

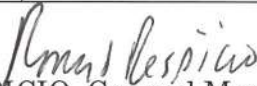


**PORT OF GUAM**  
ATURIDAT / PUETTON GUAHAN  
**Jose D. Leon Guerrero Commercial Port**  
1026 Cabras Highway, Suite 201, Piti, Guam 96925  
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445  
Website: [www.portguam.com](http://www.portguam.com)



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

POLICY MEMORANDUM NO. 2019-GM02

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

- I. **PURPOSE.** The Port Authority of Guam Supervisor of the Quarter Award is established for the purpose of recognizing competent, efficient, dedicated and/or innovative supervisors whose performance of their assigned duties have resulted in significant increases in productivity or highly desirable benefits to the effectiveness of their work center or the mission accomplishment of the Agency as a whole.

Additionally, the Program is to be used as a tool for motivating and inspiring other supervisors for such recognition and at the same time, enhancing the overall work attitude of their employees.

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

- II. **ELIGIBILITY.** Employees, performing leader and above responsibilities due to the nature of their position titles, but excluding Division Heads, shall be eligible for participation.
- 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 assignment which is accomplished in an outstanding manner while also performing regularly assigned duties in an exemplary fashion.
  - C. Continually exceeding workload standards within assigned hours of duty.

- D. Increasing the output of subordinates without increasing the working hours or without hiring additional personnel and with no adverse effect on employee morale.
- E. Creating a harmonious working relationship thereby enhancing the work attitude of subordinates.
- F. Minimizing controllable costs and effectively utilizing resources on the job.
- G. Improving all safety standards and minimizing or preventing any safety hazards or accidents.

#### 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 Supervisor 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 Supervisor 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 Supervisor 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 the authority to approve the granting of such awards subject to the nomination of the Division Head and prior review and recommendation of the Supervisory Selection Board.

VI. **NOMINATION PROCEDURES**

A. **Nomination Responsibility**

The Division Head, having a detailed working knowledge of job requirements and work performance, shall be responsible for identifying and nominating supervisors worthy of special recognition to the Supervisory Selection Board.

The Division Head must prepare his or her recommendation of one nominee in the form required to compete for the award, making brief, specific and factual statements to justify an employee's nomination and to ensure that it meets the criteria established.

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 a supervisor in his/her division to be recognized for the award, he/she must submit a memorandum to the Human Resources Office indicating the reason(s) 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 nominations to ensure that the award guidelines have been complied with prior to submission to the Supervisory Selection Board.

VII. **SUPERVISORY SELECTION BOARD**

A. **Purpose**

The purpose of the Supervisory Selection Board is to review all written nominations submitted for the Supervisor 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 5 members and a non-voting technical adviser from the Human Resources Division. The composition of the Board shall be:

1. Two – Deputy General Managers
2. Three – Division Heads

The General Manager shall appoint the three Division Heads to serve on the Board.

A minimum of 3 members shall constitute a quorum for Board action. The term of office shall be for two years.

C. Selection Procedures

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

The 5 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 Division Head 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. Division Heads are responsible for:

1. familiarizing themselves with the program's purpose;
2. encouraging maximum participation of the program;
3. identifying supervisors/leaders whose accomplishments contributed to the overall 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 Supervisory 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.

## SUPERVISOR OF THE QUARTER AWARD

### Policy Memorandum No. 2019-GM02

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).*

---

---