

## **ELIGIBILITY/TIMING**

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- Career and limited appointment employees.
- Nominees must be demonstrating ongoing satisfactory performance in their current positions.
- Nominations may be made at any time during the fiscal year; consideration should be given to making awards in close proximity to the performance/contribution being recognized.
- Employees outside the unit/department/organization may be nominated with prior approval from the outside employee's unit/department/organization head; the nominator's unit funds the incentive award when an award is made outside his/her unit unless other arrangements are agreed upon.

## **NOMINATIONS**

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- Nominations should be made by supervisors and above, taking into consideration recommendations from staff and customers.
- Nominations are submitted to the nominee's Functional Director for approval.
- Nominations will include a description of performance/contribution that exceeds expectations and meets specific criteria.
- Nominations that originate below the Director level will not include recommended amounts; award amounts will be recommended by the individual Directors.
- The Assistant/Associate Vice Chancellor will advise each Director of an approximate budget for the functional area to be considered in determining amount recommendations; such budgets will be determined in conjunction with campus and departmental guidelines.
- The Assistant/Associate Vice Chancellor must approve all award nominations and amounts; the Vice Chancellor retains final approval authority for all award nominations and amounts.
- Total incentive awards not to exceed 10% of annual salary within a fiscal year.
- Nominations and amounts must remain confidential until final approval.
- Nominations should be submitted on the attached Nomination Form.

## **CRITERIA**

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- Individual Incentive Awards  
An employee may be nominated if his or her performance meets one or more of the following suggested criteria:
  - 1) The employee's creativity or innovative action positively impacts departmental/organizational customers.
  - 2) The employee makes a specific and measurably significant one-time contribution to the departmental/organizational mission or strategic plan.
  - 3) The employee measurably improves organizational performance and operational efficiency.
  - 4) The employee provides notably significant support of strategic/functional business plans and objectives.
- Team Incentive Awards  
Incentive Awards may be granted to teams of employees who work within the same unit or who work in different units within the department/organization or cross department/organization and are involved in the development and/or implementation of strategic projects. Team awards should be based on the achievement of goals, which are based on the following criteria:
  - 1) The goals and accomplishments demonstrate measurable improved performance and operational efficiency.
  - 2) The goals and accomplishments must support strategic and/or functional business plans and objectives.
  - 3) The goals and accomplishments address customer or client needs that meet divisional/departmental and/or campus objectives.