


PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN

GOVERNMENT OF GUAM
1026 Cabras Highway
Suite 201
Piti, Guam 96925

Telephone: (671) 477-5931/35
(671) 477-2683/85
Telex: (721) 6689 PAGGUM
Facsimile: (671) 477-2689

POLICY MEMORANDUM NO. 01-96

To: Division Heads	Subject: Division Employee of the Month Guidelines
Effective Date: April 23, 1996	Revision Date:
Approved By:  E. C. BERMUDEZ, General Manager	

ALL REVISIONS ARE MARKED WITH ASTERISK (*)

I. PURPOSE:

The Port Authority of Guam's Division Employee of the Month Award is designed to recognize outstanding employees of each division on a monthly basis. Additionally, the Program is to be used as a tool:

- A. to motivate and inspire other employees within the division to be recognized for the award; and
- B. to enhance the overall work attitude and the effectiveness and efficiency of the division.

II. ELIGIBILITY:

In order for the intent of this Program to be fully implemented, seven employees will be recognized on a monthly basis. For the purpose of this Program, the following shall be the seven divisions:

- A. Stevedoring
- B. Terminal
- C. Transportation
- D. Equipment Maintenance
- E. Facility Maintenance
- F. Administration and Finance
 - Category 1 - Port Police, Harbor Control, Safety
- G. Administration and Finance
 - Category 2 - Financial Affairs, Personnel, Management Information System, Office of the General Manager



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III. NATURE OF AWARD: (Shall include, but not limited to)

- A. superior performance of major duties and responsibilities resulting in dollar benefits to the Agency;
- B. assignment, acceptance and performance of a collateral assignment which is accomplished in an outstanding manner while also performing regularly assigned duties in an exemplary fashion; and
- C. continually exceeding working standards within the assigned hours of duty.

IV. AWARD AND RECOGNITION BENEFITS:

Award recipients shall be eligible for the following:

- A. a Certificate of Recognition;
- B. \$100.00 savings bond; and
- C. a Press Release in the Authority's newsletter.

V. APPROVING AUTHORITY:

The General Manager is delegated the authority to approve the granting of said award subject to the nomination of the division head.

VI. LIMITATIONS:

No more than one award shall be granted for each specific performance during the affected award period.

VII. NOMINATION PROCEDURES:

A. Nomination Responsibility

The supervisor of each shop or section, having a detailed working knowledge of job requirements and work performance shall be responsible for identifying employees worthy of special recognition to their division head.

The supervisor must prepare his/her recommendation in the forms required for the award, making brief, specific and factual statements to justify the employee's nomination.

Nominations shall be for accomplishments during the preceding month. Nominations must be based on merit without regard to race, creed, color, sex, age, disability, marital status, political affiliation, national origin or religious factors.

B. Nomination Deadline

It shall be the responsibility of each division head to submit his/her nomination via the Personnel Office no later than the first Wednesday of the succeeding month to the General Manager.

In the event there are more than one nominations to be considered in the divisions listed in Section II f. and g., affected division heads shall meet to narrow the nomination to one.

VIII. RESPONSIBILITIES:

A. It shall be the responsibility of **supervisors** to:

1. familiarize themselves with the scope of the Program;
2. encourage maximum participation of the Program;
3. identify employees whose accomplishments have contributed to the overall effectiveness of his/her division or the Agency as a whole; and
4. taking timely action to recommend those employees who are to be recognized.

B. The **Financial Affairs Office** is responsible for ensuring timely disbursement of monies.

C. The **Personnel Office** is responsible for:

1. providing technical guidance in administering the Program; and
2. maintaining necessary records and preparing required certificates.