FAS REWARDS AND RECOGNITION FY23
Overview of UCSF Recognition Programs

Recognition comes in many forms

- **Formal** — Chancellor Awards
- **Financial** — STAR/incentive
- **Personal** — Mentions in 1:1 or small team meetings / Handwritten card
- **Acknowledgement** — Visual "vis" boards / Verbal "thank you" / Recognize.ucsf.edu

UCSF
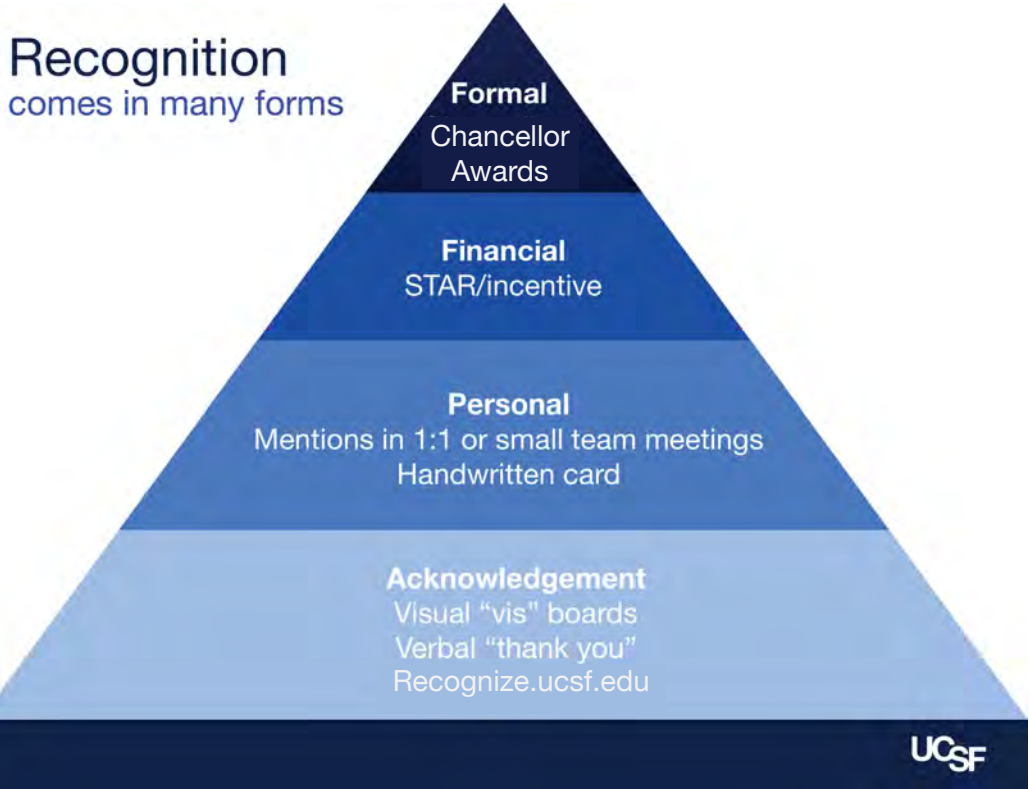
Recognition helps employees see that their organization values them and their contributions. It helps employees build a sense of security, motivating them to continue great work.

Employee recognition helps to:
- Retain top talent
- Increase employee engagement
- Encourage high performance

from Great Place to Work

UCSF's Gallup Employee Engagement Survey includes a question on recognition:
Q4-"In the last seven days, I have received recognition or praise for doing good work."

UCSF Rewards and Recognition at-a-glance

Type	Who's eligible?	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	OCT	NOV	DEC
Non-cash Awards	Everyone	■	■	■	■	■	■	■	■	■	■	■
Recognize.ucsf.edu	Everyone	■	■	■	■	■	■	■	■	■	■	■
Department STAR Spot Awards	Limited	■	■	■	■	■	■	■	■	■	■	■
Department STAR Achievement Awards	Limited				due		■			due	■	
SVC STAR Achievement Awards	Limited				due		■					
Years of Service Awards - UCSF	All career employees									■		
Chancellor Awards - Diversity - UCSF	Varies				due					■		
Chancellor Awards - Exceptional Service, Exceptional Management, Public Service - UCSF	Varies		due			■						

Incentive Award Program IAP (Health employees only) is managed through UCSF Health.

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UCSF

Financial & Administrative Services (FAS)

FAS REWARDS AND RECOGNITION FY23
Overview of Recognition Programs within FAS

NOTE: Some links require MyAccess log-in.

Award Type	1. Non-cash Awards	2. UCSF Recognize	3. Department STAR Spot Awards	4. Department STAR Achievement Awards	5. SVC STAR Achievement Awards	6. Years of Service Awards -UCSF	7. Chancellor Awards - UCSF

Why/ Purpose	Awards and gifts with limits so that the gift does not result in taxable income to the employee for employee recognition, length of service or retirement, sympathy gifts, prizes or other gifts. See Non-Cash Awards policy	An easy-to-use tool to send immediate thank you and praise messages across UCSF. Participants entered into a raffle for prizes. Recognize.ucsf.edu	Recognizes individual contributions as they occur (on the spot) – specific project or task over relatively short time period. See STAR program guidelines	Recognizes higher sustained, exceptional performance and significant contributions over a longer time period (min. six months). Must reflect one or more of following:
				• PRIDE values or
				• Chancellor's Goals
				
				See STAR program guidelines
					Four recipients per year recognized by SVC at June FAS Managers' Town Hall for sustained, exceptional performance and significant contributions over a longer period of time (min. six months). Must reflect:
					• PRIDE Values or Chancellor's Goals AND
					• FAS True North pillars
					
					SVC STAR Award page and nomination page
						Recognizes years of UC service – loyalty (UCSF)
						
						scroll down to see Service Award information
							Recognizes individuals at UCSF for contribution in key areas:
							• Diversity
							   o Advancement of Women
							   o Disability Service
							   o Dr. MLK Jr. Leadership
							   o LGBTQI+ Leadership
							• Exceptional Service
							• Exceptional Management
							• Public Service

How often?	At department's discretion	No limit/ongoing	Monthly, year-round. Processing and payout on a set monthly schedule.	Bi-annually (Fall, Spring)	Annually (Spring)	Annually (October)	Annually (Spring, Diversity in Fall)
Who is eligible?	At department's discretion	Any UCSF employee	Policy-covered titles (MSP and PSS) and staff within the CX bargaining unit who hold a career position (payroll code-appt type "2"); or a contract position (payroll code appt type "1") at 50% time or more for a duration of six months or more; or a limited position (payroll code – appt type "3") and have at least six months of continuous service.	Policy-covered titles (MSP and PSS) and staff within the CX bargaining unit who hold a career position (payroll code-appt type "2"); or a contract position (payroll code appt type "1") at 50% time or more for a duration of six months or more; or a limited position (payroll code – appt type "3") and have at least six months of continuous service.	Career position (payroll code-appt type "2"); or a contract position (payroll code-appt type "1") at 50%+ time for a duration of six months (where eligibility is incorporated into the terms of the contract); or a limited position (payroll code – appointment type "3") and have at least six months of continuous service in a staff policy covered or CX position.	All career employees	Varies by category. *Diversity* – varies. *Exceptional Service*: career employee for at least 5 years with a minimum 50% staff appointment at the time of nomination. Have a P-series (P2-P5) classification or equivalent classification in UCSF Health. *Exceptional Management*: career employee for at least 5 years with a minimum 50% staff appt at the time of nomination. Have either an S-series (S1-S2) or M-series (M1-M4) classification but do not hold the title of Assistant or Associate Vice Chancellor or equivalent VP or Executive VP title in UCSF Health. *Public service*: UCSF academic or staff employee (with a minimum 50% appointment), or a student, a resident, or a postdoctoral scholar at the time of nomination.
Source	Varies by department	UCSF colleagues	Nominate: Anyone (except self) w/ manager input	Nominate: Anyone (except self) w/ manager input	Nominate: Each FAS level 2 department (FET level) can nominate 2 "best candidates" from their pool of department nominations – P3 and below; P4 and above	Most recent date of hire	Formal group nomination including managers, staff and customers

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UCSF

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How?	Varies by department	Go-to recognize.ucsf.edu to recognize a colleague by selecting **digital card** or **email**. Their manager will be copied, the recognition will be posted publicly and loaded into their personal feed on this site.	Awards allocated to FAS departments for selection using department lead process and timeline. Approval: Mgr. & FET member	Awards allocated to departments for selection using department lead process and timeline. Approval: Manager and FET member	Selection committee makes recommendation to FET based on following five criteria: • Time committed • Base of operation • Exceptional performance • Benefit to PRIDE Values or Chancellor's Priorities • Benefit to True North pillars	Acknowledgement of years of UC service beginning at 10-year milestone and 5-year increments thereafter. Large event w/ Chancellor to recognize people with a service milestone during previous year.	See Chancellor Awards for process and selection criteria
Award	Varies by Department. Often includes non-cash awards (e.g. gift cards, merchandise, etc)	Email; Participants are entered into a monthly drawing for small prizes	$1,000 not to exceed10% of salary, less applicable income tax. (considered taxable income)	$5,000 not to exceed 10% of salary, less applicable income tax. (considered taxable income)	$5,000 not to exceed 10% of salary, less applicable income tax. (considered taxable income) Requires Chancellor approval if over $5k in CY. Receives a physical acrylic engraved star award	Commemorative gift	Recognized by Chancellor
Associated Event	Varies by department	No event	Varies by department	Varies by department	June FAS Managers' Town Hall	Annual milestone event for those achieving 10-year milestone and every 5 years of service after (currently virtual)	Celebration events hosted by Chancellor
Costs	Funded locally by each dept /unit	None	Budgeted (STAR) line item. Limit per control point (~300 for FAS or 24% eligible population)	Budgeted (STAR) line item. Limit per control point (~60 for FAS or 5% eligible population)	Budgeted (STAR) line item. Limit per control point.	None	None

*_**IAP Incentive Award Program** is available for UCSF Health Employees only and is managed by UCSF Health. Log onto the IAP system for details._*

If you see an error, please contact kim.lapean@ucsf.edu.