

Title:	Valor Award	
Purpose:	To recognize City officers and employees who perform job-related acts of valor or heroism.	
Issued by:	Employment and Personnel Services	Date: June 1, 2016
References:	Hawaii Revised Statutes §78-29; Mayor's Directive 53 (4-13-71); CS Circular 761 (4-19-71)	

I. POLICY

The City recognizes officers and employees who perform job-related acts of valor or heroism.

- A. The Director of Human Resources (Director) is responsible for administering and developing policies and procedures for the program and will circulate full details for program implementation.
- B. Valor awards are the highest level of recognition for all officers and employees.
- C. This program will be part of the awards system for employees.

II. ELIGIBILITY REQUIREMENTS

- A. All officers and employees, including those exempted from civil service are eligible for nomination.
- B. An act of heroism performed, at the risk of life or personal safety in an emergency situation involving exposure to extreme danger in saving and/or protecting lives and/or property in connection with or related to official employment.
- C. Employees may be nominated for job-related acts of valor or heroism that have been performed within a one-year period prior to the recognition ceremony or within the appropriate period set by the Director of Human Resources.

III. NOMINATION CRITERIA

- A. The act of valor must have involved:
 - 1. An emergency situation involving exposure to extreme danger.
 - 2. Possible injury to the employee, others, or property.
 - 3. Surpassing normal performance requirements.
- B. The act of valor must be significantly over and beyond that expected in the normal work of the employee, including work which is inherently hazardous.

IV. PROCESSING OF AWARD REQUEST

- A. The immediate or higher-level supervisor initiates the nomination for the Valor Award on behalf of the employee.
 1. Valor Award Nomination forms are available on the City's intranet and from the Department of Human Resources (DHR).
 2. The supervisor prepares the Valor Award Nomination form and presents the information in narrative form, substantiating the employee's valorous act.
 - a) Date of valorous act, time, location, and circumstances.
 - b) A description of the dangers or difficulties and a detailed account of what the employee did, and if available, corroborative statements by witnesses.
 - c) How the employee exceeded the normal performance requirements of his regular duties.
 3. Send the nomination form and five (5) copies through departmental channels to the appointing authority for review.
 4. Upon selection and approval of the appointing authority, the original and all copies are submitted to the Advisory Performance Awards Committee (APAC) via DHR. The Employment and Personnel Services Division Chief shall appoint the APAC.
- B. DHR arranges for the APAC to review the nomination and provides staff assistance, as necessary.
- C. APAC reviews the nominations and recommends the appropriate action.
- D. The nomination with APAC's recommendation for the granting of awards is transmitted to the Mayor for approval.
- E. DHR coordinates with the Mayor's Office and originating department to obtain the appropriate award.

V. AWARDS CEREMONY

DHR shall coordinate and arrange for an appropriate awards ceremony.

VI. FUNDING AND ACQUISITION OF THE AWARD

- A. Each department shall fund the expenditures and costs of the awards out of available operating funds.
- B. The award amount is dependent upon the degree of valor displayed as recommended by APAC.

The Valor Award shall consist of an appropriate award (cash, tangible gift, and/or award item) as determined by the Director. A minimum of \$50 to a maximum of \$300

shall be expended on the award and a minimum of \$50 shall be expended on individual members for group recognition. The Director of Human Resources may increase the minimum and maximum amounts with the concurrence of the Director of Budget and Fiscal Services. In addition, a Mayor's Certificate of Merit and/or letter of commendation may be given to the employee. A copy of the commendation if awarded, shall be placed in the employee's personnel folder.