

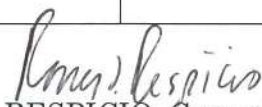


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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

POLICY MEMORANDUM NO. 2019-GM03

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

I. **PURPOSE.** The Employee of the Year 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 year awards.

II. **ELIGIBILITY.** Recipients of the Employee of the Quarter Award of the preceding calendar year.

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. Five (5) 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 for a period of one year following receipt of the award.
6. A resolution from the Port Board of Directors commending the employee on his/her outstanding performance.

B. 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.

C. 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 Year Selection Board.

VI. NOMINATION PROCEDURES

A. Nomination Responsibility

Nominees will be that of the recipients of the Employee of the Quarter Award of the preceding calendar year.

Respective supervisor of each section, having detailed working knowledge of the job requirements and work performance, shall be responsible for preparing 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.

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

B. Nomination Deadline

Written nominations are to be reviewed by the Division Head, then submitted to the Human Resources Division no later than the second Tuesday of January.

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 Year Award Selection Board.

VII. EMPLOYEE OF THE YEAR SELECTION BOARD

A. Purpose

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

B. Selection Board

1. The Selection Board will be those members serving on the Employee of the Quarter Award.

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

In the event a vacancy occurs, a conflict exists or a replacement is necessary on the Selection Board, the General Manager shall appoint an employee 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 January. 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 two nominees in Category I and select one of the two 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 three nominees in Category II as follows: 1-Compliance/Control; 1-Operations; and 1-Maintenance. The Board will then select two of the three 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 Year 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 YEAR AWARD

Policy Memorandum No. 2019-GM03

Nominee: _____

Position: _____

Division: _____

Justification: *(Provide a brief, specific and factual statement justifying the employee's nomination during the previous calendar year 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).*
