

Title:	Employee of the Year Award	
Purpose:	To recognize city civil service employees who have contributed most to the City by virtue of work performance, work efficiency, self-development, special acts, or community services, thereby sustaining pride in work performance and fostering excellence in public service.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes §78-29; Mayor's Directive 25 (8-6-69); CS Circulars 1305 (7-17-81), 39-85 (11-25-85) and 26-87 (12-1-87)	

I. POLICY

The City recognizes employees who have contributed most to the City and County of Honolulu (City) by virtue of work performance, work efficiency, self-development, special acts, or community services, thereby sustaining pride in work performance and excellence in public service.

A committee of citizens will make the final selection from among the nominees. Presentation of the CITY EMPLOYEE OF THE YEAR AWARD will be made at the City's Awards Ceremony.

II. NOMINATION PROCEDURE

A. The rules governing nominations are as follows:

1. Any person presently working for the City government as a regular civil service employee may be nominated. A former employee of the City or an employee on leave from his/her regular position shall be eligible for an award if the nomination is made within the same year the employee worked for the City.
2. An employee previously nominated is eligible for renomination provided the employee was not selected as the "City Employee of the Year" within the last three years. For example: An employee who receives the "XX01 City Employee of the Year" award would not be eligible for renomination until XX05.
3. Department or agency heads may submit nominations of employees from within their organization according to the following schedule:

<u>Number of Regular Civil Service Employees in the Department</u>	<u>Number of Nominees Permitted</u>
1500 or more	4
1000 or 1499	3
500 or 999	2
Less than 500	1

Nominees shall be designated as Departmental Employee of the Year.

III. SELECTION GUIDELINES

- A. Nominations may be made on the basis of any one or a combination of the following factors:
1. Sustained superior performance or outstanding accomplishments on the job;
 2. A specific or special accomplishment or series of accomplishments, which have contributed to improved services, financial savings to the government or significant progress in public service within the past three years;
 3. Outstanding attendance record;
 4. Participation in voluntary self-development as demonstrated by completion of academic courses, participation in forums, workshops, other activities that would tend to improve work performance, etc., especially off the job improvement programs within the past three years;
 5. Acts of heroism, above and beyond the call of duty;
 6. Awards or recognition received for special acts or services performed on the job or in the public interest; and
 7. Demonstrated interest and participation in community activities.
- B. Duplication of recognition awards is not permitted within the City's Awards Program, except for the Employee Suggestion Program, Service and Retirement Awards during the award year.
- C. Form DHR-EPS-51 shall be used to submit nominations. Additional forms are available from the Department of Human Resources (DHR), Employment and Personnel Services Division.

IV. AWARDS

A. Departmental Employee of the Year award

1. An appropriate award as determined by the Director of the Department of Human Resources (Director), except if designated as the City Employee of the Year.
2. Each participating department or agency shall purchase the appropriate award for their Departmental Employee(s) of the Year, except the department whose nominee is designated as the City Employee of the Year. This department shall forward the warrant (dollar value of the award) to the DHR. (See B.2.a. below)

B. City Employee of the Year

1. \$500 U.S. Savings Bond or an appropriate award as determined by the Director.
2. The DHR shall be responsible for the funding and acquisition of the following:

- a) \$500 U.S. Savings Bond or an appropriate award as determined by the Director. The warrant issued by the City Employee of the Year's department shall be included in the \$500 U.S. Savings Bond or appropriate award.
- b) Koa or monkeypod bowl for each Departmental Employee of the Year.
- c) An appropriate recognition award for the City Employee of the Year as determined by the Director.
- d) Other appropriate items of recognition.
- e) Engraving of nameplate on the perpetual plaque.