

Prepared by the Office of the Executive Vice President for
Academic Affairs/Provost.
This is a new Executive Policy.

Executive Policy - Personnel

April 2012

E9.220 Service, Retirement and Incentive Awards

1. Introduction

This executive policy authorizes a Service, Retirement and Incentive Awards Program that will recognize employees for their loyal and dedicated service to the University of Hawai'i, State of Hawai'i, county governments of Hawai'i, and/or the judicial and legislative branches of the State government.

2. Objectives

The purpose of this policy is to establish and promulgate guidelines for campuses to implement the Service, Retirement and Incentive Awards Program.

a. Service Awards

Service awards shall be provided to eligible employees with 10, 20, 30, 40 and 50 years of service.

b. Retirement Awards

Retirement awards shall be granted to employees retiring with 10, 20, 30, 40 and 50 years of service.

c. Incentive Awards

Employees shall be recognized for achievements, innovations, accomplishments or other personal efforts, including contribution to the efficiency, economy or other improvement of government or University operations, or for performing exceptionally meritorious special acts or services in the public interest in connection with or related to their University employment.

3. Reference

Board of Regents' Policies, Section 11-6, Other Awards and Recognitions

4. Responsibilities

- a. It shall be the responsibility of the Executive Vice President for Academic Affairs/Provost to establish administrative procedures to implement service, retirement and incentive awards for faculty and staff of the University.
- b. Vice Presidents and Chancellors shall allocate funds for recognition awards and related costs.