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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

POLICY MEMORANDUM NO. 2019-GM01

To: All Employees	Subject: Guidelines for Employee of the Quarter Award
Effective Date: April 29, 2019	Revision Date:
Approved by:  RORY J. RESPICIO, General Manager	

I. **PURPOSE.** The Employee of the Quarter Award is designed to recognize competent, efficient, dedicated and innovated employees who:

- A. By their accomplishments or other personal efforts contributed to the effectiveness of his/her division or the Authority's mission accomplishments.
- B. Performed a special act or service in the public interest in connection with or related to his/her official employment.

Additionally, the Program is to be used as a tool to motivate and inspire other employees to strive for such recognition and simultaneously enhance the overall work attitude.

This policy shall rescind and supersede any and all existing guidelines for employee of the quarter awards.

II. **ELIGIBILITY.** Employees, below the leader level position due to the nature of their position title, whether permanent or temporary, are eligible for the award. The award will be given on a quarterly basis to an employee.

Employees occupying supervisor or leader positions are excluded in competing for this award.

III. **NATURE OF AWARD.** The recognition granted to an employee shall include the following, but not limited to:

- A. Superior performance of major duties and responsibilities resulting in benefits to the Agency.

- B. Assignment, acceptance and performance of a collateral duty, which is accomplished in an outstanding manner while also performing his/her regular assigned duties in an exemplary fashion.
- C. Continually exceeding workload standards within the assigned hours of duty.
- D. Not be based on a single achievement or short run improvements.

IV. AWARD AND RECOGNITION BENEFITS

- A. Recipients of the award shall be eligible for the following:
 - 1. A certificate of achievement and a letter of commendation signed by the General Manager, of which copies will be included as part of the employee's personnel jacket.
 - 2. Two (2) days of Administrative Leave.
 - 3. His or her picture displayed on official bulletin board for a one-year period following receipt of the award.
 - 4. Award recognition will be circulated internally via mass email and posted on the Port's website or other means of publication.
 - 5. A designated parking space, adjacent or closest to his/her work center where lawfully permitted and practical will be provided for the recipient's private vehicle. The designated slot will be used during the subsequent quarter following receipt of the award, e.g., January-March Employee of the Quarter will use the parking space during the months of April-June.
- B. Recipient will be considered as a nominee submission for the Employee of the Year Award.
- C. Recipient will be considered as a nominee submission for the Governor's Employee Recognition Program through the MagPRO Program Award of Excellence under the Employee of the Year category.
- D. A letter of commendation signed by the General Manager will be given to those employees nominated and not selected for the award. A copy of the letter will be made a part of the employee's personnel jacket.

- V. **APPROVING AUTHORITY.** The General Manager is delegated with the authority to approve the granting of such award subject to the nomination of the Division Head and prior review and recommendation by the Employee of the Quarter Selection Board.

VI. **NOMINATION PROCEDURES**

A. **Nomination Responsibility**

The supervisor of each section, having detailed working knowledge of the job requirements and work performance, shall be responsible for identifying and nominating an employee to his/her Division Head.

The supervisor must prepare his/her recommendation on the form required for the award, making brief, specific and factual statements to justify the employee's nomination. The nomination should also meet the criteria established in Section III of this policy.

In the event that more than one employee is nominated in a division, it is the responsibility of the Division Head to review the nominations and submit the nomination of the most outstanding employee from his/her division to compete for the award.

The nomination shall be for the accomplishments during the previous quarter and must be based on merit without regard to race, color, creed, national origin, age, sex, disability, marital status, religion or political affiliation.

Whenever a Division Head fails to nominate an employee, he/she must submit a memorandum to the Human Resources Division indicating reasons for non-submittal.

B. **Nomination Deadline**

Written nominations are to be submitted to the Human Resources Division no later than the second Tuesday of the new quarter.

The Human Resources Division will review the nomination to ensure the award guidelines have been complied with prior to submission to the Employee of the Quarter Selection Board.

VII. EMPLOYEE OF THE QUARTER SELECTION BOARD

A. Purpose

The purpose of the Selection Board is to review all written nominations submitted for the Employee of the Quarter Award and to recommend to the General Manager the most outstanding nominee(s).

B. Selection Board

The Selection Board shall consist of 7 Supervisor/Leader members and a non-voting technical advisor from the Human Resources Division. The composition of the Board shall be:

1. One each from Compliance/Control and Corporate Services Departments
2. Two from Maintenance Department
3. Three from Operations Department

A minimum of 5 members shall constitute a quorum for Board action. The term of office shall be for two years.

C. Selection Procedures

The Board members shall be recommended by each respective Division Head and appointed by the General Manager.

Prior to its first meeting, Human Resources Division shall conduct a briefing with the members to explain their role and elaborate on the objectives/importance of the Program.

The 7 members shall elect among themselves a Chairperson and Co-Chairperson.

In the event a vacancy occurs, a conflict exists or a replacement is necessary on the Selection Board, the General Manager shall appoint a Supervisor/Leader to fill the position for the remainder of the term.

VIII. SELECTION CRITERIA

A. Board Review

The Board shall meet on the second Thursday of the new quarter to review the nominations. Each nomination will be closely reviewed by the Board members to ensure that the nomination meets:

1. the purpose of the program;
2. Section III – Nature of Award guidelines.

Particular emphasis will be placed on the extent of the accomplishments and its value to the Agency.

If necessary, the Board may call upon the Division Head for a personal interview to elaborate on nominee's achievement or accomplishment.

B. Voting System

Category I – Corporate Services Department

The Board will identify the names of the top three nominees in Category I and select one of the three nominees to receive the award for recommendation to the General Manager.

Category II – Compliance/Control, Operations, and Maintenance

The Board will identify the names of the top six nominees in Category II as follows: 2-Compliance/Control; 2-Operations; and 2-Maintenance. The Board will then select two of the six nominees to receive the award for recommendation to the General Manager.

C. Board Findings

The Board's recommendation must state the reason for the employee's selection in writing to the General Manager for his approval.

D. General Manager's Approval

Upon review and approval of the Board's recommendation, the General Manager will notify the Division Heads of the Board's recommendation. The Human Resources Division shall prepare the notification for the General Manager's signature.

IX. RESPONSIBILITIES

A. Supervisors and Division Heads are responsible for:

1. familiarizing themselves with the program's purpose;
2. encouraging maximum participation of the program;
3. identifying the employee(s) whose accomplishments contributed to the effectiveness of the division or the Agency as a whole; and
4. taking timely action in recommending deserving employee(s) to compete for the award.

- B. The Employee of the Quarter Selection Board is responsible for implementing a sound and viable Program.
- C. The Human Resources Division is responsible for:
 - 1. providing technical guidance in administering the program; and
 - 2. maintaining necessary records and preparing the required correspondence.

EMPLOYEE OF THE QUARTER AWARD

Policy Memorandum No. 2019-GM01

Nominee: _____

Position: _____

Division: _____

Justification: *(Provide a brief, specific and factual statement justifying the employee's nomination during the previous quarter and must be based on merit without regard to race, color, creed, national origin, age, sex, disability, marital status, religion or political affiliation. Nomination should meet the criteria established in Section III of this policy. Particular emphasis will be placed on the extent of the accomplishments and its value to the Agency).*
