




MEMORANDUM

October 10, 2019

TO: Vice Presidents
Chancellors

FROM: David Lassner 
President

SUBJECT: 2020 Governor's Awards for Distinguished State Service,
State Manager of the Year, and Team of the Year

The Governor's Awards for Distinguished State Service are part of the state's employee recognition and incentive program that is administered by the State Department of Human Resources Development. The three (3) awards – Employee of the Year, Manager of the Year, and Team of the Year – are designed to honor the state's executive branch employees and managers who exemplify the highest caliber of public service and dedication in serving the people of Hawai'i.

Each state department may submit one nominee for each award category, and the nominees compete for the Governor's Awards. Representatives from the Governor's Office and the Department of Human Resources Development will review departmental nominees and select the recipients of the Governor's Awards. All departmental nominees will be recognized at an awards ceremony.

Detailed instructions, nomination forms, and the selection criteria for the three (3) award categories are attached and also available at the Office of Human Resources' website: <https://www.hawaii.edu/ohr/compensation-employee-relations/employee-performancerecognition/>.

Your assistance is requested in encouraging supervisors and managers to submit nominations and letters of endorsement in support of our employees. Nominations should be submitted to the Office of Human Resources (OHR) by file drop (www.hawaii.edu/filedrop) to mkho@hawaii.edu, by fax to (808) 956-3952, or by mail to 2440 Campus Road, Administrative Services Building 2, Honolulu, Hawai'i 96822. Deadline to submit a nomination is **Friday, November 15, 2019**.

If you have questions or require additional information, please contact Marilyn Ho of the Office of Human Resources at 956-8988 or via e-mail at mkho@hawaii.edu.

Attachments

c: Deans and Directors
System Director of Human Resources

**GOVERNOR'S AWARDS FOR
DISTINGUISHED STATE SERVICE (STATE EMPLOYEE OF THE YEAR),
STATE MANAGER OF THE YEAR, AND
TEAM OF THE YEAR AWARD**

Nomination Procedures and Instructions

Nomination Process:

- 1) Complete the appropriate nomination form
 - The nomination form and pertinent supporting information may not exceed a total of three (3) pages.
 - Any letters of support or recommendation will be counted towards the three (3) page limit.
 - Reasons for the nomination should address the suggested selection criteria.
 - Team nominations are intended to award a team that has responded to a unique and unusual situation and accomplished a common goal towards the organization's mission/vision. It is not intended to award a "Division" of the year.

Eligibility for Manager of the Year category is limited to employee positions classified as

 - APT Band C or D
 - Faculty Directors
 - Executive/Managerial

and who supervises and is responsible for evaluating the work performance of other employees.
- 2) In addition to the nomination form, provide a summary of the nomination that is no more than four (4) sentences. The summary is not counted toward the three (3) page limit. Should the nominee be selected as the overall category winner for the Governor's Award, the summary will be read at the Governor's Award ceremony.
- 3) Submit the nomination form and pertinent supporting information to the Office of Human Resources (OHR) via file drop (www.hawaii.edu/filedrop) to mkho@hawaii.edu, by fax to (808) 956-3952, or by mail to 2440 Campus Road, Administrative Services Building 2. All nominations need to be submitted to OHR by the deadline stated in the announcement.
- 4) Nominees will be notified of their nomination and the identity of the nominator(s), unless otherwise specified.

Selection Process

- 1) Upon submission of all University nominations to the Office of Human Resources by the designated deadline above, the University of Hawaii's review committee will select one (1) University nominee for each award category.
- 2) The University's nominations for each category will then be submitted to the State Department of Human Resources Development for consideration for the Governor's Awards in the appropriate category.
- 3) The Governor's Awards review committee will be asked to use the following suggested selection criteria in its evaluation. Nominees will have the best chance for award consideration if the submission(s) addresses each factor.

**SUGGESTED SELECTION CRITERIA FOR THE GOVERNOR'S
STATE EMPLOYEE OF THE YEAR AWARD**

<u>VALUES</u>	<u>FACTORS</u>
30 points	Exceptional contributions to the attainment of program objectives
25 points	Significant improvements in the delivery of service and/or cost savings to the State
20 points	Sustained superior performance in one's job for the year for which this award is being given
10 points	Significant contributions to social, scientific, or technological progress/development
10 points	Creative solutions to difficult problems
5 points	Distinctive participation in professional and community affairs

**SUGGESTED SELECTION CRITERIA FOR THE GOVERNOR'S
STATE MANAGER OF THE YEAR AWARD:**

<u>VALUES</u>	<u>FACTORS</u>
30 points	Outstanding and consistent successes in performing the management functions of his/her job (plan, organize, control)
25 points	Maintain a cooperative, cohesive team of motivated employees through professional management
20 points	Development of people in the work group to improve performance, increase knowledge, and prepare for advancement
20 points	Leadership and participation in developing and implementing innovative programs contributing to improved public service
5 points	Distinctive participation in professional and community affairs

**SUGGESTED SELECTION CRITERIA FOR THE GOVERNOR'S
TEAM OF THE YEAR AWARD:**

<u>VALUES</u>	<u>FACTORS</u>
30 points:	Outstanding work performance (e.g. customer service)
30 points:	Creativity and innovation in achieving work efficiency or generating revenues or cost savings
20 points	Exemplary initiative and leadership
20 points	Significant contribution towards the attainment of program objectives and the department's goal or mission