



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.

