

**STAFF APPRECIATION AND RECOGNITION (STAR)**

**Berkeley STAR Nomination Form**

Name of Nominee:	Employee ID:	
Job Title:	Job Title Code:	
Unit/Department Name:		
Type of Award: <input type="checkbox"/> Achievement Award <input type="checkbox"/> Spot Award		
Provide a brief description (1-3 paragraphs) of the specific reason for nomination and linkage to one or more of the UC Berkeley Operating Principles. If nomination for an <b>Achievement Award</b> , describe the sustained, exceptional performance aspects that warrant an Achievement Award. If the nomination is for an employee in another unit, please consult with the employee's home unit regarding how the award cost will be covered.		
<b>Eligibility for award (both boxes must be checked): Managers - please fill out this section:</b> <input type="checkbox"/> The nominee is a non-represented employee or a represented employee in the Clerical (CX) represented bargaining unit. <input type="checkbox"/> The nominee has a rating of "meets expectations" or above and has no outstanding disciplinary actions.		
Nominator Name:	Signature:	Date:
		mm/dd/yyyy
<i>(For Achievement Award, usually Employee's Supervisor or Manager)</i>		
Nominator's Unit:	Contact address:	
E-mail address:	Phone:	
Supervisor: <i>(if other than Nominator)</i>	Signature:	Date:
Next Level of Authority		

Next Level of Authority:

Name:	Signature:	Date:
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VC or Dean (only required for Achievement Awards)

Name:	Signature:	Date:
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**Office Use Only:**

<input type="checkbox"/> Award Approved Award amount: (copy to be placed in nominee's Personnel File)	Guidelines: \$2,000-\$10,000 for Achievement Award (less taxes) (if a team award is provided each member receives \$1,000) \$500 for Spot Award (less taxes)
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<input type="checkbox"/> Achievement Award Denied, but approved for Spot Award Award amount: Reason for change from Achievement Award to Spot Award:	
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<input type="checkbox"/> Award Denied Reason for Denial:
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Recognition Award Administrator Name:	Signature:
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Job Title:	Date:
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June 2015

Please complete this form and return to your Recognition Award Administrator.