

## **Star Program Guidelines**

1. Each department can submit up to three nominations per quarter.
2. Every award nomination must come with a performance evaluation.
3. Employees cannot be nominated for multiple awards in the same quarter.
4. Merits must match the type of award the employee is being nominated for.
5. Only the employee's supervisor may submit a Star Program award nomination.
6. All Star Program award nominations must be submitted through the human resources department.
7. Star Program awards can only be approved by the human resources department.
8. All approved awards will be sent to the supervisor to give to their employee.
9. Once approved, Star Program awards cannot be revised or rescinded.
10. Star awards will not be used to supplement wages, increases in pay, or other monetary benefits.