



## UNIVERSITY OF HAWAII PRESIDENT'S AWARD FOR EXCELLENCE IN BUILDING AND GROUNDS MAINTENANCE

### **Overview**

This annual system-wide award was established in 1986 to recognize a University of Hawaii employee who has demonstrated a sustained superior work ethic in a University of Hawaii System facilities position.

### **Purpose**

The University of Hawaii is fortunate to have University employees who demonstrate service and commitment. The President's Award for Excellence in Building and Grounds Maintenance serves to recognize, honor and express the appreciation for these dedicated employees who support, preserve and improve the various University of Hawaii System campus facilities. For more information regarding previous winners go to <https://www.hawaii.edu/about/awards>.

### **Eligibility**

1. Nominee must be a current full-time employee with a minimum of twelve (12) consecutive months of service for the University.
2. Nominee must have a maintenance, landscaping, custodial, shop or trucking position with a University of Hawaii facility.
3. Nominators can only be submitted for an individual. Self-nominations or nominations for a group or a team are not accepted.
4. Past recipients of the UH President's Award for Excellence in Building and Grounds Maintenance are not eligible, however previously nominated individuals who did not win are eligible with a new submission.

### **Criteria**

The successful candidate must satisfy some or all of the following criteria:

1. Possess a positive attitude and has a good work ethic.
2. Has demonstrated a sustained superior performance above and beyond the call of the individual's duties.
3. Made improvements to the physical appearance of any of the University of Hawaii System campus buildings or grounds.
4. Developed and/or implemented procedures which saved the University money,

### **Procedure**

1. Any University community member (co-worker, supervisor, faculty, staff or student) can nominate an individual.
2. Complete the nomination form and a letter of nomination not to exceed one page double spaced.
3. The nomination letter should contain examples of significant accomplishments, notable success, or recognition received in achieving job-related goals.
4. Nominations may also include no more than three (3) endorsements or letters of recommendation from other individuals who are able to assess the nominee's performance.

5. Nomination information will be reviewed for eligibility and content. Nomination forms and supporting material will not be returned.
6. All nominations are kept strictly confidential.

### **Deadline**

Nominations are due no later than **4:30 pm on Friday, April 04, 2014.**

Completed nomination packets may be submitted via mail, email or fax to:

### **The UH President's Award for Excellence in Building and Grounds Maintenance Committee**

c/o Office of the President  
Attention: Janelle Murakawa  
2444 Dole Street, Bachman Hall 202  
Honolulu, HI 96822

**Email to:** [jmurakaw@hawaii.edu](mailto:jmurakaw@hawaii.edu)

**Fax to:** (808) 956-5286

### **Selection**

1. A review committee composed of a cross-section of University of Hawai'i employees will review all nominations.
2. The nominees are evaluated based on the nomination form and the supporting documentation submitted.
3. The review committee will recommend a nominee to the President who will decide whether to accept or decline the committee's recommendation.
4. Nominees will be notified of their nomination and the identity of the nominator(s) after the committee reviews all nominations, unless otherwise specified.

### **Award**

1. An award certificate.
2. A monetary award of \$1,000.00.
3. Recognition at a University of Hawai'i Board of Regents meeting.

### **Tips for Submitting a Nomination**

When nominating someone, please be specific and include as much detail as possible. The review committee members base their recommendations on the content of the nomination form. Therefore, the more information you include in your nomination, the better the committee will be able to judge your nomination.

### **Inquiries**

Please contact Janelle Murakawa at the Office of the President (808) 956-8207 or [jmurakaw@hawaii.edu](mailto:jmurakaw@hawaii.edu).