

FY 2007-2008
UCLA STAFF ACHIEVEMENT AWARD PROGRAM

GUIDELINES

I. PURPOSE

The purpose of the Staff Achievement Award program is to:

- Encourage excellence in customer and University service
- Recognize individuals or teams for exceptional performance
- Encourage innovation and creativity
- Support professional development
- Recognize individuals or teams for efforts that have resulted in reduced operating costs or improved operational efficiency

II. ELIGIBILITY

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. (Because no assessment is provided for contract positions, departments will need to provide local funding for these awards.)
- 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 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. CRITERIA

a) Individual Achievement Awards

An employee may be nominated for a Staff Achievement Award if the employee's performance meets one or more of the following criteria:

- Employee's creativity or innovative actions have had a positive impact on the department or campus community.
- Employee makes a measurably significant one-time contribution to the departmental mission or strategic plan.
- Employee's performance elicits favorable reactions from customers/clients in a manner consistent with departmental objectives.

- Employee's efforts have served to improve organizational performance, operational efficiency, or reduce operating costs.
- Employee provides significant support of strategic/functional business plans and objectives.

b) Team Achievement Awards

Team Achievement Awards may be granted to teams of employees who meet one or more of the foregoing criteria for work on a project within the same department, or work in the development and/or implementation of inter-departmental projects.

c) Development Awards

Organizations may use any portion of the assessment pool for development awards. A Development Award 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.

IV. NOMINATION PROCESS

Departments must first ensure that nominees are eligible for consideration in accordance with the eligibility requirements described in Section II above.

• **Individual Award Nomination**

A Staff Achievement Award Nomination Form (see Attachment B) must be completed for an employee to be considered for the award. The nomination must be approved by the eligible employee's department head, regardless of the funding source supporting the nomination.

• **Team Award Nominations**

Plans for Team Achievement Awards may be established at the discretion and approval of the Department Chair, Director, Dean, Provost or Vice Chancellor. They should be formally written and communicated to the affected work group, and are dependent on the achievement of specific predetermined criteria.

• **Development Awards**

Plans for Development Awards may be established at the discretion and approval of the Department Chair, Director, Dean, Provost or Vice Chancellor. They should be formally written and communicated to the affected work group. (See Section III.c. above.)

Departments are required to maintain documentation regarding the nomination processes they develop and make copies available to Campus Human Resources upon request.

V. TIMING, AMOUNT, AND TYPES OF AWARDS

- Staff Achievement Awards may be awarded at any time during a fiscal year to eligible employees and normally are processed within 30 days of the end of the fiscal year.
- Awards may be granted either as a percentage of base pay or as a flat dollar amount as long as the total award does not exceed 10% of an employee's annual base pay rate (i.e., the pay rate effective on the last day of the pay period immediately preceding the effective date of the award). Base pay is the regular rate of pay, excluding overtime, stipends, and differential pay such as shift differential.
- An employee may receive any combination of individual, team, or development award annually provided the combined amount is within the 10% limit. Requests to exceed the 10% limit require review and approval by the Assistant Vice Chancellor—Campus Human Resources.
- Cash awards under this program are non-base-building and shall be paid in the form of a lump sum.

VI. FUNDING AND REPORTING REQUIREMENTS

In order to ensure similar treatment for all fund sources, a payroll assessment is made against payroll to provide program funding. Total funding for recognition awards may be pooled and distributed across all levels of policy-covered staff, subject to annual reporting requirements established by the Office of the President. If supplemental funding is provided locally, such funding is also subject to reporting requirements.

General funds may not be used for non-general fund positions, and similar requirements applicable to Federal funds need to be observed. Reports on the distribution of awards at the end of each fiscal year will be made by fund source (e.g. State general funds, contract & grant funds, etc.) and by personnel program.

Organizations are responsible for ensuring that they do not expend funds in excess of the accumulated assessment for their units, taking into consideration any funding restrictions.

Organizations are likewise responsible for ensuring that funds assessed are utilized for program purposes and that fund balances are reviewed annually. Reports are available at UCLA Document Direct to assist organizations in managing their fund balances.

VII. APPROVAL THRESHOLDS

Any award that would bring the incumbent's total annual cash compensation (defined to include base salary, stipends, and any other forms of cash compensation received) above \$205,000 requires advance review by Campus Human Resources and endorsement by the Chancellor, for recommendation to the UC President. Approval of any compensation actions above this threshold is reserved to The Regents. Such proposals need to be submitted to the Assistant Vice Chancellor—Campus Human Resources for review and coordination of the necessary approval steps.

VIII. PROCESSING AWARD PAYMENTS

Individual and Team cash achievement awards are paid as taxable earnings through the Personnel/Payroll System.

- Departmental Payroll Time Reporting (PTR) preparers initiate Individual and Team Achievement Awards by processing a one-time payment from the employee's salary account (sub 1, 2, 5, or 7) on the EDFT screen in the Payroll Time Reporting (PTR) System. If the payment of the lump sum award is made with Regular pay, the payment is taxed based on the employee's W-4; otherwise the payment is taxed at the bonus flat tax rate of 25% for federal, 9.3% for state and 7.65% for FICA deductions as applicable.

Development Awards for training related to the employee's job responsibilities are not taxable earnings if paid directly to the training entity or if refunded to the employee for his/her actual costs incurred. These non-taxable payments are paid through Bruin Buy. Development awards for training not related to the employee's job responsibilities may be partially taxable. Please see Attachment B, Part Four for the tax determination criteria. The taxable portion of the payment should be processed through payroll, following the processing steps noted in Section IX. Record-Keeping below.

- Departmental Bruin Buy preparers process an order to pay the employee or the training entity (using the vendor code in the vendor database) using object code 3300. The department preparer then sends the appropriate documentation (invoice if paying directly to training entity or proof of payment and proof of completion if reimbursing the employee along with a copy of the completed form "UCLA Staff Recognition & Development Award Program") to Accounts Payable, referencing the order number written on the document. If travel reimbursement is a part of the award, please note it as such.
- If the award is to be funded by the award assessment pool, the Bruin Buy preparer should include the names, title code and appointment representation code (e.g., CX Uncovered) of the employees receiving the award in the comments section of the Post Authorization Notification (PAN). Please add Payroll Services (payroll@finance.ucla.edu) and Lazetta Smith in CHR (lazetta@chr.ucla.edu) as copy recipients of the PAN. Payroll Services will process journal entries to debit the award assessment pool, credit the department FAU and record the payment as an adjustment on the SAA Activity Reports. Campus Human Resources will maintain records of awards for required reporting to Office of the President.

IX. RECORD-KEEPING

EDB Preparers are responsible for ensuring that awards are recorded in the EDB. The Personnel/Payroll System will automatically record award data on the awards screen (EAWD) for employees receiving award payments generated by the use of the DOS code, "SRD" (Staff Recognition and Development), unless payments are made on Rush Checks. 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.11.0.