



STARLIGHT AWARD GUIDELINES

(Revised as of FY2018-19)

The Procurement Services Starlight Award program will spotlight the achievements of UC Procurement supply chain/procurement teams for exceptional projects and engagements that contribute to advancing our core mission.

I. General Award Guidelines

- The Starlight Award program is a Team Award program, as of FY2018-19.
- The Award is intended to recognize members of a UC Procurement supply chain/procurement team deemed to have had the most significant systemwide impact on practices or outcomes in that fiscal year.

II. Team Eligibility

- Cross-functional or cross-campus teams that have achieved significant systemwide impact are eligible to be nominated for a Starlight Award. (Recognition for campus-only teams should be addressed through local awards.)
- Award recipients must work in a supply chain/procurement function at one of the UC campuses or UCOP. Policy-covered career PSS employees and MSP employees are eligible for a Starlight Award if, at the time of the award, they:
 - Have successfully completed their probationary period (if applicable); and
 - Are on active pay status or on an approved unpaid leave
- Policy-covered employees with the following types of appointments are also eligible: contract, per diem, limited, floater, and/or casual restricted, if they meet the above requirements.
- Senior Management Team members are not eligible for Starlight Awards under the plan.

III. Award Limits and Restrictions

- The \$5000 total budget will be split among winning team members, up to a maximum of \$500 per team member.
- Awards will be based on achievement as a team, with each member of the team receiving an individual version of the team award.
- The team's achievements must be accomplished within the fiscal year of award.
- A team can receive only one Starlight award per fiscal year.
- The Starlight Award cash payouts will be accommodated within that fiscal year's budget.

IV. Nomination Process and Criteria

- Teams will be nominated by the Procurement Leadership Council (PLC) voting members so the PLC is familiar with nominated teams’ accomplishments.
- The [Starlight Award Nomination Form](#) must be used for each nomination. PLC members must complete the online nomination form and email it to the UC Procurement Program Management Director by that year’s identified deadline. PLC members can nominate more than one team for consideration.
- The criteria below will serve as guidelines/qualifiers for the award:
 - Innovation - Team that has creatively used or delivered lasting change to a University or procurement business process with a systemwide impact.
 - Collaboration - Team that exemplifies cross-campus or systemwide collaboration that had a systemwide impact.
 - Noteworthy Contribution - Team that has gone above and beyond typical job requirements with a systemwide impact.

V. Award Review and Selection

- All award nominations received by the deadline will be reviewed and selected by the PLC in a timely manner to ensure completion of the entire process within identified timelines for that fiscal year.
- If there are 10 or less total team nominations, the entire PLC will vote on the winning team.
- If there are more than 10 total team nominations, the PLC will appoint a subcommittee to review and select the top 3 teams for consideration, with final voting on the winner by the entire PLC.

VI. Timing and Processing of Award Payments

- The Starlight Awards will be processed in accordance with year-end closing schedules.
- For FY2018-19, the timeline is outlined below:

Nominations	Decision Making	Admin Process	Announcement	Payroll
April 4 - April 23	April 23 - May 8	Month of May	Mid - Late May	June - July 1
-PLC will nominate deserving team(s) -Nominating period will close April 19.	-PLC will review and vote on winning team by 5/8	-Create awards -Order frames -Compose letters -Complete HR forms -Assemble awards	-Announce winners -Distribute awards and letters	-Complete HR process -Ensure award \$\$ on track for July 1 payroll