

2019 One-Time STAR Program Fund for Non-Represented Staff

In recognition of the many contributions of the non-represented staff to the University, a one-time STAR Program fund of 1% has been established for non-represented employees. The specifics of the program are outlined below.

Eligibility Criteria (same as merit):

- Hold a non-represented career or partial year career appointment as of July 1, 2019
- Completed their probationary period by July 1, 2019
- Be on active status (or on approved leave) on July 1, 2019
- Have a merit level of On Target Performer or above
- Serve as a contract employee whose contract allows for a merit increase
- Be on active status (or on approved leave) on the applicable payout date

Guidelines:

- Award must be distributed in accordance with [STAR program guidelines](#) using the STAR nomination form. Awards may not be distributed across-the-board, equally to all employees.
- Employee must receive a 2019 merit level of On Target or above
- Maximum of one award per employee (using the one-time STAR Program Fund)
- Two award categories:
 - Achievement Award
 - \$1,000
 - Sustained, exceptional performance and/or significant contributions above and beyond normal performance expectations (*typically Above Target merit level*)
 - Individual or team
 - Recognition Award
 - \$500
 - Special contributions to a specific project or task or group of projects or tasks, accomplished over a relative short time period
 - Individual or team
- Awards require HR approval
- Units may not exceed their allocated special STAR funding amount. Any unused funds will not carry forward.

Process:

1. Manager completes [STAR nomination form](#), obtains approvals (i.e., supervisor, next level of authority, Vice Chancellor/Dean) and submits to Department Administrator
2. Department Administrator submits nomination forms to their HR Business Partner for review/approval by **July 26**
3. HR reviews nominations for approval against criteria and provides feedback to departments **by August 1**
4. Department Administrator enters approved STAR awards onto Merit Distribution form in ACHIEVEonline and submits **by August 5**
5. Departments will provide each employee who receives a STAR award with a notification letter, and a copy should be placed in the employee's personnel file. Templates available in ACHIEVEonline.
6. Approved awards are implemented and paid out with merits

For regular STAR program (including CX), go to [STAR Program web site](#).