



**Miami-Dade County
Animal Services Department**

Employee Recognition Program

Updated 02/05/2007

OVERVIEW

This document provides information regarding the Animal Services Department's **Employee Recognition Program**. This program covers all of the employees of the Miami-Dade County Animal Services Department.

The overall goal of this program is to honor and recognize employees who have exemplified outstanding service and achievements in their duties.

The program consists of an Employee of the Quarter Award and Employee of the Year Award. This program recognizes Animal Services most valued employee each quarter and an employee of the year is chosen from these outstanding quarterly winners. The quarterly awards will be in alignment with the calendar year and will be as follows:

Quarter 1	October 1 – December 31
Quarter 2	January 1 – March 31
Quarter 3	April 1 – June 30
Quarter 4	July 1 – September 30

This Program is effective October 24, 2006.

Employee of the Quarter and Year

The Employee of the Quarter (EOQ) and Employee of the Year (EOY) portions of the Employee Recognition Program acknowledges the hard work of Animal Services employees. The employee who is selected for Employee of the Quarter will be selected by a committee of individuals representing each division and will be selected quarterly on a calendar year basis.

I. PROTOCOL FOR EMPLOYEE OF THE QUARTER (EOQ):

A. Eligibility to be Nominated

1. All full-time employees of Miami-Dade County Animal Services Department who have been employed for one continuous year are eligible for consideration. Employees with less than a year of service may submit nominations.
2. The Department Director and Division Directors are not eligible to receive the Employee of the Quarter/Year award. Members of the committee may not make any nominations.
3. Supervisors from each division will make one recommendation from their section, and supervisors are eligible to be nominated as well.
4. Nominations must be submitted on the official Employee of the Quarter Nomination form.
5. Employees nominated should have demonstrated the highest level of contribution to the organization. Employees shall not have a DAR, reprimand, or ROC during the time period (present quarter) in mention. Employees should also have an above satisfactory or above evaluation rating.
6. Nominations will be considered for four quarters only.

B. Procedure for Nomination

1. A nomination may be made by completing an EOQ nomination form and submitting that form to the Personnel Office. The forms will be produced and distributed by the Personnel Department and will also be available via e-mail.
2. The nominations must reach the EOQ Committee prior to noon the first day of the quarter, example if submitting for Quarter 2 forms must be submitted by April 1.
3. The Committee will meet during the afternoon of the first Wednesday of the quarter.

4. Nominations will be treated confidentially and will be forwarded in a sealed envelope to the Personnel Office marked "Employee of the Quarter or Year."

5. The Director should present the award during the 3rd or 4th week of the quarter. Awards will be done in the Conference Room.

C. EOQ Committee

1. Each Supervisor will nominate one employee (as defined in A.3. above).

a) Example:

Division A = one voting member

2. The Chairperson of the Committee will be the Department Director.

3. The Personnel Office will serve as the Secretariat and Advisor to the Committee. In addition, the Personnel Office will prepare all nominations for the Committee to consider, issue announcements, and provide the Director with all the necessary awards and certificates.

D. Procedure for Selection

1. Copies of the nominations will be provided to the Committee members for the purpose of voting at its scheduled meeting.

2. The members will vote for three nominees ranking them in order of preference.

3. The Director will assign points to each member's votes. The first listed name will receive three (3) points, the second listed name will receive two (2) points, and the last listed name will receive one (1) point.

4. The Committee will tally the votes with the nominee receiving the most votes being selected.

5. Any tie will be broken by a vote from the Director. All written materials will be returned to the Personnel Office for destruction or retention as necessary.

6. The winner will remain confidential until the announcement of the award ceremony is made.

7. Nominations not selected will be retained for consideration at future meetings for a total of twelve calendar months.

II. PROTOCOL FOR EMPLOYEE OF THE YEAR (EOY):

A. Eligibility

1. All Employees of the Quarter of that calendar year if still employed in good standing by the Miami-Dade County Animal Services Department. Each year the Director and senior management staff will submit nominations that meet the requirements for the EOY to the County Manager.
2. The selection of the EOY will be in accordance with the selection of the EOQ and by the Committee during its December meeting after the December EOQ has been selected.
3. Any Employee selected for EOY shall be ineligible for further such awards (EOY or EOQ) for one year (no back to back awards).

B. Presentation

1. Presentation will be by the Director and Assistant Director during such appropriate ceremony as the Department Director may determine.

III. Awards:

A. Employee of the Quarter

1. 8 hours of Administrative Leave
2. Certificate and personalized picture on bulletin board
3. Employee of the Quarter Plaque
4. \$100 EOQ Award Check
5. Letter of commendation for personnel file

B. Employee of the Year

1. 24 hours of Administrative Leave
2. Certificate and personalized picture on bulletin board
3. Employee of the Year Plaque
4. \$500 EOY Award Check
5. Letter of commendation for personnel file