

## Administrative Order



**Administrative Order No.:** 7-30

**Title:** Employee Recognition Programs

**Ordered:** 09/20/06

**Effective:** 10/01/06

**AUTHORITY:**

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

**SUPERSEDES:**

This Administrative Order supersedes previous Administrative Order 7-30, ordered and effective April 20, 2001.

**POLICY:**

It is the policy of Miami-Dade County to recognize employees for demonstrated exceptional service and achievements in the performance of their public duties.

The County Manager is hereby authorized to award up to \$5,000 per year in cash equivalent bonuses and other award items to Countywide employees of the year.

Department Directors are hereby authorized to issue up to \$500 in cash equivalent bonuses and other award items per employee, per instance, not to exceed \$1000 per employee, per year for departmental employee of the month, quarter, or year programs and other employee recognition programs in accordance with established Countywide and departmental procedures for recognizing superior or outstanding employees.

Departments will be required to utilize their own budgeted funds for these purposes and specific award procedures and criteria for each employee recognition program must be approved by the Director of the Employee Relations Department. Departments may exercise flexibility on the amount and frequency of the award.

Programs must be in compliance with all applicable federal, state and local law.

**COUNTYWIDE EMPLOYEE OF THE YEAR PROCEDURE**

1. Department Directors and senior management will be invited to submit nominations for the Countywide Employee of the Year to the County Manager on an annual basis. Specific award categories may be established at the discretion of the County Manager to reflect the broad spectrum of County service.
2. To be considered for Countywide recognition, nominations must meet the requirements of the annual announcement.
3. The County Manager will appoint a Screening and Selection Committee ("Committee") of at least three members to review the list of nominated employees. In any given year, additional Committees may be established to review nominations in different categories.

4. Departments may submit only one nomination for each announced category annually.
5. The Committee will rank the employees based on the information provided and pre-established criteria that may include: exemplary teamwork, job attendance, customer service, productivity, efficiency, community service, and public service commitment. The Committee will submit its recommendation to the County Manager.
6. The County Manager will make the final selection of the winners and determine the appropriate recognition for each winner and runner-up. Recognition may include administrative leave, non-cash awards, and cash equivalent bonuses and other award items, in an amount not to exceed \$5,000 per employee.
7. All the employees nominated for Employee of the Year will be formally recognized as deemed appropriate by the County Manager.
8. The name or names of the Countywide Employees of the Year will be announced on an annual basis.

#### **PROCEDURE FOR DEPARTMENTAL EMPLOYEE RECOGNITION PROGRAMS:**

1. Department submits description of its employee recognition program, including program objectives, selection procedures and criteria, funding source, and award frequency and type to the Career Development Division in the Employee Relations Department. Programs are subject to the approval of the Employee Relations Department Director. Departments may have several different employee recognition programs to address their departmental priorities such as employee of the month, quarter or year programs, on-the-spot recognition programs, or others, provided that funds are available and each individual program is approved by the Employee Relations Department Director.
2. The Director of the Career Development Division notifies the Finance Director and the Director of the Office of Strategic Business Management that an employee recognition program has been adopted and meets the requirement of the administrative order.
3. The Department Director then establishes the Employee Recognition Program account with the Finance Department. Upon approval by the Finance Director or his/her designee(s), the Department issues requests for cash equivalent bonuses or other award items as needed, in accordance with its established program and Finance Department procedures.

These awards are taxable to the employee and employer under federal law. The total amount of the award given to the employee will include the award amount, in addition to, the employee's portion for federal income tax, social security and Medicare tax. The respective department will be charged for the amount of the award(s), as well as, for the tax protection portion, the gross up amount of the award. Employees who have court-ordered garnishments may have their award(s) intercepted pursuant to that order.

4. The Department records an appropriate recognition statement in the employee's personnel file whenever an award is issued.
5. The Department provides the Employee Relations Department with the names of all employee winners for purposes of further recognition, publicity and reporting on a regular basis, as deemed appropriate.
6. The Employee Relations Departments develops further publicity and recognition opportunities as warranted for departmental honorees at least once a year.
7. Departments will periodically review their employee recognition program and provide the Employee Relations Department with updates. Changes to official program parameters are subject to the approval of the Employee Relations Department Director.
8. On an annual basis, the Employee Relations Department shall report the results of all employee recognition programs Countywide to the County Manager.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Manager