

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 7000 (January 8, 1979)

SUBJECT: Employee Awards

A. References:

1. BOR Policy of February 14, 1975, Awards for Excellence in Teaching and Research.
2. State Management-Employee Relations Manual Annex E-1, "Morale and Motivation Program," Department of Personnel Services, 1573. (Attachment 1)

B. Background and Purpose: Community College employees are eligible for significant awards sponsored by the Board of Regents, University Research Council, University of Hawaii Foundation, State Department of Personnel Services, and the Governor.

This CCCM outlines the major awards and their application/nomination procedures which should form the basis for development of campus implementing procedures and for promotion of timely and active participation within Community college system.

C. Responsibilities:

1. Chancellor for Community Colleges:

- a. To issue systemwide implementing guidelines.
- b. To review campus nominations, as appropriate, and to recommend favorable actions by subsequent approval authorities.

2. Provost (and other equivalent CC executive):

- a. To establish campus procedures which assure submission of timely, equitable, and adequate considerations.
- b. To recommend nominees who meet established award criteria.

D. Awards and Procedures: See Attachment A.

E. Revisions: None

Edwin H. Mookini
Chancellor for Community Colleges

Attachment

B. GUBERNATORIAL AWARD

The significance and importance of an employee's contribution to the government and the public interest is sometimes exceptional outstanding and the officer or employee is therefore deserving of public commendation and official recognition in addition to that which is accorded by the head of the department in which he is employed. Therefore, the recipients of departmental Directors or Superintendent's Award shall automatically be considered for the Governor's Award for Distinguished State Service.

1. Criteria for Gubernatorial Awards Consideration

The following general criteria shall be applied to employe contributions for gubernatorial award consideration:

Excerpts from: State Management-Employee Relations Manual Annex E-1, "Morale and Motivation Program," Department of Personnel Services, 1973.

- a. Exceptional and/or outstanding contribution in the attainment or state program goals or objectives.
- b. Material improvements in service to the public, substantial financial savings to the government or significant contributions to social or technological progress.
- c. The dollar amount of the cash awarded the contribution shall not, in and of itself, be a determining factor in selecting employee contributions for gubernatorial award consideration. All established criteria for tangible and intangible benefits of suggestions and superior accomplishment shall be applied.

2. Procedure for Submitting Gubernatorial Award Recommendation

- a. Submittal of award recommendation

The head of a department shall submit his nomination for gubernatorial award together with adequate documentation and supporting data by December 1 of each year to the Director of Personnel Services for transmittal to the Governor's ad hoc Selection Committee. Nominations shall be based on employee performance during the preceding fiscal year. Such recommendations shall be made following full investigation, evaluation, documentation and approval of the employee contribution within the originating department and/or other state departments.

- b. Supporting documentation

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The recommendation shall consist of two copies of the Employee Contribution Form, Investigation Report and Record. The employee's accomplishments shall be concisely and clearly described adequate sporting documentation shall be supplied which include the amounts of cash and/or the honorary awards given to the employe for this contribution within the originating department and other state departments.

c. Ad Hoc Selection Committee

The Director of Personnel Services, with the approval or concurrence of the Governor, shall establish an ad hoc Selection Committee to select the recipient of the Governor's Award for Distinguished State Service. The Committee shall have a minimum of five members, one of which shall be selected as Chairman. Committee members shall not be civil service employees, but instead shall be selected from prominent members of the community. The Committee shall send their recommendations to the Director of Personnel Services for the Governor's approval.

3. Types o' Gubernatorial Awards

a. The Governor's Award for Distinguished State Service.

This is the highest honor available to employees of the State government and is granted in recognition of distinguished State service.

1. Nature of award

This award consists of a perpetual plaque, suitably inscribed and a Koa bowl, which the employee ill be abe to keep. Presentation shall be made at such time as the Governor may designate.

2. Basis for the award

This award shall be presented by the Governor to an officer or employee of the State for the best achievements having current impact in improving government operations and/or in serving the public interest. Only one such award will be presented annually. The achievements shall exemplify one or more of the following:

-a Imaginative and creative solutions of difficult and complex problems of government.

-b Extraordinary ability in accomplishing scientific or

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technological achievements in providing outstanding leadership in planning, organizing or directing a major program of unusual importance and Complexity, or in performing an extraordinary act of credit to the State and/or the State government.

- c Long and distinguished State service. The importance of the achievements to the government and to the public interest shall be so outstanding that the officer or employee is deserving of greater public recognition than that which can be accorded by the had of a department in which he is employed

- b. The Governor 's Award for Outstanding Achievement in Accident Prevention

This award consists of a letter of commendation and a certificate, both signed by the Governor. It is issued annually to departments in recognition of the overall excellence of their safety records.

- c. Traffic Safety Award

This award consists of a letter of commendation and a certificate, both signed by the Governor. The award is granted annually to departments in recognition of an outstanding record of safe driving operations.

C. SERVICE AWARD

As a minimum requirement, honorary awards shall be granted each employee who has at least 10 years of creditable service with the State. Each 10 years of service will entitle an employee to such a honorary award. The honorary awards may consist o a certificate, emblem, pin or other memento, as determined by the department head and shall be ordered through the Department of Accounting and General Services. The cost of such awards shall be kept to a minimum.

D. RETIREMENT AWARDS

An honorary award shall be granted each employee as recognition for long and faithful service upon his retirement provided he has completed 20 years of creditable government service with the State. The cost of retirement awards should not exceed the amounts listed below:

20 - 24 years of service	\$20.00
25 - 29 years of service	25.00
30 - 34 years of service	30.00

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35 - 39 years of service	35.00
40 - 44 years of service	40.00
45 - 49 years of service	45.00

E. AWARDS CEREMONIES

Departmental awards ceremonies for 10, 20, 30, 40 and 50 years of service shall be held for officers and employees who have completed the prescribed length of service during the preceding 3 months.

Criteria established under standards or uniformity of awards ceremonies shall be adhered to.