

UPTE Wage Workshop For Unrepresented Staff Stipends & Awards



Sponsored by
UPTE-CWA Local 9119
University Professional and Technical Employees
www.APsforUPTE.org

1. Administrative stipend for temporary assignments
 - a. An administrative stipend may be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties not part of the employee's regular position. The sum of stipend and base salary shall not exceed the maximum salary of the higher-level position.
 - b. Typical applications: an employee is out on leave, position is vacant, seasonal rush at the same level of duties, or special project

2. Requirements
 - a. Stipends are, by definition, temporary, and are available for one month to one year.
 - i. Extension requires advance approval
 - b. The proposed amount of the stipend should be set in accordance with the applicable policy.
 - i. Generally should be 5% - 15% at most
 - ii. Stipends above 15% audited by UCOP with detailed explanations submitted to Regents.
 - c. Changes in workload that do not result in permanent increase in scope or responsibilities.
 - d. A request for a stipend needs to be approved by the department head.

3. Submitting a stipend request
 - a. Berkeley HR website has no documentation on how to submit a request for stipend
 - b. Meet with your supervisor to make the request
 - c. Meet with departmental compensation consultant

4. Helpful links (You may need to be on the UC network to access)

<http://hr.berkeley.edu/node/3796>

- Stipends

5. Some awards bring cash, others increase standing and perceived value
6. Berkeley Performance Bonus Program
 - a. Staff Appreciation and Recognition (STAR)
 - i. Spot Awards (up to \$500)
 1. For **special contributions to a specific project or task**, or group of projects or tasks, accomplished over a relatively short time period. May be awarded to an individual or team.
 2. Managers, Supervisors, peers, or other campus individuals may nominate staff for Spot Awards.
 3. The decision maker(s) designated by the Dean or VC has approval authority for Spot awards.
 - ii. Achievement Awards (\$2,000 to \$10,000)
 1. For sustained, **exceptional performance and/or significant contributions** above and beyond normal performance expectations. May be awarded to an individual or team.
 2. Managers, Supervisors, peers, or other campus individuals may nominate staff for Achievement awards; but because of the sustained, exceptional performance requirements aligned with performance or project goals, it is more likely that nominations will be made by the employee's manager.
 3. Nominations for Achievement awards must be approved by the employee's supervisor/manager and the Vice Chancellor or Dean.
 4. Each unit establishes its own review and approval process with timelines to ensure the award funds are distributed within the fiscal year.
 - b. Non-cash Awards (up to \$75)
 - i. Recognition Awards (non-cash, up to \$75 in value) are for specific contributions to the departmental mission or strategic plan.
 - ii. Non-Cash Awards may be awarded at any time during a fiscal year to eligible employees.
 - iii. Examples of non-cash Recognition Awards and Award Programs:
 1. Non-negotiable gift certificates (worth \$75 or less), including:
 2. Restaurant certificates
 3. Merchandise (e.g., department store)
 4. Entertainment venue (e.g., theater or cinema)
 5. Department recognition plaques, certificates, or personalized articles (e.g., coffee mug entitled "Best Employee of the Year")
 6. Peer (co-worker) recognition programs, with plaques, certificates, or personalized articles
 7. Employee taken out to lunch by manager

7. Chancellor's Outstanding Staff Award
 - a. For **exceptional initiative** to create significant **positive impact** on the UC Berkeley campus community.
 - b. Nominations must be for work performed within the **last three years**.
 - c. May be awarded to an individual or a team.

8. Excellence in Advising Awards
 - a. For **exceptional performance and innovation in advising**.
 - b. May be awarded to an individual or a team.
 - c. Based on promoting student success, engagement, growth, wellness and connectedness

9. Helpful links

<http://hr.berkeley.edu/sites/default/files/attachments/BerkeleySTARNominationForm-2015-6-30.pdf>

- Spot award nomination form and eligibility information

<http://hr.berkeley.edu/sites/default/files/attachments/BerkeleySTARNominationForm-2015-6-30.pdf>

- Achievement award nomination form and eligibility information

<http://csac.berkeley.edu/cosa>

- Chancellor's Outstanding Staff

<http://advisingmatters.berkeley.edu/advising-awards>

- Excellence in Advising

**Staff Appreciation and Recognition (STAR) Plan
Achievement and Spot Awards - UC Berkeley**

	Spot Award "In-the-moment contributions"	Achievement Award "Substantial change over time"
Definition	Recognition of special contributions, as they occur, for a specific project or task , generally for a special contribution accomplished over a relatively short time period.	Recognition of sustained, exceptional performance and/or significant contributions over an extended period of time which represents a major portion of the employee's area of responsibilities, including performance or project goals above and beyond normal performance expectations. An award at this level may also represent an employee's sustained commitment to – and demonstrated completion of - a professional development goal that resulted in a significant improvement in their unit, or contributed to the unit's achievement of a broader goal.
Eligibility	PSSM (PSS or MSP) or CX represented employee in appointments: Career, Partial Year Career, Contract, Limited, Per Diem, or Casual/Restricted (student employee).	PSSM (PSS or MSP) or CX represented employee in appointments: Career, Partial Year Career, or Contract employee.
Approval Level	The decision maker(s) designated by the Dean and VC have approval authority for Spot Awards.	The Vice Chancellor or Dean, in consultation with the Award Review Committee (if applicable) has approval authority for Achievement Awards.
Information Requested	Completion of Nomination Form	Completion of Nomination Form with information which may include <ul style="list-style-type: none"> • Project Description (if applicable) • Results and impact of contribution – quantitative or qualitative
Criteria	<ul style="list-style-type: none"> • We include and excel, together: We cultivate trust; treat one another with respect and assume good intentions. We actively include different perspectives and work cooperatively within and across departments. We thrive when we celebrate the diversity in our community and our common commitment to equity, inclusion and equal access to all. • We imagine and innovate: We develop sustainable solutions that help us meet campus goals. We are willing to take intelligent risks, make mistakes, and learn from our experience. • We simplify: We reduce unnecessary steps and make it easier to get things done. Our solutions are common where they can be, custom where it counts. • We are accountable to each other: We measure supervisor, individual and team performance, make transparent decisions, and follow through on our commitments. We recognize excellence, and give and receive constructive feedback at all levels to help us improve. • We focus on service: We provide timely, excellent service to students, staff, faculty, alumni and other stakeholders. We emphasize service over bureaucracy whenever possible. 	
Amount	\$500	\$2,000 – \$10,000 – amount determined by designated Award Review Committee (if applicable) based on relative impact of the achievements. If a team award is provided each member receives \$1,000.

Staff Appreciation and Recognition (STAR) Plan Achievement and Spot Awards - UC Berkeley

Award Period	Current Fiscal Year	
Frequency of Award	One Achievement and two Spot Awards with a cumulative amount in the fiscal year not to exceed 10% of the employee's annual base salary or \$10,000, whichever amount is less.	
Examples	<p style="text-align: center;">Spot Awards "In-the-moment contributions"</p> <ul style="list-style-type: none"> • We include and excel, together <i>Example: Instead of updating a lobby directory for just one department, an Administrative Assistant reaches out to all the building's occupants to gather their updates, resulting in a better, more inclusive sign.</i> • We imagine and innovate <i>Example: Student Services Advisor creates a comprehensive, informative matrix on the college website of financial aid sources for students, including eligibility criteria and other pertinent factors.</i> • We simplify <i>Example: A team of Financial Analysts works within a college over a short period of time to develop a standard budget process for a department within the college. Good leadership and teamwork results in a successful outcome.</i> • We are accountable to each other <i>Example: Human Resources Manager creates a culture for continuous feedback in the workplace by encouraging staff to mentor each other, recognize each other's achievements, and offer constructive solutions when things aren't going well.</i> • We focus on service <i>Example: Financial Analyst enrolls in a class to increase her financial modeling knowledge and, as a result, makes improvements in the financial modeling process in her department.</i> 	<p style="text-align: center;">Achievement Awards "Substantial change over time"</p> <ul style="list-style-type: none"> • We include and excel, together: resulting in the accomplishment of significant departmental or divisional goals and objectives <i>Example: Project/Policy Analyst drafts an insightful, comprehensive proposal and assists with implementation to reconfigure the units within the Library, thereby breaking down silos, and enhancing resource sharing while retaining the specific functions of each library unit.</i> • We imagine and innovate: resulting in one-time or sustained time/dollar/environmental savings, revenue enhancement, productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures. <i>Example: Applications Programmer facilitates the replacement of the unit's legacy system by modifying and enhancing an application from another campus unit. The modified system improves and secures systems operations and costs significantly less than projected replacement costs.</i> • We simplify <i>Example: External Relations Specialist takes responsibility for her professional development and keeps abreast of best practices in external constituent outreach through continuing education. She conceives, designs, and implements an innovative method to identify and contact alumni who have a high probability of supporting UC Berkeley, with significant impact for both fundraising and political support for the campus.</i> • We simplify <i>Example: Student Services Advisor leads the design and implementation of a program that developed valuable information, streamlined processes and systems for supporting students and their well-being. This work is not only enthusiastically adopted by the Berkeley Campus, but has become a go-to model of the UC System as a whole.</i>