

Title:	<b>Manager of the Year Award</b>	
Purpose:	To recognize City managers for outstanding work accomplishment and to foster excellence in City Service.	
Issued by:	Employment and Personnel Services	Date: June 1, 2016
References:	Hawaii Revised Statutes §78-29; CS Circulars 1354 (6-30-82) and 39-85 (11-25-85)	

## I. **POLICY**

The City recognizes managers for outstanding accomplishment in their work performance.

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

## II. **NOMINATION PROCEDURE**

A. The rules governing nominations are as follows:

1. Any regular civil service employee who holds a position in the Excluded Managerial Compensation Plan in the City may be nominated. A former employee of the City may be eligible for the award if the nomination is made for the award year in which the employee worked for the City.
2. An employee previously nominated is eligible for renomination provided the employee was not selected as the "City Manager of the Year" within the last three years.

Example: An employee who receives the 2015 "City Manager of the Year" award would not be eligible for renomination until 2019.

3. Manager of the Year nominees may be nominated by their department heads, by subordinate employees, or by other excluded managers (EM) in their department. Nominations must be reviewed and no more than one may be approved by department heads prior to submitting the nomination directly to the Employment and Personnel Services Division, Department of Human Resources (DHR). Department heads will be requested to comment on the nomination of managers from their departments.
4. A "Committee of Peers" shall be selected from among EMs, by the Director of Human Resources (Director). The purpose of this committee shall be to screen the nominations received so that a number not less than two but not more than four shall remain. Such remaining number of persons shall be considered as finalists for the award and their names shall be submitted to the "Committee of Citizens". However, all nominees whose nominations were approved by their Department Head for submittal to DHR shall be designated as Departmental Managers of the Year.

## III. **SELECTION GUIDELINES**

A. Nominations and selection shall be made on the basis of any one or a combination of the following factors:

1. Displayed outstanding and consistent program successes in planning, setting objectives, scheduling, organizing, delegating and controlling the work of the organization.
  2. Maintained a cooperative, cohesive work group and motivated and assisted subordinates as well as peers through recognizing good work and counseling and being aware of their needs and problems.
  3. Provided leadership and participated in developing and implementing innovative programs, which have contributed to improving public service.
  4. Demonstrated the ability to make decisions and perceive relationships directed toward achieving organizational goals.
  5. Provided leadership in the development of managers or future managers, through the establishment or improvement of programs, such as courses, forums, workshops, research, or other activities, that would tend to improve management's performance or knowledge.
- 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-52 shall be used to submit your nominations. Additional forms are available on the City's intranet and from the DHR.

#### **IV. AWARDS**

##### **A. Departmental Manager of the Year**

1. An appropriate recognition award as determined by the Director will be given to Departmental Managers of the Year.
2. Each Departmental Manager of the Year's department shall fund the appropriate award as determined by the Director. The amount expended for each award shall not exceed \$50. The Director of Human Resources may increase this amount with the concurrence of the Director of Budget and Fiscal Services.
3. DHR shall be responsible for funding other appropriate items of recognition as determined by the Director.

##### **B. City Manager of the Year**

1. An appropriate recognition award as determined by the Director shall be given to the City Manager of the Year. The total amount expended shall not exceed \$250 (Departments fund \$50 and DHR funds \$200.) The Director of Human Resources may increase this amount with the concurrence of the Director of Budget and Fiscal Services.
2. DHR shall be responsible for funding the following:
  - a) DHR's portion of the appropriate award as determined by the Director.
  - b) An appropriate recognition award item for each Manager of the Year Finalist as determined by the Director.

- c) Engraving of nameplate on the perpetual plaque.
- d) Other appropriate items of recognition.