

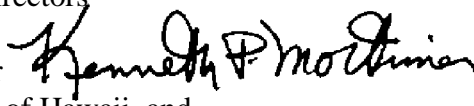


UNIVERSITY OF HAWAII

PRESIDENT, UNIVERSITY OF HAWAII
AND CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

January 8, 1998

TO: Senior Vice President/Executive Vice Chancellor
Senior Vice Presidents/Chancellors
Senior Vice Presidents
Vice Presidents
State Director for Vocational Education
Office of the Board of Regents
Mānoa Deans and Directors

FROM: Kenneth P. Mortimer 
President, University of Hawaii, and
Chancellor, University of Hawaii at Manoa

SUBJECT: Employee Service and Retirement Awards

Effective January 1, 1998, the responsibility for the oversight of recognizing employees for loyal and dedicated service has been transferred from the Office of Human Resources (OHR) to the Office of University Relations (OUR). You may be aware that the Task Force on Service and Retirement Awards had recommended such a change in order to bring to the highest level of University administration this most important means of recognizing employees for continued longevity of service and for contributions culminating in retirement.

Prior to this change, while the OHR maintained the supply and coordinated the preparation and distribution of the awards for service and retirement, the actual presentation mechanisms were left to the discretion of the respective programs. Unfortunately, some employees have not been appropriately recognized; e.g., they have found pens and/or certificates in used campus mail envelopes in their in-trays. Some programs have been more appreciative of their employees and have hosted coffee hours or other recognition activities. The latter are to be commended for their sensitivity and professionalism. Employees have indicated a desire for more uniform treatment, preferably at a higher level of University administration. The Office of University Relations has thus been charged with reviewing the recommendations of the Task Force and implementing appropriate systemwide changes.

Concurrent with this charge is the transfer of the existing stock of certificates, pens and monkeypod bowls to the OUR. You and your staff may, therefore, direct any requests, suggestions or inquiries on the subject of service and retirement awards to the OUR. The OHR will continue to provide the requisite information and appropriate support to the OUR.