

WEEK AT-A-GLANCE

STAFF APPRECIATION AND RECOGNITION GUIDE

WHAT IS STAFF APPRECIATION WEEK?

Staff Appreciation Week is one week out of the year dedicated to acknowledging and thanking staff for their contributions to UCI. As the backbone of the university, staff are critical to keeping the university running smoothly. Often their work goes unnoticed, which can be frustrating and lead to disengaged employees. Because we know that engaged employees have higher productivity, less absenteeism/turnover, and better safety records, it's important that we, as a university, ensure that we are doing all we can to create a culture of engagement.

As a supervisor or manager, your role is to create a culture of engagement at the department/team level. This means regularly focusing on staff engagement through everyday efforts like ensuring that employees' basic needs are met, showing them that someone cares about them as a person in the workplace, providing feedback and positive recognition, and helping to develop their skills and career.

You probably already know that UCI conducts a Staff Engagement Survey every other year. We administered the survey in 2017 and 2019, and we will administer it again in August and September 2021. The survey is a measure of staff engagement at UCI. Your efforts now will help your engagement scores.

If you would like to review your 2019 engagement scores, log into Gallup Access: <https://uci.my.gallup.com/>

So what can you do, as a supervisor or manager, to show your appreciation to staff during Staff Appreciation Week? We've included a set of sample activities to help you out. These are by no means the only things you can do. We encourage you to be creative and engage your team(s) in activities that are meaningful to them.

If you have questions or need some guidance, please reach out to your local Engagement Ambassador, departmental HR representative, HRBP, or the UCI Engagement Team.

Contact information for the UCI Engagement Team is as follows:

Katherine Hills, UCI Engagement Lead at hillsk@uci.edu
Joshua Macias, Enterprise Engagement at jrmacia1@hs.uci.edu
Dyan Hall, Campus Engagement Lead at dyhall@uci.edu
Gretheel Olvera, UCI Health Engagement Lead at olverag@hs.uci.edu

Thank you very much for helping us make Staff Appreciation Week meaningful to UCI's staff across the enterprise. It really does start with you!

WEEK AT-A-GLANCE APPRECIATION IDEAS

MONDAY, OCTOBER 12, 2020

On Monday morning, October 12, hold a short department/team meeting via Zoom to kick off Staff Appreciation Week. The focus of this meeting should be to acknowledge staff for their contributions in 2020.

If your team is small enough, try to think of at least one thing to say about each team member to show them that they are valued.

If your team is large, avoid calling out anyone by name so that no one feels left out. This can do more harm than good. Instead, talk about the good things your department or team has done and how, as a team, you have contributed to the greater good at UCI.

Above all, be enthusiastic, genuine, and sincere.

As part of the meeting, encourage your staff to participate in Staff Appreciation Week – after all, this is a week to celebrate contributions of staff at UCI.

Monday, 10/12 at 10:00 AM: Co-Worker Recognition Campaign in Bright People, Brilliant Solutions (PRIZES!)

Monday, 10/12 at 12:00 PM: Virtual Scavenger Hunt (PRIZES!)

Visit the Staff Appreciation Week website for more information [here](#).

TUESDAY, OCTOBER 13, 2020

1. Ask the most basic engagement question.

Send out an email to every team member (or do this as a Qualtrics survey – but make sure the survey is not anonymous) asking them one simple question:

Do you have the materials and equipment to do your work right?

The answer options are YES and NO. If your staff member answers no, you will want to know what you can do to fix the issue(s). Add a free form text box after the 'NO' response to collect this information, then make it a priority to reply to every person who answered no to discuss their concerns with them. Do everything you can to fix the issue(s).

Why should you ask this question? Having basic needs met at work increases employee engagement. Asking, listening, and then acting makes you a better manager and helps form closer, more productive relationships with your employees.

2. Remind people to tune in to the Excellence in Leadership Awards

Send an email to your department/team reminding them to log into the UCI Excellence in Leadership Awards virtual event. And, if any of your own staff members are being recognized, please give them a special acknowledgement in your message. You can see the list of nominees by visiting [this page](#).

Here is some sample copy for an email:

Dear colleagues:

This is a friendly reminder to join me for the UCI Excellence in Leadership Awards virtual event at 1:00 p.m. today to honor our 2020 nominees and winners.

Congratulations to [INSERT YOUR STAFF MEMBER NAME(S)] who has/have been nominated for their outstanding work.

Registration is not required. Simply click this link shortly before 1:00 p.m.:

<https://uci.zoom.us/j/91545123914?pwd=LzFSYnJPV3NkZW5qdKRFkRkp1TnM0UT09>

Webinar ID: 915 4512 3914

Webinar Passcode: 475932

I look forward to having you join me.

Sincerely,

[INSERT SIGNATURE AND TITLE BLOCK]

WEDNESDAY, OCTOBER 14, 2020

1. Join the UCI Health ARIISE Awards Presentation at 9:00 a.m.

This event may be of greater interest to UCI Health staff, but campus staff may also want to tune into the ARIISE Awards at 9:00 a.m. on Wednesday, October 14. These prestigious awards are a long-standing UCI Health tradition and honor employees who are exemplary models of the six ARIISE values: Accountability, Respect, Integrity, Innovation, Service, and Excellence. In addition, a Team Award is presented to one team in UCI Health that best models these behaviors. It's a great way to get to know what is important in our UCI Health culture.

Click [here](#) to join the call

2. Join the Town Hall with Chancellor Gillman at 10:00 a.m.

Encourage your team(s) to join the town hall with Chancellor Gillman. This is a unique and important opportunity to hear directly from our Chancellor about what is important to our university right now.

Learn more about the town hall by visiting this page: <https://uci.edu/coronavirus/town-hall/index.php>

THURSDAY, OCTOBER 15, 2020

Today is the launch of the 2020 Staff Service Awards web section. In the morning, send out a list of everyone in your department/on your team who is being honored with a service milestone. You can view a complete list of honorees [here](#).

Please note that near the top of the page there is a link to an Excel spreadsheet where you can access lists of honorees by department. You might find this very useful.

In addition, ask each honoree to add their milestone service year e-signature highlight to their email signature block, and give each honoree the option to use their honoree milestone Zoom background (for the day, the rest of the week, month or year!)

[Click here](#) for milestone service e-signature highlights and Zoom backgrounds

Finally, we realize it is difficult to do special things for your team when many/most staff members are working remotely, but any small gesture, e.g., a \$5.00 Starbucks e-card for each honoree (or something along this line, as policy and your budget allows) goes a long way in saying congratulations.

FRIDAY, OCTOBER 16, 2020

This is the final day of Staff Appreciation Week. Remind your department/team that it is the final day to participate in the Staff Appreciation Week Bright People, Brilliant Solutions campaign for a chance to win daily prizes.

Staff that work at or are on-site at UCI Medical Center on Friday can enjoy the smooth sounds of the Irvine Barclay Theatre Jazz Band in front of Douglas Hospital at 12:00, 1:45, and 3:15. Watch for the ice cream carts and pick up a frozen treat to make the day even more special. One per staff member, please. Badge or UCI employee ID card required.

Visit the [Staff Appreciation Week](#) website for more information.

Staff

APPRECIATION WEEK

MANAGER TOOLKIT
October 12 – 16, 2020

Close out your week by saying again how important staff is to UCI and to you. Tell them how they are making a difference every day in the university and our clients – our students, faculty, alumni, co-workers, patients, and community.

SUPPORT

If you have questions or need some guidance, please reach out to your local Engagement Ambassador, departmental HR representative, HRBP, or the UCI Engagement Team.

Contact information for the UCI Engagement Team is as follows:

Katherine Hills, UCI Engagement Lead at hillsk@uci.edu
Joshua Macias, Enterprise Engagement at jrmacia1@hs.uci.edu
Dyan Hall, Campus Engagement Lead at dyhall@uci.edu
Gretheel Olvera, UCI Health Engagement Lead at olverag@hs.uci.edu

THANK YOU, AND HAVE A GREAT WEEK!

