

2008 STAFF INCENTIVE AWARD PROGRAM

The Staff Incentive Award program is established to reward outstanding contributions and to recognize individuals for exceptional performance, encourage innovation and creative thinking in a manner consistent with the UCLA Healthcare goals and mission.

Eligibility for Staff Incentive Award:

- 1) An employee (or a team of employees) may be nominated for a Staff Incentive Award if he or she is in a career, limited career or per diem¹ position and does not qualify for the Management Incentive Award or the Clinical Enterprise Management Recognition Plans.

To be considered for the Staff Incentive Award, the employee must meet the following criteria:

- Started employment at UCLA Healthcare on or before December 31, 2007
 - Be appointed at 50% time or more;
 - Have a satisfactory or better individual performance evaluation rating within the year of the award distribution (July 1, 2007- June 30-2008).
- 2) The following employee groups are not eligible for Staff Incentive in accordance with their respective bargaining agreements:
---Clerical (CUE-CX), Service (AFSCME-SX); Research & Support Professional (UPTE-RX); Technical (UPTE-TX); Healthcare-HX.
 - 3) Employees in Contract appointments (Appointment Type 1) may be eligible if specified in their employment agreement
 - 4) Employees eligible for the Management Incentive Award are not eligible to be nominated for a Staff Incentive Award
 - 5) Individual award may not exceed \$1000
 - 6) The award assessment is set at the following rate for the following employee groups:
--- **Nurses-NX, Patient Care-EX, and Non-Represented (99) at 0.92**

Nomination Process for individual or team awards:

An employee's direct supervisor, manager/director/associate director can submit a nomination for a Staff Incentive Award for an employee or a team.

- In order to be eligible to receive the award the department or unit must have successfully participated in the CI CARE program during the performance year. This is evidenced by:
 - Collected and logged CICARE cards as they applied to the specific department

¹ Please note that no incentive award funding will be provided for Per Diem positions. See item 2 under Timing & Funding.

And one or more of the following:

- “Secret shopper” data revealed that the team is participating in the CICARE program in practice with compliance at or above 90% success rate.
 - Patient feedback survey information that implies consistent CICARE performance by the unit’s staff
 - The individual or team made a particularly meaningful contribution resulting in greater team awareness about CICARE.
 - Creative or innovative actions that have contributed to the department’s performance and operational efficiency.
 - Evidence of significant support of the Health System’s strategic/functional business plans and objectives.
- For a Staff Incentive Award to be processed an Incentive Award Nomination form must be completed.
 - Completed nomination forms must be submitted to the appropriate Department Head and Senior Associate Director for review and approval.

Timing & Funding

1. Funding will be available to Senior Associate Directors based on total number of eligible staff for each program. Any dollars spent over the approved amount will have to be approved by the Vice Provost of the Medical Center and the Chief Financial Officer.
2. Funding will not be provided for Per Diem positions; however, departments can use their Staff Incentive Award funds to award Per Diem employees who meet the eligibility criteria.
3. An employee may receive a Staff Incentive Award up to \$1,000.