
Student Affairs Division Award and Recognition Program- Guidelines and Procedure

(updated January 7, 2000)

PURPOSE

The purpose of the Staff Award and Recognition program is to:

- encourage excellence in University service
- recognize and reward significant achievements and contributions
- recognize and reward outstanding individual and team performance
- support professional development

Awards should provide an opportunity to recognize special contributions that vary from year to year.

The award program may not be used to compensate staff for temporary or permanent assignment of duties in lieu of reclassification or special salary actions (stipends/equity increases). "Across the board" awards are discouraged. That is, not all employees in an organization should receive an award; however, this does not preclude "across the board" awards for teams or workgroups.

ELIGIBILITY

Eligibility criteria are broadly defined to include all career, casual, and casual-restricted employees (including all work study and non-work study students in non-academic appointments) covered by Personnel Policies for Staff Members (PPSM) and some represented employees: Patient Care Technical (EX), Health Care Professionals (HX), Nurses (NX), Research and Support Professionals (RX), Service (SX), Skilled Crafts (K7), and Technical (TX).

NON-ELIGIBILITY

Currently, as of January 6, 2000, not eligible for awards are the following employees classifications: Clerical (CX) pending bargaining, Police (PA) pending ratification of the tentative agreement. Employees in contract appointments are normally not eligible, unless such eligibility is incorporated into the provisions of the contract. Student award eligibility is not limited to the SERAP component of the award program. Staff who have received a formal corrective action during the review period are not eligible to receive an award. Staff who are nominated for an award, but who terminate University employment prior to the distribution of awards, shall not be eligible to receive any award. Students must be registered, must not be on academic probation, and must be working on-campus.

You will be notified by Staff Human Resources, and Labor Relations update memorandums when changes to eligibility have been made. Based on receipt of that information, we will update this document to reflect those changes.

AWARD and RECOGNITION TYPES and AMOUNTS

The Student Affairs Division will grant **only cash** staff awards. With the exception of the \$100 minimum cash award for students via the SERAP program, all other awards for staff and students may range up to a maximum of \$2,000 per award. At the end of each fiscal year, the divisional directors will be required to submit to their respective supervisors, a summary of their staff award program nominations. The summary will outline the names of the awardees, amount received, reason for award, type of award (local, team, incentive), and person/unit/division nominating. This requirement became effective fiscal year 1997-98.

AWARD CRITERIA

Directors have the flexibility to determine/recommend/nominate the award amount following award amounts described in previous paragraph. Eligibility criteria are broadly defined to include all career, casual, and casual-restricted employees (including all work study and non-work study students in **non-academic** appointments) covered by Personnel Policies for Staff Members (PPSM) and some represented employees: Service (SX), Skilled Crafts (K7), Patient Care Technical (EX), and Nurses (NX), Clerical (CX).

Employees may be nominated for a staff award based on the following general performance criteria:

- Demonstration of evidence of a special one-time contribution of measurable significance to the Divisional and/or unit's mission or strategic plans.
- Demonstration of extraordinary creativity, innovation, cost savings, or improvements that enhance unit efficiency or service to clients.
- Sustained exceptional performance.

AWARD TIMING

A central call has not been issued by the Divisional Office since the program was decentralized in 1996-97. Directors may initiate staff incentive/local awards throughout the fiscal year. Timing is now dependent upon your Business Center payroll deadlines, date of event(s), and the project and/or team for which nominees' participation is being recognized. The student awards made through the SERAP program are initiated annually.

NOMINATION PROCESS

Executive Directors and Directors should utilize this document and general Campus Staff Award policy to design and implement their own internal staff award process.

REVIEW AND DECISION MAKING PROCESS

The staff award, review, and decision making process has been decentralized. Directors are responsible to review and approve all nominations from their respective reporting areas. As part of this review process, Directors and/or Executive Directors should ensure that endorsement by the immediate supervisor has been reflected on the form.

REQUIRED DOCUMENTATION/RECORDS

Awardee's should receive a written acknowledgment of the award which includes the reason for the award and the amount, signed by the Director and/or Executive Director. A record of the award payments will be maintained in awardee's file in the Business Center.

AWARD FUNDING

Assessment process: Effective July 1, 1996, the Office of the President established a funding mechanism for incentive awards to assure an equivalent pool of incentive award funding for all fund sources (including extramural funds). Monthly assessments of 1.3% of the non-academic payroll will be processed automatically to create the IAP pool that will be used to fund staff incentive awards and to fund related employee benefits (.1 percent of the 1.3 percent). If no assessment is made for employees in contract appointments, awards must be funded from other department sources. The Student Affairs Division implements two assessments which are pro-rated across the Division: (1) Divisional Team Awards for divisional team projects which are nominated by Vice Chancellor and Associate Vice Chancellor; (2) 1.3% of Directors Salaries for nomination by Vice Chancellor and Associate Vice Chancellor.

Source of funds: There are two primary sources of funds for the award and recognition program (including the SERAP component): those funds provided by the Incentive Award Program (IAP) assessment process and additional funds supplemented or solely funded by departmental/unit or Principal Officer fund sources (designated as LAP). Available funds must support all represented and non-represented staff. All non-represented staff (e.g., Managers & Senior Professionals and Professional & Support Staff) are considered as one group by fund source.

Use of funds: Awards coded as IAP will be paid from IAP funding, and awards coded LAP will be paid from departmental sources. According to University guidelines, cross-fund use is not permitted, e.g., General funds may not be used for non-General fund positions. All funds do not need to be spent and will be carried forward into the next year, except as specified for federal funds. However, year-end balances in all funds should not be excessive. If year-end balances reflect federal surpluses in excess of 15% of the amount assessed during the year, a check for the amount in excess of 15%, plus interest and indirect costs, must be refunded to the federal government.

Management Reports: To aid in the tracking of funds collected and paid via the IAP process, quarterly reports will be made available to vice chancellors and deans summarizing the activity within their respective areas. The campus is required to report and track IAP funds assessed and awarded for employees covered by collective bargaining agreements, and for employees paid by federal funds. Year-end reports of balances by fund group shall be submitted by each campus to the Office of the President.

Expenditures by Service Center and fund source will be monitored by the Student Affairs Business Manager.

PAYMENT PROCESS

The cash award payment process is the same for all staff, including students receiving awards through the SERAP component of the program. Payments for staff and students may be made either through the IAP pool or departmental funds, but will require appropriate coding as noted above. Award payments to staff and students who are not participating in the work study program must be made by the end of the fiscal year (June 30). Award payments to students who are in the work study program, regardless of

fund source, should be made on either July 1 or July 8 to prevent a negative impact on the student's work study funding.

The "One-Time Payment Authorization" form, UPAY 564, should be submitted for each staff or student employee receiving cash awards according to the payroll deadline required for the desired payment receipt date. Description of Service (DOS) codes to be used for payment are: IAP for cash awards to be paid from IAP assessment pool funds. Use LAP for any cash awards to be paid from departmental funds

If the award is the only payment on a given check write, it will be subject to withholding at a rate of 28% Federal and 6% State. If the award payment is paid along with regular pay, withholding will be at the graduated rate.

If you have any questions regarding the above, please contact the Division Business Manager, Elise Herrera-Mahoney at ext. 9-4448 or e-mail at ehm@cats.