

Staff Appreciation and Recognition (STAR) Award Nomination Form

Deadline for Submission: April 14, 2022

The purpose of the STAR Award Program is to recognize and reward outstanding staff individual and/or team performance within Agriculture and Natural Resources.

Eligibility: The STAR cash award program is available to policy-covered career, contract or limited PSS and MSP employees, as well as exclusively represented employees in the Clerical Unit (CX). Members of other exclusively - represented bargaining units and academics are not eligible to receive cash awards under the STAR program.

Program Criteria: Under the STAR program, managers are able to recognize, acknowledge and reward employees for exceptional performance and/or significant contributions related to and supportive of individual, departmental, divisional, and/or organizational goals and objectives. Managers may nominate individuals and teams demonstrating:

- **Exceptional performance:** Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.
- **Creativity:** One-time innovation or creation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.
- **Organizational abilities:** 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.
- **Work success:** 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.
- **Teamwork:** *For team awards, the following criteria, plus the criterion above, will be considered.* 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.

NOMINATION AND SELECTION PROCESS:

No Later than April 14, 2022: Nomination applications submitted via e-mail to humanresources@ucanr.edu. Nominators are responsible for documenting the approval of each nominee's supervisor as part of the application submission. PDF copy of email approval from the supervisor(s) will be accepted.

April - May 2022: Review committee reviews applications and recommends individuals and teams to be awarded. The Vice President of ANR has final authority to approve STAR awards.

May 2022: Unit directors and award winners are notified of the final decisions.

June 16, 2022: STAR Awards celebrated during ANR recognition event at Second Street building in Davis.

ANR STAR AWARD NOMINATION FORM – INDIVIDUAL AWARD

Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:

Using the STAR **Program Criteria**, please provide specific information about how the individual’s contribution merits consideration for recognition. Examples may include improved customer service, innovative ideas for process simplification, productivity improvements, cost reductions, revenue enhancements, and other measurable performance outcomes. If you need more space, please limit your submission to two pages. **Be sure to connect your nomination to the Program Criteria.**

Priority: If submitting more than one individual nomination from your unit, please have the director of the unit prioritize the unit’s submissions.

Required Signatures: Please sign and scan or use an electronic signature before submitting.

In signing this form, the supervisor confirms that the employee’s overall performance meets expectations.

Immediate Supervisor

Director/Unit Head

Nomination applications are due no later than April 14, 2022.
Submit via e-mail to humanresources@ucanr.edu

ANR STAR AWARD NOMINATION FORM – TEAM AWARD – Page 1

Team Name/Short Description:	
Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:
Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:
Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:
Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:
Employee Name:	Job Title:
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Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:
Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:
Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:
Employee Name:	Job Title:
Supervisor:	ANR Unit/Location:

Add additional rows as needed.

ANR STAR AWARD NOMINATION FORM – TEAM AWARD – Page 2

Team Name/Short Description:

Using the STAR **Program Criteria**, please provide specific information about how the team's contribution merits consideration for recognition. Please limit your submission to no more than two pages. **Be sure to connect your nomination to the Program Criteria.**

Priority: If submitting more than one team nomination from your unit, please have the director of the unit prioritize the unit's submissions.

Required Signatures: Please sign and scan or use an electronic signature before submitting. *In signing this form, the supervisor confirms that each employee's overall performance meets expectations. If team members report to different supervisors, please have each supervisor initial page 1 of the team nomination form to confirm support for the nomination. A PDF copy of email approval from the supervisor(s) is also acceptable.*

Immediate Supervisor

Director/Unit Head

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