

Title:	<b>Service and Retirement Awards</b>	
Purpose:	To honor public officers or employees who have completed 25 years or more of creditable government service and who retire with five or more years of creditable government service.	
Issued by:	Employment and Personnel Services	Date: June 1, 2016
References:	Hawaii Revised Statutes 78-29, CS Circulars 1305 (7-17-81), 1435 (7-26-84), 1458 (12-13-84), 39-85 (11-25-85) and 1-12 (4-17-2012)	

**I. POLICY**

**A. Service Award**

The City and County of Honolulu (City) recognizes officers and employees for their long and faithful government service of 25, 35, and 45 years. The last five years of employment prior to the granting of each award shall have been with the City. The “last five years” requirement shall be waived if at least half of the total creditable government service has been City employment. There must be a minimum period of ten years between the granting of each service award. The service award includes the Mayor’s Certificate of Recognition and an item determined by the Director of Human Resources.

**Retirement Award**

The City recognizes officers and employees who leave City employment because of retirement. The award may be made to an officer or employee who has completed at least five years of creditable government service upon retirement, five of which shall have been with the City. The five-year City employment requirement shall be waived if the employee entered City government pursuant to legislative mandate. This award is in addition to any length of service award.

Employees with fifteen or more years of creditable government service are awarded an item determined by the Director of Human Resources. (The Director may elect to offer several tangible items from which the employee may select one.) All retirees are awarded with a Mayor’s Certificate of Retirement.

**II. DEFINITION**

“Creditable government service” shall include:

- A. Service with the City, the counties of Hawaii, Kauai, Maui, the Judiciary, Hawaii Health Systems Corporation and the State of Hawaii (State). Service in a:
  - 1. Full-time exempt appointment.
  - 2. Full-time limited term, provisional, or short-term appointment.
  - 3. Full-time civil service position.
  - 4. Full-time employment in a personal services contract under RCH Section 6-1103 (f), (g) and (h) during which the employee was eligible for membership in the Retirement System.

5. Full-time employment in an employee-employer contract position with the State of Hawaii, the counties of Hawaii, Maui or Kauai, Judiciary and Hawaii Health Systems Corporation during which the employee was eligible for membership in the Retirement System.

B. Service with the Federal government provided that:

1. the officer or employee was on official civilian leave from the City or from the State or any of its political subdivisions (loan, exchange, etc.), or
2. the Federal service rendered is considered applicable toward retirement credits in the State of Hawaii Employees' Retirement System.

C. Military service, if an officer or employee is called to active military service while employed by the City, or by any employer in II. A. and returned to such employment after the completion of military service. Any service period gained through voluntary extension of military service or re-enlistment at the termination of initial active duty period shall not be creditable.

D. Part-time employment while serving an initial or new probationary period or as a regular employee shall be creditable in terms of its full-time equivalent of eight hours per day or 40 hours per week.

E. Part-time employment in a personal services contract, exempt, limited term, provisional, or short-term appointment during which the employee was eligible for membership in the Retirement System shall be creditable in terms of its full-time equivalent of eight hours per day or 40 hours per week.

F. Full-time service in a position at the State Legislature shall be creditable.

G. Leaves with or without pay:

1. Except as provided below, absences or leaves without pay and suspensions shall not be considered creditable service.
2. The following authorized leaves without pay shall be considered creditable service.
  - a) to pursue a course of instruction,
  - b) to engage in research,
  - c) to render services at the State Legislature,
  - d) to be on sabbatical leave, or
  - e) to recuperate from a compensable workers' compensation injury covered by the City.

### III. **RESPONSIBILITIES**

#### **A. Departments and Agencies**

1. Complete one set of forms, *Application For Service and Retirement Awards*

(DHR-EPS-50), for each officer or employee who is eligible for an award. The form is available on the City's intranet.

2. Verify employment period(s), approve and distribute application, and purchase the award as outlined on the application form.
3. Identify leave periods as creditable or non-creditable in accordance with Part II. G. of this policy.
4. Arrange for the department head to participate in the awards ceremony when an employee of the department is being recognized.
5. Arrange for each eligible officer or employee to participate in the awards ceremony.
6. For the Retirement Award, provide the Department of Human Resources (DHR) with the names of retirees attending the retirement ceremony. Include employees retiring with 5-14 years of service.

#### **B. Department of Human Resources (DHR)**

1. The Director of Human Resources shall identify the departmental tangible award item or items available for a calendar year and establish procedures for purchase. The amount expended for the service or retirement award item shall not exceed \$50 plus tax. The Director of Human Resources may increase this amount with the concurrence of the Director of Budget and Fiscal Services. Each department shall be responsible for funding this award.
2. Arrange for the preparation of the Mayor's Certificate of Service Recognition and Certificate of Retirement.
3. The Director may provide other appropriate items of recognition.
4. Coordinate the Service Awards Program and Retirement Ceremonies.