Rock Star Tokens of Appreciation: Guide for Supervisors

Rock Star Tokens of Appreciation are the supervisor-to-employee portion of the Five Star Awards Program, which provides an opportunity to recognize employees for outstanding demonstrations of our five guiding principles.

Who can give Rock Star Tokens of Appreciation?
Supervisors in UNC-CH’s Finance Department, Service Center of Excellence, Office of the Assistant Provost for Finance and the Finance and Operations executive support team are eligible to give a token to any permanent or temporary employee who reports up to him/her.

Who should receive tokens?
Employees who exhibit outstanding commitment to one of the five guiding principles—either on an ongoing basis or on a specific task or project—are eligible to receive a token.

What if I want to give a token to an employee who doesn’t report up to me?
- We encourage everyone who notices exceptional performance to notify the employee’s supervisor, who then has the option to award the employee a token.
- You could also give the employee a Gold Star Note or nominate them for an All Star Award at the end of the year.

Can I give an employee more than one token in a quarter?
- Yes!
- Each token will count as an entry for the quarterly prize.

Is there a maximum number of tokens I can give to one employee in a year?
No.

Token Process
When an employee exhibits outstanding demonstration of one of the guiding principles:

1. Request the selected token from an award contact:
   - SASB North: Brooke O’Neal
   - AOB: Carolyn Butler, 3rd Floor, suite 3100
   - SCE: Mary Marzbanian, Front Lobby
   - South Building: Amy Singleton, 3rd Floor
2. The award contact will record your name, the recipient’s name and the token selected.
3. Write a brief note on the back of the token.
4. Deliver the token to the recipient either privately or at a team gathering.
5. On a quarterly basis the employee recognition committee will randomly select six prize winners from the token recipients for that quarter, who will then each select a prize.