

Title:	Sustained Superior Performance 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 sustained superior performance as follows:

Sustained Superior Performance awards recognize officers and employees who maintain a continuous record of superior performance of all significant duties assigned for a period of at least two (2) consecutive years.

II. **DEFINITION**

A. **Sustained Superior Performance Award**

"Sustained superior performance" means the maintenance of a continuous record of superior performance of all significant duties assigned for a period of not less than two (2) consecutive years of City service. "Significant duties" are those primary duties and responsibilities that are assigned to the employee's position and which occupy the major part of the employee's work time.

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 each year if they did not receive an award in the preceding year.

IV. **PROCESSING OF NOMINATIONS**

- A. The immediate or higher level supervisor will initiate the nominations 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 (DHR-EPS-55) to substantiate the employee's performance to include the following:
 - 1. Description of the performance requirement(s) for each significant duty.
 - 2. Explanation of how the employee's performance substantially exceeded these requirements. The supervisor may forward the employee's performance evaluation worksheet as supportive documentation.

C. Departmental Performance Award Advisory Committee review and final approval

1. The Department Head is responsible for appointing the members of the Departmental Performance Award Advisory Committee.
2. The nomination(s), with the Committee's recommendation for the granting of awards, shall be transmitted to the Department Head for approval.
3. Upon the Department Head's approval, the Departmental Personnel/Administrative Officer obtains the appropriate award(s) as specified by DHR. No copies of the approved nomination shall be forwarded to DHR. The Department Head's approval is final.

V. AWARD

Each department shall fund the expenditures and costs of the award(s) (cash, tangible gift, and/or award item) out of available operating funds.

The Sustained Superior Performance Award shall consist of an appropriate award as determined by the Director. The amount expended shall not exceed \$100. In addition, a Mayor's Certificate of Merit and a letter of commendation shall be given to the employee. A copy of the commendation shall be placed in the employee's personnel folder.

VI. AWARDS PRESENTATION CEREMONY

The department's personnel office shall coordinate and arrange for the presentation of the award by the Department Head or Deputy Department Head.