

Title:	Exceptional Achievement Award	
Purpose:	To recognize officers and employees of the City and County of Honolulu for continuous superior performance or exceptional act(s).	
Issued by:	Employment and Personnel Services	Date: June 1, 2016
References:	Hawaii Revised Statutes §78-29; Mayor's Directive 80 (3-13-83); Managing Director's Reference 19 (7-17-81); CS Circular 881 (3-19-73)	

I. **POLICY**

It is the policy of the City and County of Honolulu (City) to recognize exceptional achievement as follows:

Exceptional Achievement awards recognize officers and employees who perform an exceptional act(s) that is special, unique and non-recurring in nature. An individual performs the act(s) or a group of individuals engaged in a common effort.

II. **DEFINITION**

A. **Exceptional Achievement Award**

“Exceptional achievement” means the performance of an exceptional act(s) that is special, unique and non-recurring in nature by an employee or a group of employees engaged in a common effort.

III. **ELIGIBILITY**

All officers and employees, including those exempted from civil service are eligible for this award, except appointed department heads and their deputies.

Employees may be nominated for exceptional act(s) that have been performed within the award year period prior to the recognition ceremony or as determined by the Director of Human Resources (Director).

IV. **PROCESSING OF NOMINATIONS**

- A. The immediate or higher level supervisor will initiate the nomination(s) on behalf of the employee(s). Nomination forms are available on the City's intranet and from the Department of Human Resources (DHR). Should supervisors have questions or concerns regarding the award, they are encouraged to contact DHR-EPS.
- B. The immediate or higher level supervisor will prepare the nomination form (DHREPS-54) to substantiate the exceptional act of the employee(s) and include the following:
 - 1. Description of the exceptional, one-time, non-recurring act(s).
 - 2. Justification that distinguished the act(s) from normal duties.
 - 3. For group efforts, describe each member's contribution to the achievement.

- C. After the appointing authority's review and approval, the nomination form and four (4) copies will be submitted to DHR.
- D. Advisory Performance Awards Committee (APAC) review and final approval of the Mayor**
 - 1. DHR's, Employment and Personnel Services Division Chief is responsible for appointing the members of the Performance Award Advisory Committee.
 - 2. The nomination(s), with the Committee's recommendation for the granting of awards, shall be transmitted to the Mayor for approval.
 - 3. DHR coordinates with the Mayor's Office and originating department(s) to obtain the appropriate award(s).

V. AWARD

Each department shall fund the expenditures and costs of the award(s) out of available operating funds.

The Exceptional Achievement Award shall consist of an appropriate award (cash, tangible gift and/or award item) as determined by the Director. A minimum of \$25 to a maximum of \$300 shall be expended on the award and a minimum of \$25 shall be expended on individual members for group recognition. In addition, a Mayor's Certificate of Merit and/or a letter of commendation may be given to the employee. A copy of the commendation letter if awarded, shall be placed in the employee's personnel folder.

VI. AWARD PRESENTATION CEREMONY

DHR shall coordinate and arrange for the honorary recognition of employees at the appropriate ceremony.