

FY 2004-2005
UCLA STAFF ACHIEVEMENT AWARD PROGRAM

GUIDELINES

I. PURPOSE

The purpose of the Staff Achievement Award program is to:

- Encourage excellence in customer service
- Recognize individuals or teams for exceptional performance
- Encourage innovation and creative thinking
- 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:

- Staff employees in career, limited, and casual-restricted appointments, including work-study students in non-academic positions.
- Staff employees 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 prior to April 1st in order to be eligible to receive an award.
- Eligibility of exclusively represented employees is determined by agreement between the University and the respective employee unions (See Attachment C).

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 customer/clients in a manner consistent with departmental objectives.
- Employee's efforts serve to improve organizational performance, operational efficiency, or reduce operating costs.
- Employee provides significant support of strategic/functional business plans and objectives.

**(Revised January 12, 2005) ATTACHMENT A
Staff Achievement Award Program Guidelines**

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:

A development Award is an award to an employee or team of employees that is to be used for training and/or development which 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 of the Staff Achievement Award in accordance with the eligibility requirements described in Section II.

• **Individual Achievement Award Nomination:**

A Staff Achievement Award Nomination Form 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 Achievement 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.

The nomination form is attached (Attachment B).

Departments are required to maintain documentation regarding the nomination processes they develop.

V. TIMING, AMOUNT AND TYPES OF AWARDS

Staff Achievement Awards may be awarded at any time during a fiscal year to eligible staff employees. Awards may be granted as either 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 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% limitation.

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VI. 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 awards 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, 6% for state and 7.65% for FICA deductions.

- Attachment C contains the appropriate DOS codes to be used for cash award payments. Departments will receive an offset from the assessment pool for the salary and benefits expense of payments made using the DOS Code "IAP." Departments must fund payments made using all other DOS codes.

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 the Purchasing and Accounts Payable (PAC) system.

- Departmental PAC preparers process an order to pay the employee (as a one-time payee) 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 if reimbursing the employee) to Accounts Payable, along with the order number written on the document.
- If the award is to be funded by the IAP assessment pool, the PAC preparer should include the names, title unit 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) and add Payroll Services (payroll@finance.ucla.edu) and Lazetta Smith (lazetta@chr.ucla.edu) as carbon copy recipients of the ASAP. Payroll Services will process journal entries to debit the IAP assessment pool, credit the department FAU and record the payment as an adjustment on the IAP Activity Reports. Lazetta Smith will maintain records of recipients for required reporting to Office of the President.

Questions regarding processing of Staff Achievement Awards should be directed to Lazetta Smith in Campus Human Resources at extension 4-0877, while questions regarding IAP assessment should be directed to Paula Farrington at extension 5-1887.

VII. 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 DOS code "IAP", 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 codes MIA, EIA, and LEA, by Rush Checks, and through PAC. Instructions for entering data are found in the EDB Manual Section D.11.0.