

UC ANR EMPLOYEE RECOGNITION AND AWARD PROGRAM (ERAP) NOMINATION FORM

Deadline for Final Submission: April 11, 2025

- Contact humanresources@ucanr.edu if you need a more accessible PDF.

PROGRAM DETAILS

The ERAP program is built to recognize and reward the outstanding contributions of UC ANR staff employees. ERAP awards allow us to acknowledge and reward exemplary performance and contributions by employees.

Eligibility: The ERAP award program is available to policy-covered career, contract or limited term PSS and MSP employees, as well as exclusively represented employees in the Clerical Unit (CX). Members of other exclusively represented bargaining units and academics are not eligible to receive cash awards under the ERAP program.

Funding: The ERAP award program is centrally funded.

AWARD CATEGORIES

- Individual Awards: Individual awardees will now receive \$1,000.
- Team Awards: Team awards will not exceed \$3000 which will be divided equally among members.
- Best of the Best: The best individual award submission will receive \$2,500.
- Staff Inclusion Excellence: The best individual award submission will receive \$2,500.

PROGRAM CRITERIA AND PERFORMANCE STANDARDS

Under the ERAP program, managers can recognize, acknowledge and reward employees for exceptional performance and/or significant contributions related to and supportive of individual, departmental, divisional, and/or organizational goals and objectives. Managers may nominate individuals and teams demonstrating:

- **Exceptional performance:** Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.
- **Creativity:** One-time innovation or creation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.
- **Organizational abilities:** Exhibiting extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of effectiveness.
- **Work success:** Significantly exceeding productivity, customer service, quality of care or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served.

- **Teamwork:** Acting as an exceptionally effective and cooperative team member or team leader for a team that has significantly exceeded the goals/objectives of the department/unit. (Required category for Team Awards)
- **Best of the Best:** The best individual award submission will use the same criteria as the individual awards but will have shown the most significant impact to the organization and will act as an example for all future awardees.
- **Staff Inclusive Excellence:** Significant contributions that continue to build a diverse, equitable and inclusive organization that strengthens community, promotes critical thinking, enriches the research, education, and extension experiences, and gives the university an intellectual and competitive advantage. (required category for Staff Inclusion Award).

NOMINATION AND SELECTION PROCESS

- Nomination applications submitted by April 11, 2025 midnight via e-mail to humanresources@ucanr.edu
- Nominators are responsible for documenting the approval of each nominee's supervisor as part of the application submission. PDF copy of email approval from the supervisor(s) will be accepted.
- April - May 2025: Review committee reviews applications and recommends individuals and teams to be awarded. The Vice President of ANR has final authority to approve ERAP awards.
- Mid-May 2025: Unit directors and award winners are notified of the final decisions.
- June 20, 2025: ERAP Award Celebration and Recognition virtual event!

PROGRAM STANDARDS

- UC Agriculture and Natural Resources ERAP for Plan Year July 1, 2024, through March 28, 2025

Administrative Provisions, Requirements and Procedures

Guidelines for ERAP Plan administration, including the nomination, review, and award approval processes, are set forth in the attached Local Guidelines. The assigned Description of Service (DOS) code XSC specific to the ERAP Plan, must be used when paying awards to employees. Local implementation and administration of the ERAP Plan will be consistent across this location, and the office of the Executive Director for ANR Human Resources will be the official designee to ensure consistency. The ERAP Plan may be terminated or replaced at any time for any reason by the President. The ANR Vice President may suspend or terminate this location's implementation of the ERAP Plan at any time.

Treatment for Benefit Purposes

ERAP Plan cash awards are not considered to be compensation for University benefit purposes, such as the University of California Retirement Plan or employee life insurance programs.

Tax Treatment and Reporting

Under Internal Revenue Service Regulations, payment of ERAP Plan cash awards must be included in the employee's income as wages subject to withholding for federal and state income taxes and applicable FICA taxes. Payment is reportable on the employee's Form W-2 in the year paid.

UC ANR AWARD NOMINATION FORM: INDIVIDUAL ERAP AWARD

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|-----------------------------|---------------------------|
| Employee Name: | Job Title: |
| Supervisor Name: | ANR Unit/Location: |
| Nomination Category: | |

Please provide specific information about how the individual or team’s contribution merits consideration for recognition. Examples may include improved customer service, innovative ideas for process simplification, productivity improvements, cost reductions, revenue enhancements, and other measurable performance outcomes. Please limit your submission to two pages. Be sure to connect your nomination to the Program Criteria.

Prioritization: The unit director shall prioritize the unit’s submissions.

Required Signatures: Please sign and scan or use an electronic signature before submitting.

In signing this form, the supervisor confirms that the employee’s overall performance **exceeds** expectations.

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| Immediate Supervisor signature: |
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| Director/Unit Head signature: |
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Nominations are due no later than April 11, 2025, midnight. Submit via e-mail to humanresources@ucanr.edu

UC ANR AWARD NOMINATION FORM: TEAM ERAP AWARD

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| Team Name/Short Description: |
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|----------------|------------|
| Employee Name: | Job Title: |
| Employee Name: | Job Title: |
| Employee Name: | Job Title: |
| Employee Name: | Job Title: |
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| Employee Name: | Job Title: |
| Employee Name: | Job Title: |
| Employee Name: | Job Title: |

- Add additional rows as needed to a second page.

UC ANR AWARD NOMINATION FORM: TEAM ERAP AWARD: TEAM CONTRIBUTIONS

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| Team Name/Short Description: |
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Please provide specific information about how the team’s contribution merits consideration for recognition. Please limit your submission to no more than two pages. **Be sure to connect your nomination to the Program Criteria.**

Prioritization: The unit director shall prioritize the unit’s submissions.

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Required Signatures: Please sign and scan or use an electronic signature before submitting.

- Approval by supervisor confirms the employee’s overall performance exceeds expectations.
- If team members report to different supervisors, each supervisor shall initial next to their employee name on the team list or provide a PDF email of approval from the supervisor.

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| Immediate Supervisor Signature: |
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| Director/Unit Head Signature: |
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