XXXX STAR Program

Stellar **T**hanks, **A**wards, & **R**ecognition

XXXX STAR Program Objectives

THANKS, AWARDS, & RECOGNITION

Reward our XXXX teammates for going above and beyond

UNITE OUR TEAM

Build and reinforce collaborative relationships

ALIGN TO XXXX VALUES

Integrity • Continuous • Improvement • Teamwork • Innovation • Act with Velocity •

XXXX's Stellar Thanks, Awards, & Recognition

STAR

INSTANT PEER RECOGNITION

Quarterly All IT Meeting & Yammer

INSTANT Peer & Leadership Recognition

RockSTAR

NOTABLE CONTRIBUTIONS

Quarterly All IT Meeting & Yammer

$50 Gift Card

SuperSTAR

SIGNIFICANT CONTRIBUTIONS

Quarterly All IT Meeting & Yammer

$250 Gift Card

MegaSTAR

EXCEPTIONAL CONTRIBUTIONS

Quarterly All IT Meeting & Yammer

One Time Check of +$500

XXXX STAR

A XXXX STAR is awarded immediately to recognize meaningful contributions and reinforce collaborative relationships

Exemplify one or more XXXX Values by going above and beyond assigned responsibilities

Anyone can post recognition in XXXX STARs Yammer Group - Monitored by STAR team

Peer Recognition at quarterly All IT Meeting & in Yammer STAR group

Immediate recognition in a public forum

Quarterly All IT Meeting & Yammer

INSTANT Peer & Leadership Recognition

XXXX RockSTAR

The XXXX RockSTAR award is to recognize employees that provide notable contributions to peers and/or major IT initiatives

Exemplify one or more XXXX Values by going above and beyond assigned responsibilities

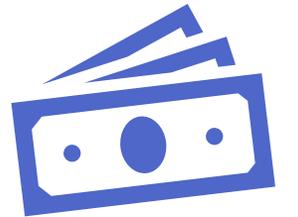Form submitted by peer or leader - Reviewed by IT senior leadership for final approval

Peer Recognition at quarterly All IT Meeting & in Yammer STAR group

Monetary award ($50 gift card)

Awarded monthly based on merit and budget

Quarterly All IT Meeting & Yammer

$50 Gift Card

XXXX SuperSTAR

A XXXX SuperSTAR is recognized for significant accomplishments: positively impacting several peers and/or major IT initiatives

Exemplify two or more XXXX Values by going above and beyond assigned responsibilities

Form submitted by peer or leader - Reviewed by IT senior leadership for final approval
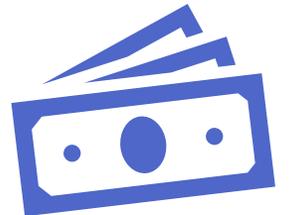
Peer Recognition at quarterly All IT Meeting & in Yammer STAR group

Monetary award ($250 gift card)

Awarded monthly based on merit and budget

Quarterly All IT Meeting & Yammer

$250 Gift Card

XXXX MegaSTAR

A XXXX MegaSTAR is recognized as an exceptional contributor that delivers significant time, financial, or other savings for several peers and/or major IT initiatives

Exemplify three or more XXXX Values by going above and beyond assigned responsibilities

Form submitted by peer or leader - Reviewed by IT senior leadership for final approval

Peer Recognition at quarterly All IT Meeting & in Yammer STAR group

Monetary award (One Time Check of +$500)

Awarded monthly based on merit and budget

Quarterly All IT Meeting & Yammer

One Time Check of +$500

INSPIRATIONAL SERVICE STAR

The XXXX INSPIRATIONAL SERVICE STAR is awarded to the teammate who consistently goes above and beyond when providing service to XXXX end users. They are the STELLAR example of how to serve our customers and support XXXX's transformation and evolution into OneXXXX.

Peer Recognition at quarterly
All IT Meeting & in Yammer STAR group

One employee is awarded quarterly
based on merit and budget

Form submitted by peer or leader - Submissions
reviewed and winner selected by IT senior leadership

CONSISTENTLY exhibits three or more XXXX Values

Monetary award (One Time Check of $500 or above)
& Inspirational Service Star Trophy

Nominations and Regulations

Director & above are excluded from recognition program

XXXX STAR: All employees are encouraged to nominate a peer immediately within the XXXX STARs Yammer group

SuperSTAR, RockSTAR, MegaSTAR: All employees are eligible to recommend nominees through the official nomination form

- Nominees are reviewed monthly and awardees are selected by the XXXX IT Leadership Team

INSPIRATIONAL SERVICE STAR: All employees are eligible to recommend nominees through the official nomination form

- Nominees are reviewed monthly and an awardee is selected by the XXXX IT Leadership Team
- Only one is awarded every quarter

Notification and Approval Process

Person Submits Form

Email to submitter thanking for submission and sharing process and timeline

Added to master SP list

Email Monthly rollup to IT Directors for review

Approve/Deny/Need More Information

- **If Approve:** Email to nominee's IT Director with checklist → IT Director purchases Amazon GC → IT Director Submits Payroll form (Once form is complete it is delivered to AP) → IT Director email GC to recipient (Using email template provided) → IT Director must confirm action was taken → Every 3 days check if IT director confirmed completion of tasks → If no action has been taken send an email to remind of requested tasks → Loop until all actions are complete
- **If Deny:** Email to submitter on why
- **If Need more info:** Email to submitter on what more info is needed → Submitter adds more info and submits back to leadership team → loop back to Approve/Deny/Need more info task