

## Administrative Order



**Administrative Order No.:** 7-26

**Title:** Executive Service Award Program

**Ordered:** 3/3/1987

**Effective:** 3/3/1987

### **AUTHORITY:**

Section 4.02 of the Metropolitan Dade County Charter.

### **POLICY:**

To recognize prolonged, high quality accomplishment of Executive Service, the County Manager is authorized to approve the awarding of monetary awards to a select number of executives. Two types of awards are available:

**Meritorious Service Award.** This award is for outstanding performance or accomplishment to the benefit of the County. It includes a lump sum payment of up to \$2,500. The Meritorious Service Award is based on evaluation of the criteria enumerated in this Administrative Order.

**Distinguished Service Award.** This award is for sustained accomplishment and outstanding performance to the benefit of the County. It includes a lump sum payment of up to \$5,000.

An award plaque signed by the County Manager and a distinctive pin will also be presented to each award recipient.

A lump sum paid under this program is in addition to basic salary. No executive may receive more than two awards in any five year period.

### **ELIGIBILITY:**

All members of the Executive Service Groups 1 through 5 are eligible for consideration for these awards.

The performance or accomplishment for which a nomination of Meritorious or Distinguished Service is submitted shall have occurred within the 12 months prior to submission. The nominee's performance over a longer period of time may be taken into account. Nominations should reflect extraordinary accomplishment of lasting benefit to the County and its citizens.

## **CRITERIA:**

A nominee must have demonstrated (a) superior performance and accomplishment for Meritorious Service and (b) sustained extraordinary accomplishment for Distinguished Service. Criteria upon which nominees will be evaluated may include, but need not be limited to, the following:

Career achievements that are recognized throughout the County or are acknowledged on a state or national level;

Specific achievement of significant cost reduction or cost avoidance enabling the agency to reallocate resources to high priority activities, such as implementation of a departmental business plan;

Successful use of human resources as evident through high workforce productivity, effective development and recognition of subordinates, and demonstrated proficiency in Labor/Management Relations;

Demonstration of personal creativity, initiative and innovation;

Substantial improvements in quality of work, efficiency and/or timeliness of service;

Unusual levels of cooperative effort with other County, state or federal agencies, governmental jurisdictions, and/or the private sector, including community involvement;

Demonstrated commitment to and significant successful efforts in affirmative action;

Major professional and career related awards and honors received.

Demonstrable managerial effectiveness as indicated by decision making and problem solving skills.

In documenting the above criteria and in all other areas cited in support of the nomination, it must be clear that the nominee has demonstrated qualities of strength, leadership, integrity, industry and personal conduct of a level that has established and maintained a high degree of public confidence and trust.

## **NOMINATION PROCEDURES:**

The County Manager, the County Manager's assistants, and Department Directors may nominate executives for these awards. Nominations should be submitted to the County Manager's Office. The total number of awards given in a year shall not exceed a number equal to 7% of the executives in the Executive Service, Groups 1 through 5, for that year.

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. An individual nominated for Distinguished Service will, if eligible, be considered for Meritorious Service should the higher award be denied. 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 and will approve awards of Meritorious Service, and Distinguished Service.

**AWARD PAYMENT:**

A lump sum payment will be made to each recipient. These lump sum payments, as well as the costs of pins and plaques, will come from the recipient employee's department.

Sergio Pereira  
County Manager