

Building Department Employee Recognition Program

The Building Department is recognized for having dedicated, loyal and efficient professional staff dedicated to providing excellent customer service. To express its appreciation to its valued employees, the Building Department has adopted a policy dedicated to recognizing its employee's outstanding performance and service. The Building Department's recognition program is comprised of various components, offering diverse tools to reward excellence.

Program Objectives

- provide management tools to recognize ongoing employee dedication, outstanding contributions, superior performance and exceptional service
- promote career growth and retain professional staff with Building Dept.
- foster positive employee morale and camaraderie

Programs include:

TAG (The Attendance Game) – Perfect attendance

Employee of the Quarter (departmental)

Going the Extra Mile special presentations (departmental)

County's Employee of the Year

Service Pin Awards (departmental via Personnel Section)

Revising:

Employee of the Quarter

The Building Department recognizes employees who consistently perform their jobs in an exemplary manner through an existing Employee of the Quarter program.

Revising the following in the Employee of the Quarter program:

The Outstanding Building Department of the Quarter program currently awards a \$50 U.S. Savings Bond. Revising the program to award \$250 per Quarter winner. The maximum any one employee may receive is \$1000 cash equivalent per year. Awards are taxable to the employee under federal law. Each award with a cash equivalent will be reported to the Finance Department and

Employee Relations Department, Administrative Services Division. All awards will be reported to the Employee Relations Department. Funding source for the Building Department's Employee of the Quarter program will be coordinated and administered via the department's Finance Section.

**Introducing:
On-the-Spot Recognition Award**

Selection Criteria and Frequency:

The Building Department recognizes employees who have contributed in a positive manner to the department through the performance of a specific project, work product or action. The On-the-Spot Recognition Program provides an immediate reward and recognition to employees for their efforts and contribution when the employee has gone beyond the call of duty and performed a particular outstanding project, product or action.

The guidelines are as follows:

1. Full time employees of the Building Department under the level of Director are eligible to receive on-the-spot recognition by Building Department supervisors under the On-the-Spot Recognition Program.
2. Supervisors who wish to present an employee with an On-the-Spot Award would prepare a brief description of the employee's accomplishment/merit on the internal departmental form, with carbon copies to the respective Division Director, Deputy Director and Department Director. Upon receiving the description and approval, a certificate is prepared by the Communications and Public Information Section and is presented to the supervisor and Department Director for signature. The certificate is returned to the supervisor for presentation to the employee.
3. Director will issue Excellence Awards when it is deemed that the employee's performance was far superior and is deserving of recognition beyond the on-the-spot award. This allows the Director to recognize any employee at any time with a variety of awards.

4. Recognition awards include:

Awards may vary and may include a check, gift certificate, gift card, savings bond, movie passes, event tickets, travel certificates or other equivalent as determined by the Department Director and in accordance with AO 7-30. Each award is capped at \$500 cash equivalent. The maximum any one employee may receive is \$1000 cash/year

- A Certificate of Recognition/excellence awards/Plaque
- Verbal recognition at Formal Departmental/Divisional Staff Meeting
- Employee's personnel file will note award

Awards are taxable to the employee under federal law.

Each award with a cash equivalent will be reported to the Finance Department and Employee Relations Department, Administrative Services Division. All awards will be reported to the Employee Relations Department.

Funding source for all three components of the Building Department's Employee Recognition Programs will be coordinated and administered via the department's Finance Section.

**Miami-Dade County
Building Department**



NOMINATION FORM

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Nominator's Name (print) _____

Nominator's Signature _____

Section or Business _____

Mailing Address _____

City _____

State _____

Telephone _____

Number _____

Please return this form to:

Building Department
Communication and Public Information Section
Miami-Dade County Permitting & Inspection Center
11805 SW 26 Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2297

The deadlines are:

Quarter Number	Months Covered	Deadline for Nomination Form
Quarter 1	July-September	September 6
Quarter 2	October-December	December 6
Quarter 3	January-March	March 6
Quarter 4	April-June	June 6

Screening and Selection Committee ("Committee"), which will be rotated each quarter. The Committee shall consist of one Building Department supervisor, one non-supervisory employee, the section head of the Communication and Public Information Section, and one senior management employee. No employee who is nominated or who has submitted a nomination may serve on the Committee for that particular quarter. The Committee will evaluate the nominations and make their selection based upon the approved criteria.

3. Criteria

Employees will be selected based on the following categories:

- Prompt response to customer service requests
- Excellent participation in team work
- Excellent example to co-workers
- Initiation of new ideas that have proven beneficial to the department
- Special efforts above and beyond assigned job duties
- Increased productivity or efficiency within the department
- Overall positive and enthusiastic attitudes toward the job, the department, co-workers, and the customers
- Outstanding cooperation with co-workers and supervisors
- Outstanding job attendance
- Consistently provides outstanding customer service
- Represents department professionally

4. Selection

The committee will make a final recommendation on the selection of the one "Outstanding Building Department Employee of the Quarter" and forward the names to the Department Director for approval. In the event of a tie, the Department Director will make the final decision.

5. Awards

The name and picture of the "Outstanding Building Department Employee of the Quarter" will be displayed on a poster that will be duplicated and hung on every floor that the department occupies, including the branch offices. In addition, the "Outstanding Building Department Employee of the Quarter" will be awarded a ~~framed certificate~~ **4-550-445-Savings-Bonus** a framed certificate and will be featured in the department's employee newsletter.

A formal presentation will be made in the employee's section. The employee's personnel file will be updated to reflect the award.

The purpose of this program is to recognize and reward employees who consistently perform their jobs in an exemplary manner.

Criteria for Nomination

- All Building Department employees can be nominated, except the department's executives at the level of division director and above.
- A person can only receive the award of "Outstanding Building Department Employee of the Quarter" once per fiscal year.
- The employee being nominated must have received at least one performance evaluation in the Building Department. The overall evaluation must be above satisfactory or higher.

Who can Nominate?

Any Building Department employee, County employee or the general public can make a nomination, however employees cannot nominate themselves. Only one nomination form per quarter may be submitted per person.

How to Nominate?

To nominate, one must complete the nomination form and submit it to the Supervisor of the Communication and Public Information Section by the established deadlines. The deadlines for each quarter are listed on the back page. Those forms received after the deadline will be held and considered for the following quarter. Each quarter, we will honor one "Outstanding Building Department Employee of the Quarter."

How does the Program work?

1. Nominations

All nominations must be made on the Building Department Outstanding Employee of the Quarter Nomination Form.

2. Review

All nominations will be pre-screened by the nominee's immediate supervisor. The immediate supervisor will complete the Supervisor Evaluation Form. The purpose of the supervisor's input is to confirm that the supervisor is in agreement with the nomination; that the employee's last evaluation was above satisfactory or outstanding; that the employee has an above satisfactory attendance record and that the employee is in good standing. Once pre-screened by the immediate supervisor, all qualified nominations will be reviewed by a four-member

Please use the following guide to nominate the employee of your choice. Check as many statements as are applicable. You may attach additional comments and supporting documentation if you wish.

Date: ____ / ____ / ____

I nominate _____
_____ (section) to receive
the "Outstanding Building Department Employee of the Quarter" award.

The reasons for the nomination are as follows (check as many boxes as you feel applies). An example must be provided for each box that is checked.

Employee is reliable and has excellent work habits including: consistently completing assignments on schedule, observing work hours and exceptional attendance.

Employee has a professional approach to the daily work assignments, in working with others, including customers and the general public.

Employee encourages team work and cooperation.

Employee initiates new ideas that have proven beneficial for the department.

Employee has demonstrated efforts toward self-improvement.

Employee has demonstrated a personal commitment to the job by contributing to the overall goals/mission of the department.

Employee consistently provides outstanding customer service. Please attach commendation letters from the public if applicable.

Please add any comments that best describes the employee you are nominating. Please attach additional sheets or any documentation (ex. commendations, letters, etc.) if needed.

