

SVCC Staff and Administrative Reward and Recognition (StARR) Plan

Purpose and Philosophy

The SVCC Staff and Administrative Reward and Recognition (StARR) Plan is intended to honor full-time staff and administrative/professional faculty for exceptional professional accomplishments, contributions, and activities that support the mission of the college and the Virginia Community College System.

All full-time employees at SVCC are expected to meet high standards of performance expectations. However, for applicable employees who substantially exceed those expectations, the college has designed this Reward and Recognition Plan to provide meaningful and timely recognition of professional excellence. This Reward and Recognition Plan is also designed to acknowledge and laud exceptional employee accomplishments, contributions, and activities that support the mission of the college.

The plan is designed to mirror the Faculty Rewards and Recognition Program, providing opportunity for a) recognitions of non-monetary or minimal value, and b) rewards of significant monetary value.

- Recognitions are provided through the StARR Recognition
- Rewards are provided through the StARR Professional Excellence Employee Reward (StARR PEER)

StARR Committee

At the beginning of each academic year, the president of the college will appoint members of the StARR Committee. The president will appoint a chair, who will convene the organizational meeting and guide the nomination and selection process.

The term of appointments to the StARR Committee shall extend to the end of the academic year for which members were appointed. Members may be reappointed to multiple and/or successive terms of service on the StARR Committee.

A representative to the StARR Committee is eligible to be nominated to receive Reward and/or Recognition awards pursuant to the StARR Plan during the

member's term of service on the committee. Committee members who are nominated for reward and/or recognition shall recuse themselves from reviewing their own applications.

The StARR Committee will meet as necessary to properly administer the plan.

StARR Recognition

This employee recognition program recognizes exemplary achievement by employees through the awarding of StARR Recognition. Each year, the college recognizes a number of employees who have been nominated and selected for exemplary achievements, contributions, or activities to promote the work of the college. Nominees should demonstrate exemplary service to the college, including:

- Support/Service to students
- Support/Service to colleagues/VCCS-community at large
- Outstanding leadership for college initiatives
- Outstanding community service/engagement

Eligibility for Recognition

In order to be eligible to receive StARR Recognition, an individual must:

- Be a full-time, non-teaching, employee of the college
- Have received an evaluative rating of "contributor" or "meets expectations" as of the most recently completed comprehensive or probationary evaluation

Nomination Process

The StARR Committee will solicit formal nominations for StARR Recognition. An employee may be self-nominated or may be nominated by any college employee, student, or other college stakeholder.

Those who wish to nominate an employee shall electronically submit the StARR Recognition nomination form. Nominations can be made at any time during the year.

Each nomination includes the name of the employee, the employee's role at the college, a brief summary of the rationale for the nomination, the name of and contact information for the individual submitting the nomination, and the date of submission.

Review and Selection

The committee will complete its review and evaluation of all nominations and will select those nominees, subject to the approval of the president, who are to receive StARR Recognition. Recipients will be recognized quarterly.

The nature and value of the award may vary and are to be determined by the StARR Committee. Recognitions will be comparable to those awarded through the Faculty Rewards and Recognition Program. Recognitions are to be of non-monetary or minimal value and may include a certificate of recognition and a commemorative keepsake. The StARR Committee should give due consideration to the potential for tax implications associated with certain types of awards. Recipients are responsible for any tax liabilities associated with acceptance of these awards. Employees may receive multiple StARR Recognitions.

StARR Professional Excellence Employee Reward (StARR PEER)

The StARR PEER is awarded each year to those employees who substantially and demonstrably exceed performance expectations. In order to be considered for a StARR PEER, an eligible employee must be nominated and must submit the necessary documentation to support that nomination, in accordance with the guidelines prescribed below, be selected by the StARR Committee and approved by the president. Nominees should demonstrate exemplary service to the college in one of the following areas:

- **Institutional Responsibility nomination criteria include:** a full-time non-teaching employee who has achieved a major accomplishment of significance or world-class quality that furthers the college's achievement of its strategic priorities, including:
 - Chairing/Contributing substantially to a committee or task force that leads to a significant improvement in student success, college

operations, business processes, or instructional quality.

○ Singly or jointly achieving a major accomplishment of significance or world-class quality that supports the college's strategic plan or the strategic goals of the VCCS.

- **Community/Professional Service nomination criteria include:** a full-time non-teaching employee who has greatly impacted the college's image through community service or involvement that is not directly related to the employee's full-time role, including:

- Involvement in a community event such as charity fundraisers, events to foster diversity awareness, or other events designed to benefit the local community;
- Volunteerism at a community agency, school, or church;
- Service on the board of a non-profit community service agency or organization;
- Accomplishment of significant quality through participation in college and/or community organizations or activities and/or activities in service to the profession.

- **Multicultural Enrichment nomination criteria include:** a full-time non-teaching employee who has demonstrated a high level of enthusiasm and commitment to helping the college celebrate the richness of different cultures and diversity, including:

- Conducting activities or events that are designed to enhance diversity awareness, foster inclusivity, and celebrate multiculturalism at the college;
- Challenging and motivating others to be respectful of diverse cultures, to remove barriers to inclusion, and to foster an atmosphere of acceptance and support throughout the college.

- **Leadership nomination criteria include:** a full-time non-teaching employee who demonstrates leadership and commitment to the college, including:
 - Leadership and commitment to a strategic initiative;
 - Leadership and commitment to a special project;
 - Leadership and commitment to an organizational unit;
 - Leadership and commitment to a college committee.

Eligibility

In order to be eligible to receive a StARR PEER, an individual must

- Be a full-time, non-teaching, non-probationary employee of the college
- Have received an evaluative rating of "contributor", "meets expectations" or higher as of the most recently completed comprehensive evaluation

Nomination Process

The StARR Committee will solicit formal nominations for the StARR PEER. An employee may be self-nominated or may be nominated by any college employee, student, or other college stakeholder.

Nominations are to be made by electronically submitting the StARR PEER form. Each nomination includes the name of the employee who is being nominated, the employee's position at the college, the area in which the employee is being nominated, a brief description of the extraordinary accomplishment/contribution/activity for which the employee is being nominated, the name of the individual submitting the form, the position held by the individual submitting the form, and the date of submission. All nominations are due by March 1st, unless otherwise specified. Employees may be nominated for more than one reward but may only receive one reward per fiscal year.

Review and Selection

The StARR Committee will work with the nominees to provide supporting documentation for the review process. If a member of the committee is nominated, he/she will recuse him/herself from evaluating that nomination.

The StARR Committee will review each application using a scoring rubric. All winners will be listed in the commencement program and acknowledged at the next retirement luncheon.

Nominees' Responsibilities

Nominees for the StARR PEER will be notified of their nominations by the convener of the StARR Committee on March 1st, unless otherwise specified. This notification will indicate the area(s) in which the employee was nominated, guidelines for submitting a portfolio to substantiate the nomination and the designated person to whom the additional information should be submitted. The nominee may choose to either accept or decline the nomination.

The portfolio should include supporting documentation that provides evidence of exceptional performance. Additional information by the nominee should contain clear and compelling evidence that supports extraordinary accomplishment and/or exceptional performance in one of the four areas. By March 22nd, unless otherwise specified, the nominee will forward the additional information to substantiate the nomination to the designated person.

By April 22nd, the StARR Committee will select the recommended recipients and forward to the president for final approval.

Number, Nature, and Value of StARR PEERS

A maximum of three recipients will be selected and awarded \$3,000 each (before taxes) budget permitting, a certificate and a commemorative keepsake.