

Prepared by the Office of Human Resources.
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CAREER MANAGEMENT AND DEVELOPMENT

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A9.180 Service and Retirement Awards

1. Purpose

- a. To recognize employees who demonstrate a commitment to public service through long and dedicated careers to the University of Hawai'i, State of Hawai'i, and/or county governments of Hawai'i.
- b. To define institutional standards for a recognition awards program to ensure a consistent degree of employee recognition among all campuses and offices of the University of Hawai'i.
- c. This administrative procedure supersedes Executive Memorandum, Service and Retirement Recognition Awards dated February 12, 1999.

2. References

- a. Board of Regents' Policies, Section 11-6, Other Awards and Recognitions
- b. Executive Policy E9.220 Service, Retirement and Incentive Awards
- c. Administrative Procedure, A8.250, Small Purchases, as amended
- d. Administrative Procedure, A8.265, Specialized Purchasing, as amended

3. Definitions

- a. Creditable service: The number of years of service that are counted towards meeting the eligibility

criteria for awards. Creditable service is recorded as an employee's "service computation date."

- 1) For the purpose of service and retirement awards creditable service includes the following:
 - a) All state service, including the following periods of leave without pay:
 - i) To pursue a course of instruction which is related to the employee's field of work.
 - ii) To engage in research which has a direct beneficial effect on the skills or knowledge required in the employee's field of work.
 - iii) To improve the employee's ability and increase the employee's fitness for public employment.
 - iv) To serve on a loan basis by contract to other governments.
 - v) To work at the state legislature.
 - vi) For military service as provided by state or federal laws.
 - vii) To work in an exempt position.
 - viii) For sabbatical leave.
 - ix) For industrial injury reasons and for which the employee is receiving workers' compensation wage loss replacement benefits.
 - b) All service with the county governments of Hawai'i and the judicial and legislative branches of the state government.

- c) Service with the federal government, provided either of the following:
 - i) The employee was on official leave from the state, any of the county governments of Hawai'i, or the judicial or legislative branch of the state government, or
 - ii) The federal service rendered is considered applicable towards retirement credits in the State Employees' Retirement System.
 - d) Military service, if an employee is called to active military service while employed by the state, any of the county governments of Hawai'i, or the judicial or legislative branch of state government. Any service period gained through voluntary extension of military service or reenlistment at the termination of initial active duty period shall not be creditable.
- 2) Creditable service shall not be earned for any work day containing a period of leave without pay excluding those identified in section 3.a.1). The service computation date shall be adjusted forward by one day for each work day with leave without pay.
- b. Employee: Executives, managers, faculty and staff of the University of Hawai'i, excluding casual hires, 89-day hires, non-compensated appointees, graduate assistants, and student hires.
 - c. Retirement Award: A memento provided to a retiring employee who has completed ten (10) or more years of creditable service at the time of retirement in recognition of long and dedicated public service.
 - d. Service Award: An award given to an eligible employee as official recognition for long and dedicated service. The computation of creditable service shall

not be limited to employment with the University of Hawai'i and shall reflect the creditable service of an employee's collective state and county government employment.

4. Objectives

- a. To recognize employees of the University of Hawai'i for their dedicated service.
- b. To provide guidance for Vice Presidents, Chancellors, or Directors to maintain a service and retirement recognition program for employees under their purview.

5. Responsibilities

- a. The System Director of Human Resources shall:
 - 1) Administer and maintain the University's program.
 - 2) Coordinate with the University of Hawai'i at Mānoa bookstore regarding product selection and item cost.
- b. Vice Presidents and Chancellors shall:

Implement the guidelines and ensure equitable recognition of the employees of their campus and programs.
- c. Human Resources Representatives shall:
 - 1) Calculate each employee's service computation date based on their creditable service.
 - 2) Adjust an employee's service computation date in accordance with Section 3.a.

6. Procedures

- a. Service Award

1) Award guidelines

- a) A service certificate with holder and a memento for length of service shall be awarded to employees to commemorate anniversaries in ten (10) year increments beginning with the 10th year of service.
- b) The total cost of the service award, including any personalization, shall not exceed the following limits:
 - i) 10 years up to \$55.00
 - ii) 20 years up to \$65.00
 - iii) 30 years up to \$75.00
 - iv) 40 years up to \$85.00
 - v) 50+ years up to \$95.00

Length of service awards may consist of a monetary award or an engraved item such as a pen, plaque, monkeypod (or other variety of wood) clock, box, photo frame, etc.

Monetary awards (i.e. cash, gift cards or certificates, etc.) may be taxable and should be processed in accordance with Disbursing procedures.

- c) Engraving on each award may include the employee's name, number of years of service, campus name, "University of Hawai'i" and "State of Hawai'i." The cost for engraving shall be included in the limits above.
- d) Certificate holders and service award mementos are available for purchase via the University of Hawai'i at Mānoa Bookstore website www.uhbooks.hawaii.edu/awards.

Award items may also be purchased from individual campus bookstores, if available, or directly from vendors in accordance with Administrative Procedure A8.250 Small Purchases as amended. Programs intending to

purchase mementos from outside vendors must adhere to the University's guidelines on the use of its trademark protected seals and logos. Information on the usage of the University's trademarks is available from the Collegiate Licensing Office website at www.hawaii.edu/offices/eacl/eacl.html.

2) Service Recognition

Vice Presidents, Chancellors, Directors or their designee will:

- a) Determine which employees are eligible for service award recognition.
- b) Print the appropriate service certificate and order a certificate holder.
- c) Select and order an appropriate service award and arrange for engraving or prepare documents to request the award check.
- d) Present or distribute to the appropriate Dean or Director the service certificate, certificate holder and service award memento at an informal recognition ceremony.

b. Retirement Award

1) Award guidelines

- a) A retirement service certificate with holder and a retirement memento shall be awarded to each eligible employee that has completed ten (10) or more years of qualifying government service.
- b) The total cost of the retirement award, including any personalization, shall not exceed the following:
 - i) 10 - 19 years up to \$57.50
 - ii) 20 - 29 years up to \$70.00

- iii) 30 - 39 years up to \$82.50
- iv) 40 - 49 years up to \$95.00
- v) 50+ years up to \$145.00

c) Retirement memento

Retirement awards may consist of a monetary award or an engraved item such as a plaque, monkeypod (or other variety of wood) bowl, clock, box, photo frame, etc. and shall be presented to each retiree.

Monetary awards (i.e. cash, gift cards or certificates, etc.) may be taxable and should be processed in accordance with Disbursing procedures.

d) Engraving on the memento may include the employee's name, retirement date, number of years of service, campus name, "University of Hawai'i" and "State of Hawai'i." The cost for engraving shall be included in the limits above.

e) Certificate holders and retirement awards are available for purchase via the University of Hawai'i at Mānoa Bookstore website www.uhbooks.hawaii.edu/awards.

Award items may also be purchased from individual campus bookstores, if available, or directly from vendors in accordance with Administrative Procedure A8.250 Small Purchases as amended. Programs intending to purchase mementos from outside vendors must adhere to the University's guidelines on the use of its trademark protected seals and logos. Information on the usage of the University's trademarks is available from the Collegiate Licensing Office website at www.hawaii.edu/offices/eur/licensing.html.

2) Retirement Recognition

Vice Presidents, Chancellors, Directors or their designee will:

- a) Determine the qualifying years of service for each retiring employee. Length of service for Civil Service employees should be verified with the Office of Human Resources, Civil Service Section.
- b) Print the retirement certificate, order a certificate holder and select an appropriately engraved retirement award or prepare documents to request the award check.
- c) Present the retirement certificate, certificate holder and retirement award at a recognition ceremony. The responsibility to present the retirement award may be delegated to the appropriate Dean or Director.
- d) Reception
 - i) Vice Presidents and Chancellors or the designees may coordinate and host a retirement reception. The cost of the reception may be paid from private sources or public funds, in accordance with Administrative Procedure A8.265, Specialized Purchasing as amended.
 - ii) A lei for the retiree may be purchased in accordance with Administrative Procedure A8.265, Specialized Purchasing as amended.