

Administrative Order



Administrative Order No.: 7-11

Title: Emergency Service Award Program

Ordered: 11/1/1994

Effective: 11/1/1994

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter, Section 125.01(bb) of the Florida Statutes.

POLICY:

To recognize outstanding service under emergency conditions performed by Dade County police officers and firefighters who are not otherwise eligible for the payment of overtime (job basis employees), the County Manager is authorized to approve monetary awards on a lumpsum basis. The sums paid under this program shall be in addition to the employee's base rate of pay and shall not be carried forward in subsequent years. No employee receiving an award under this program may receive more than two awards in any five year period.

ELIGIBILITY:

Police officers and firefighters who are not eligible for the payment of overtime (job basis employees) and who have not received any other payment beyond their regular salary for work performed during an emergency.

The work performance for which an emergency service award is paid shall have occurred within three years prior to the payment. The County Manager's determination of whether an emergency has occurred shall be final.

CRITERIA:

A nominee for an emergency service award must have participated in the provision of emergency services under extraordinary conditions, which may include, but need not be limited to, the following:

- a. natural disasters, such as hurricanes and floods;
- b. riots or other civil disturbances calling for the emergency mobilization of police or

firefighters;

c. any other state of emergency declared by the County Manager.

Emergency services performed during an employee's normal working hours shall not be considered extraordinary service and shall not qualify for an award under this program.

NOMINATION PROCESS:

The County Manager, the County Manager's assistants, and Department Directors may nominate employees for awards under this program. Nominations should be submitted to the County Manager's Office.

The amount of the award which is being recommended must be indicated for each nominee submitted. When a department submits more than one nomination for the same award, the department's order of priority must also be indicated. Nominations shall be signed by the submitting authority and the documentation submitted with each case should include a nomination justification statement not to exceed approximately two pages in length which addresses the selection criteria in a concise, specific manner.

SELECTION PROCESS:

The County Manager will review the nominations to determine if an award is appropriate and the amount of any such award. The Manager's decision shall be final.

AWARD PAYMENT:

A lump sum payment will be made to each recipient. These lump sum payments will come from the recipient employee's department.

Joaquin G. Aviñó, P.E., P.L.S.
County Manager