


not

CONFIDENTIAL

	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> <b>FEB 25 1983</b>	<b>POLICY NO.:</b> <b>ADM.03.08</b>
	<b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date).:</b> <b>DOC.03.19 - 3/4/89</b>	
<b>SUBJECT:</b> <b>INCENTIVE AND SERVICE AWARDS</b>		<b>Page 1 of 9</b>	

No. 93-18196

**1.0 PURPOSE**

To recognize and reward employees for superior accomplishments, or other professional efforts, and for long and faithful government service.

**2.0 REFERENCES AND DEFINITIONS**

**.1 References**

- a. Hawaii Revised Statutes, Chapter 82, Incentive and Service Awards.
- b. State of Hawaii, Department of Personnel Services, Policy and Procedures Manual I.300.
- c. Department of Personnel Services memorandum, July 24, 1985, State Manager of the Year Award.

**.2 Definitions**

- a. Length of Service Award -- Honorary award granted to an officer or employee who has accrued at least 10 years of creditable service with the State. Awards will be presented for each 10 years of creditable service. This award consists of the following:

10 years: Certificate and pen \*

20 years: Certificate and pen \*

30 years: Certificate and pen \*

40 years: Certificate and pen \*

\* Up to a maximum cost as specified by Department of Personnel Services (DPS.)

- b. Retirement Award -- Cash or honorary award presented to an officer or employee in recognition of long and faithful service upon retirement.

After 10 years of service - 4" x 8" wood bowl

PSD P & PM	SUBJECT:  <b>INCENTIVE AND SERVICE AWARDS</b>	POLICY NO.: ADM.03.08
		EFFECTIVE DATE: <b>FEB 25 1993</b>
		Page 2 of 9

After 20 years of service - Cash or equivalent wood bowl\*  
(employee's choice)

After 30 years of service - Cash or equivalent wood bowl\*  
(employee's choice)

After 40 years of service - Cash or equivalent wood bowl\*  
(employee's choice)

After 50 years of service - Cash or equivalent wood bowl\*  
(employee's choice)

\* Up to a maximum cost as specified by DPS.

c. Performance Awards

(1) Superior Accomplishment and Exceptional Achievement

Presented annually for distinguished service through consistent superior work performance of not less than 12 consecutive months of the current contest year. Nominees selected will be presented the following:

Appropriate Certificate for Achievement, Merit, or Sustained Superior Performance in a holder or frame, and a cash award specified by DPS.

(2) Special Act or Service

Presented annually for an extraordinary non-recurring contribution related to or associated with official employment, performed in the public interest, and/or contributing to the extraordinary provision of government services (e.g., an act of valor or heroism, unusual coverage or competence in an emergency while on duty, sustained provision of public services during a crisis or disaster). Nominees selected will be presented the following:

Certificate of Special Service in a holder or frame and a cash award specified by DPS.

PSD P & PM	<b>SUBJECT:</b>  <b>INCENTIVE AND SERVICE AWARDS</b>	<b>POLICY NO.:</b> <b>ADM.03.08</b>
		<b>EFFECTIVE DATE:</b> <b>FEB 25 1993</b>
		<b>Page 3 of 9</b>

(3) Department Employee of the Year Award

Highest award bestowed upon an employee of this Department. Employee will be selected from winners [performance awards] as described in sections (1), (2) above and in section (5). Award recipient will be nominated for the Governor's Award for Distinguished State Service. Nominee selected will be presented the following:

Department Employee of the Year Certificate in a holder or frame and a cash award specified by DPS.

(4) State Manager of the Year Award

This award is presented annually and is designed to provide incentives and give recognition to the State's top-level non-bargaining unit managerial, excluding Department Head, Deputy Department Head; and administrative employees for work performance, leadership, and fostering excellence in the public service. The Department of Public Safety (PSD) will select one nominee to compete in the statewide competition.

(5) PSD Corrections Officer of the Year Award

This honorary award will be presented to the top Corrections Officer after selection by the Department Incentive and Service Awards Committee (ISAC) and Director's approval. It is intended to be presented each year during National Corrections Officer Week. Selectee will be presented the following:

Engraved plaque and a Certificate of Merit in a holder or frame.

(6) Certificate of Merit

This honorary award may be presented to employees for significant achievement at anytime. This award may also be presented to other award winners and nominees upon the recommendation of the ISAC and the Director's approval.

PSD P & PM	SUBJECT:  INCENTIVE AND SERVICE AWARDS	POLICY NO.: ADM.03.08
		EFFECTIVE DATE: FEB 25 1993
		Page 4 of 9

### 3.0 POLICY

- .1 The Department intends to recognize employees who by their superior accomplishments and exceptional achievements or special acts or services, including length of service, contribute to the efficiency, economy, or other improvements of government operations in connection with their official employment.
- .2 The awards program shall be maintained in accordance with current laws, rules, and regulations.

### 4.0 RESPONSIBILITIES

- .1 Director
  - a. Delegates authority and assigns responsibility necessary to execute the awards program to the Personnel Officer.
  - b. Establishes and appoints members to the Incentive and Service Awards Committee (ISAC).
  - c. Presents awards or authorizes a designee to present awards, upon invitation, at awards ceremonies.
  - d. Has final approval of all awardees.
- .2 Department Incentive and Service Award Committee (ISAC)
  - a. Encourages staff to submit nominations.
  - b. Screens all nominations and investigates whether claim is valid/invalid.
  - c. Ensures that nominations are based on objective factors. If insufficient information is received, obtains more details from other persons/agencies which may help to validate nominations.
  - d. Nominates by majority voting performance awardees and one person as the PSD Employee of the year.
  - e. Nominates by majority voting the PSD Corrections Officer of the year.

PSD P & PM	SUBJECT:  INCENTIVE AND SERVICE AWARDS	POLICY NO.: ADM.03.08
		EFFECTIVE DATE: FEB 25 1993
		Page 5 of 9

- f. Transmits nominations to the Director for final approval.
- g. Returns all nomination copies to Personnel for disposal.

.3 Personnel Officer

- a. Develop policy and procedures for the administration of the awards program.
- b. Keeps departmental employees informed of awards program's policies and procedures.
- c. Notifies division, branch, and staff office administrators of suspense dates at least 60 days in advance for annual awards.
- d. Oversees the procurement of and distribution of length of service, retirement and performance awards.
- e. Notifies division, branch, and staff office administrators of employees eligible for retirement awards.
- f. Reviews personnel folders of all award nominees for job performance ratings, letters of commendation, service computation date, etc., Such information will be summarized on a Basic Data Sheet and provided to the ISAC.
- g. Assists/advises ISAC.
- h. Ensures that evidence of award recognition is placed in employee's personnel files.
- i. Submits to the Department of Personnel Services, by September 1st of each year, a report (DPS Form ISAP-3) on the operation of the Department's awards program during the preceding fiscal year.
- j. Maintain accurate records of all awards given.

PSD P & PM	SUBJECT:  INCENTIVE AND SERVICE AWARDS	POLICY NO.: ADM.03.08
		EFFECTIVE DATE: FEB 25 1993
		Page 6 of 9

.4 Division, Branch, and Staff Office Administrators

- a. Keeps informed of all aspects of the awards program and keeps subordinates equally informed.
- b. Authorizes expenditure of funds for awards as cost of awards are to be assumed by divisions/staff offices for their own employees.
- c. Oversees procurement of retirement awards.
- d. Invites the Director to attend awards ceremonies, if so desired, to present awards.
- e. Authorizes neighbor island branch administrators to coordinate their ceremonies.
- f. Immediately notifies the Personnel Office when a length of service award is not received for an eligible employee.

.5 Employees

- a. Keeps abreast of all aspects of the awards program.
- b. Promptly notifies immediate supervisor when not recognized for the time period during which he/she was eligible for a length of service award.
- c. Notifies supervisor, Director, and Personnel, in writing, of intention to retire.
- d. May exercise the option to waive ceremonial recognition.
- e. May nominate another employee for recognition covered in this policy. Nomination should be submitted through .4 above.

PSD P & PM	SUBJECT:  INCENTIVE AND SERVICE AWARDS	POLICY NO.: ADM.03.08
		EFFECTIVE DATE: FEB 25 1993
		Page 7 of 9

## 5.0 PROCEDURES

### .1 Length of Service Awards

- a. PSD Personnel Office will provide appropriate certificates and pens to division and staff office administrators on a quarterly basis.
- b. Division, branch, and staff office administrators shall arrange award ceremonies to recognize employees for their years of service.
- c. Awards are subject to a maximum cost as specified by DPS and to the availability of department funds.

### .2 Retirement Awards

- a. PSD Personnel Office informs division, branch, and staff office administrators of employees due to retire and eligible for retirement awards.
- b. Division, branch, and staff office administrators obtain awards and arrange award ceremonies for retiring employees.
- c. Awards are subject to a maximum cost as specified by DPS and to the availability of Department funds.

### .3 Annual State Performance Awards

- a. PSD Personnel Office will establish suspenses and provide information to division, branch, and staff office administrators for the conduct of the program.
- b. Division, branch, and staff office administrators will inform all employees of the program and encourage nomination of deserving employees.
- c. Branch administrators will select and submit nominees for each award to division administrators. Nominations will be prepared on DPS Form ISAP-1 (see attachment).
- d. Division administrators will evaluate each nomination, recommend approval/disapproval, and forward nominations to Personnel.

PSD P & PM	<b>SUBJECT:</b>  <b>INCENTIVE AND SERVICE AWARDS</b>	<b>POLICY NO.:</b> <b>ADM.03.08</b>
		<b>EFFECTIVE DATE:</b> <b>FEB 25 1993</b>
		<b>Page 8 of 9</b>

- e. PSD Personnel Office will consolidate nomination packages, prepares basic data sheet, and forward packages to ISAC.
- f. ISAC validates authenticity of award recommendations and recommends award winners to the Director.
- g. Awards are subject to a maximum cost as specified by DPS and to the availability of Department funds.

.4 State Manager of the Year Award

- a. PSD Personnel Office will establish suspense and provide information to division, branch, and staff office administrators for the conduct of the program.
- b. Division, branch, and staff office administrators will identify eligible managers and solicit nominations. Nominations packages will be forwarded to the Personnel Officer prior to suspense date.
- c. PSD Personnel Office will identify, for the Director's approval, a three-member selection committee from outside the Department. Personnel will select one Department member to act as an ex-officer, non-voting member to serve as a resource to the Selection Committee.
- d. Awards are subject to a maximum cost as specified by DPS and to the availability of department funds.

.5 Certificate of Merit

- a. Nominations may be submitted by supervisors or other State employees at anytime.
- b. Nominations will be prepared on DPS Form ISAP-1 (see attachment) and forwarded through the division, branch, and staff office administrators before being sent to the Personnel Office. Nominations should specify that it is for a Certificate of Merit for significant achievement, etc.
- c. PSD Personnel Office will arrange for ISAC review and recommendation before nomination is forwarded to Director.



PSD P & PM	SUBJECT:  INCENTIVE AND SERVICE AWARDS	POLICY NO.: ADM.03.08
		EFFECTIVE DATE: FEB 25 1993
		Page 9 of 9

- d. Awards are subject to a maximum cost as specified by DPS and to the availability of Department funds.

**6.0 SCOPE**

All employees are included in the Incentive and Service Awards Program unless specifically excluded by rules.

A former employee or the estate of a deceased employee is eligible for an award if the contribution was made while serving as an employee of the Department of Public Safety.

APPROVAL RECOMMENDED:

*Robert C Vidney*

Deputy Director for Administration

*FEBRUARY 24, 1993*

Date

APPROVED:

*Georg Sumner*

Director

*2-25-93*

Date



**STATE OF HAWAII**  
Department of Personnel Services  
**NOMINATION FORM**

FISCAL  
YEAR \_\_\_\_\_

( ) PERFORMANCE

( ) SPECIAL ACT/SERVICE

( ) OTHER

Name		Position		Position No.
Department		Division		Branch or Office
Nominee's Phone:	Island:	No. of Yrs with State Gov't.	Nominator's Name/Title:	Nominator's Phone No.:

**WORK UNIT OBJECTIVES:****GENERAL FUNCTIONS OF POSITION:****REASONS FOR NOMINATION**

The following questions and suggestions may be considered while writing your nomination. Use only the accomplishments during the Fiscal Year for which the person is being nominated.

- What has the nominee done that was above and beyond his/her job responsibilities? Give examples.  
  
You may want to include statistical data that would substantiate your statements. Because committee members reviewing your nomination may not understand the significance of the data, ensure that you explain what the data means (i.e., the data shows efficiency rate of this office is above national standards. The data is significant because when compared to similar offices in the division, this office was able to process more claims even under adverse conditions.)
- Make a comparison of how the unit was operating prior to and after the nominee's accomplishments.
- Were there any cost savings benefits for the State due to the nominee's accomplishments?
- Did the nominee help to improve the efficiency or operations of the office/division/department? If so, how?
- Did the nominee or his/her office receive any recognition/awards for his/her achievements?
- What adverse conditions did the employee have to contend with while achieving these results? (i.e., short staff, backlog of work)
- How difficult was the task that the nominee accomplished? Did the nominee complete the whole task on his/her own?
- You may obtain letters of commendation from others to substantiate your claim.
- Your nomination may list other awards the nominee has received (i.e., volunteer of the year, outstanding social worker).