

EMPLOYEE RECOGNITION PROGRAMS

SUMMARY

To recognize employees who demonstrate exceptional service and achievements in the performance of their public duties, Miami-Dade County has created a policy for the Countywide Employee of the Year process and authorized development of Departmental Employee Recognition Award (DERA) Programs in County departments. Community Information and Outreach (CIAO) oversees the Employee Recognition Programs.

PROCEDURE

Countywide Employee of the Year

1. County Mayor announces the nomination process, deadline for submissions and categories for the Countywide Employee of the Year.
2. Department Directors submit the names of their nominees to the appropriate category in response to the announcement. Only one nomination may be submitted to each category.
3. The County Mayor appoints at least three members to serve on a Screening and Selection Committee to review nominations. Additional committees may be established as needed for different categories.
4. The County Mayor makes the final selection of the winners and determines appropriate recognition. Recognition may not exceed \$5,000 per employee.

Departmental Employee Recognition Award (DERA) Programs

1. Departments develop and submit employee recognition program to Community Information and Outreach for review and approval.
2. Community Information and Outreach notifies Finance Director and Office of Management and Budget when a departmental employee recognition program is approved.
3. Department Director can then establish an account with the Finance Department as needed to fund the new employee recognition initiative. Finance Department procedures are in place for this process.
4. Department Directors are authorized to approve up to \$500 per employee per instance with an approved Departmental Employee Recognition Award (DERA) Program. Employees cannot be awarded more than \$1,000 per year.
5. The Department records an appropriate recognition statement in the employee's personnel file whenever an award is issued and notifies Community Information and Outreach for additional publicity.

CONTACT(S):

Department/Division

Community Information and Outreach/Administration

REFERENCE DOCUMENT(S):

Administrative Order 7-30, Employee Recognition Programs