

# The FAQs

about

# LA COUNTY STARS!



Annual  
Superstar Award



Foster Vibrant and  
Resilient Communities



Realize Tomorrow's  
Government Today



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Transform Lives

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### What is the LA COUNTY STARS! Program?

The acronym **STARS!** stands for **S**pecial **T**alents for **A**chieving **R**emarkable **S**ervice. **LA COUNTY STARS!** is the Countywide public employee recognition program that recognizes and celebrates exceptional achievements of County employees.

### How did the LA COUNTY STARS! Program begin?

On March 15, 2005, as part of the second update to the County Strategic Plan, the Board of Supervisors approved Strategy 1 of the Strategic Plan – Service Excellence:

“By May 31, 2006, develop and implement an enhanced Countywide employee recognition system and related communication plan that recognizes performance reflective of the County mission statement and values. The plan should recognize both management and non-management employees and both individuals and teams, include linkages to departmental programs, include both monthly and annual recognition, and provide a regular reporting protocol to the Board of Supervisors.”

On November 29, 2005, the Strategic Plan Guiding Coalition recommended that the Board approve a policy “establishing **LA COUNTY STARS!** as the new Countywide employee recognition program, replacing the current Employee of the Month program, effective January 1, 2006, in order to expand the opportunity to recognize and celebrate exceptional achievements of County employees and to promote and reward performance consistent with the Values, Mission, and Goals of the County Strategic Plan.”

### Who is eligible for LA COUNTY STARS!?

All permanent employees performing competently or higher are eligible for nomination, with the exception of Department Heads and Chief Deputies, or a team or individual that has previously been recognized within the last 12 months. The program allows for the nomination of teams, individuals, management and non-management employees. Teams are generally defined as task forces, committees, or groups consisting of 20 individuals or less.

### Where can departments or individuals obtain information such as nomination forms?

Those who have questions about the program can either contact their department’s Human Resources/ Personnel Office or visit the program’s website at <http://stars.lacounty.gov>.

### How can departments submit nominations?

Nominations can be submitted using email, and **must** include the department head’s signature or that of his/her designee. E-mail [lacountystars@hr.lacounty.gov](mailto:lacountystars@hr.lacounty.gov). (PDF copies may be submitted which must include the department head or his/her designee’s signature.)

### Can an employee be nominated for an individual and a team effort during a single rating period?

Yes, as long as the nomination is for a separate project or effort.

### If a nominee is not selected for recognition, can the department resubmit at a later time?

Yes. Individuals or teams not selected for recognition may have their nomination re-submitted once. Individuals or teams who have been recognized are not eligible for consideration of another award for a period of 12 months.

### How are LA COUNTY STARS! selected?

Members of the Evaluation Committee will review all nominations and will assign points to each segment of the nomination criteria. Nominations that meet the threshold criteria will be awarded as **LA COUNTY STARS!**. Representatives from each County department will have the opportunity to serve on the Evaluation Committee on a rotational basis.

### How many LA COUNTY STARS! will be selected each quarter?

The number of awards given each quarter will depend upon the number of nominees who meet the threshold criteria based upon the points awarded for each entry.

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## What types of recognition will the LA COUNTY STARS! receive?

**LA COUNTY STARS!** will receive:

- A custom-designed lapel pin
- A letter of commendation in the awardees' permanent personnel file from the Director of Personnel
- A personalized, decorative scroll from the Board of Supervisors presented at a Board meeting
- A framed photograph of the individual/team taken at the recognition ceremony
- Display of winners on the County of Los Angeles' **LA COUNTY STARS!** Web site
- Photograph in the County DIGEST

## What is LA COUNTY SUPERSTARS!?

**LA COUNTY SUPERSTARS!** is the annual award bestowed on the County of Los Angeles' best and brightest. Winners of the quarterly **LA COUNTY STARS!** awards will automatically become the nominees for the **LA COUNTY SUPERSTARS!** award (individual and team).

## How are LA COUNTY SUPERSTARS! selected?

Winners of the quarterly **LA COUNTY STARS!** award will automatically become the nominees for the annual **LA COUNTY SUPERSTARS!** award (individual and team). In the beginning of the new calendar year, the Evaluation Committee will review the nominations and rate them based upon a numerical scoring system. One individual and one team from each of the three strategies will be awarded as **LA COUNTY SUPERSTARS!** from the pool of winners for that calendar year.

## What types of recognition will LA COUNTY SUPERSTARS! receive? LA COUNTY SUPERSTARS! will receive:

- All of the components of the monthly recognition package
- A personalized trophy
- One regular day off from work with pay and benefits
- A preferred parking place for one month, depending on availability
- An invitation to ride on a float at the L.A. County Day at the Fair parade

## When will LA COUNTY SUPERSTARS! receive their award?

**LA COUNTY SUPERSTARS!** will receive their awards during the month of May in celebration of Public Service Recognition Week.

## When will the LA COUNTY STARS! receive their awards?

**LA COUNTY STARS!** will receive their scrolls from the Board of Supervisors on a Tuesday every quarter.

## What is the LA COUNTY STARS! recognition ceremony?

To celebrate and honor the accomplishments of **LA COUNTY STARS!**, a recognition ceremony is held on a Tuesday of each quarter during a live telecast meeting of the Board of Supervisors. The meetings are held in the 3rd floor Board Hearing Room 381-B, Kenneth Hahn Hall of Administration, 500 W. Temple Street, LA, CA 90012. During the ceremony, the Chairperson/Mayor of the Board will introduce the **LA COUNTY STARS!**, commend them on their achievements, and present each honoree with a hand-painted scroll. Photographs are also taken with **LA COUNTY STARS!** during the program which will be mailed to winners a short time after the ceremony.

## What shall LA COUNTY STARS! and LA COUNTY SUPERSTARS! wear to the recognition ceremony?

Professional business attire is very suitable for this occasion. However, for those individuals working in law enforcement and related fields, Class A Uniforms are also an appropriate choice of attire to receive this honor.

## What can LA COUNTY STARS! and LA COUNTY SUPERSTARS! expect before and during the recognition ceremony?

Parking will be provided to **LA COUNTY STARS!** and **LA COUNTY SUPERSTARS!** and their guests. An orientation will be conducted on the day of the recognition ceremony to familiarize honorees with the program and discuss proper protocol. Winners will not be asked to deliver a speech or make any remarks.

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**How many guests may the LA COUNTY STARS! and LA COUNTY SUPER STARS! invite to the ceremony?**  
**LA COUNTY STARS! and LA COUNTY SUPER STARS!** may bring up to four (4) guests to the ceremony.