

SPOT AWARD PROCESS FOR “IN-THE-MOMENT CONTRIBUTIONS”

Effective Fiscal Year 2015 – 2016, the procedure for nominating and processing Spot Awards has changed.

WHAT IS CHANGING?

FUNDING

There is an allotment of money distributed to each AVC within the Division for SPOT Awards. The funds for SPOT Awards will be held at the Division level and awards will be processed through Business Operations to ensure consistency across the Division. **SPOT Award Timing & Amount:** Awardees receive an award email, a certificate, and the \$500 award (less tax) in an upcoming direct deposit.

FUNCTIONAL OWNER

Student Affairs Business Operations will manage the overall SPOT Awards process.

Tonia A. Valmore is the primary contact. She can be reached at tvalmore@berkeley.edu or 510-499-9035

RECOGNITION AWARD ADMINISTRATORS *(designated administrator for each AV)*

- The contact for Vice Chancellor/Central Services is Tonia A. Valmore (tvalmore@berkeley.edu)
- The contact for Admissions & Enrollment is Joan Shao (jshao@berkeley.edu)
- The contact for Dean of Students is Amanda Newbury (anewbury@berkeley.edu)
- The contact for Residential and Student Service Programs is Shannon Lee (shannlee@berkeley.edu)
- The contact for Student Information Systems is Katie Dustin (kdustin@berkeley.edu)
- The contact for Lawrence Hall of Science is Florencia Ramos (framos@berkeley.edu)

SPOT AWARD ELIGIBILITY

****NEW NEWS! **** Employees in the Clerical (CX) bargaining unit are eligible *(please see details below)*.

Employees eligible for Spot Awards must meet all of the following requirements:

- PPSM (PSS or MSP) or an employee in the Clerical (CX) bargaining unit in one of the following appointment types:
 - Career
 - Partial-Year Career
 - Contract (where eligibility is incorporated into the terms of the contract)
 - Limited
 - Casual Restricted (student employees)
 - Per Diem
- Have successfully completed their probationary period, if applicable;
- Are on active pay status or on an approved unpaid leave; and,
- Received a “meets expectations” or better overall rating on their most recent annual performance evaluation (PPSM 23 requires that written performance evaluations be completed annually).
Employees who have not yet received an annual performance evaluation may be eligible for an award if their manager confirms on the nomination form that they are “meeting expectations.”
- **Limitations:**
 - An employee may not receive an award under the STAR Plan if the employee is a participant in an incentive award plan that prohibits the receipt of a recognition award.
 - An employee’s receipt of an award under the STAR Plan does not establish any right or guarantee that the employee will be eligible for or entitled to an award in any subsequent Plan year.
 - Senior Management Group (SMG) members are not eligible for awards.
 - Exclusively represented employees are eligible for recognition awards under the Plan only if the applicable collective bargaining agreement authorizes participation in the STAR Plan.

Student Affairs Business Operations

Award Submission

No BizeBears ticket necessary! No pdf attachment necessary!

You may submit a SPOT Award request via the web by completing the online nomination form:

1. Go to: <http://sa.berkeley.edu/busops>
2. Select 'Work Force Planning & Analysis'



3. Select 'Awards' and then click on "Spot Award" to bring up the nomination request.

**Spot
Award**

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Awards

The Division of Student Affairs continues to recognize the tremendous work and accomplishments of our employees in transforming students, community, UC Berkeley and the field of Student Affairs. The Division offers multiple types of ways to award outstanding contributions:

- The **Achievement Award** recognizes the sustained, exceptional performance and/or significant contributions over an extended period of time, including performance or project goals above and beyond normal performance expectations. SA Learning & Development administers this award. The minimum award amount given is \$2,000 and the maximum award amount is \$10,000.
- The **Spot Award** recognizes special contributions, as they occur, for a specific project or task, generally for a special contribution accomplished over a relatively short time period. The award amount is \$500.
- The **Thanks to You "Spotlight"** Recognition program is just one of the ways to celebrate successes by appreciating one another's talents and contributions.

For even more details regarding the Campus Awards programs, click [HERE](#)

WORKFORCE PLANNING & ANALYSIS

4. Complete “SPOT/Achievement Nomination Request”
5. Complete the nomination by pressing the “submit” button

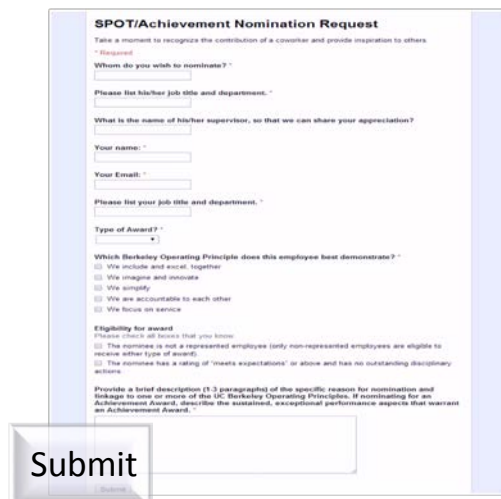
Supervisors will be contacted and given the Award and date of payment so that they can present the award to the staff member.

Ineligible Nominees

- Nominations submitted for an employee that is ineligible will receive a “canned” message that says: *“Thank you for your recent award submission. The employee nominated is ineligible to receive an award at this time (include nominations requirements). We will notify the employee of nomination and recognition (via email with a copy of the nomination form). Thank you!”*
- Student Affairs Business Operations will send the ineligible employee a copy of the nomination form and a “Thanks To You” card.

SPOT Award Timing & Amount

Awardees receive an award email, a certificate, and the \$500 award (less tax) in an upcoming direct deposit



Primary Contact for SPOT Awards Footprint Tickets

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Project/Policy Analyst

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