual or team from Sacramento AND Davis for modeling behaviors, practices and success that support the One HR Community and model positive change behaviors.	Quarterly	<ul style="list-style-type: none"> • Recognition at quarterly staff meetings • \$75 VISA card • Trophy for one quarter • Name on a perpetual plaque in Ticon III and HR Admin (Davis) • Recognized in HR@aGlance 	All HR Employees	HR leadership will nominate individuals or teams. A panel of HR customers will review and select quarterly winners. Nominations will be submitted blind; contributions but no names. One Health System and one Davis campus recipient each quarter. <i>HR Communications administer the program (Scott Yates).</i>
UC Davis Staff Appreciation and Recognition plan - STAR Award	STAR Award – DAVIS CAMPUS				
	Demonstrated actions in one or more of the following: exceptional performance, creativity, organizational abilities, work success, teamwork. Additional details available on the UCD STAR Plan Nomination Form .	Bi-annually	<p>No single STAR Plan cash award may exceed 10% of the employee’s base salary or \$10,000, whichever amount is lower.</p> <p>Cumulative STAR Plan cash awards paid to an employee in a Plan year may not exceed 10% of the employee’s base salary or \$10,000, whichever amount is lower.</p>	Policy-covered career, contract, and casual restricted PSS employees and MSP employees are eligible for STAR Plan cash awards. Restrictions do apply – see Local Guidelines for details.	<p>Individual Award Nominations: Individual employees may be nominated for STAR awards based on one or more of the performance standards in the STAR Plan. Input will be required from the employee’s manager/supervisor if someone other than the employee’s manager/supervisor is nominating.</p> <p>Team Award Nominations: Team Awards may be granted to teams of employees who meet one or more of the performance standards set forth in the STAR Plan for work on a project within the same department or for work on the development and/or implementation of inter-departmental projects. Input will be required from the team leader and each employee’s supervisor/manager if someone other than the manager/supervisor is nominating the team.</p> <p><i>HR Total Compensation administers the Davis campus program (Irene Horgan-Thompson).</i></p>
	STAR Award – HEALTH SYSTEM				
A STAR Plan is typically reserved for the top 10-15 percent of the eligible population who have demonstrated one or more of the following exceptional performance standards: <ul style="list-style-type: none"> • Going above and beyond to delivery excellent services. • Going above and beyond to provide excellent care. • Exemplary contributions in the achievement of an important project. 	On request	<p>Two levels of STAR Plan cash awards shall be in the amount of \$500 and \$1,000 (minus applicable taxes).</p> <p>An employee may only receive one STAR Plan cash award in a plan year.</p> <p>Additional restrictions apply, please see the STAR Guidelines and Processing Instruction for full details.</p>	Policy-covered career PSS employees, including supervisors are eligible for STAR Plan cash awards, if they meet specific criteria as outlined on the STAR Guidelines and Processing Instructions .	Employees are nominated using the STAR Award Request Form . For individual requests, the form should be completed by the employee’s manager/supervisor. For team award requests, input will be required from the team leader and each employee’s supervisor/manager. The employee’s department head is responsible for confirming that the employee is eligible for an award and must approve the employee’s award. <i>Employee Recognition Coordinator in Human Resources administers the Health System program (Ben Gamez).</i>	