

POLICY NUMBER:

APM-3-98

DATE:

May 16, 2002

ISSUED BY:

Carlos A. Gimenez

City Manager



SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

| REVISED SECTION | DATE OF REVISION |
|-----------------|------------------|
| Created | 09/01/98 |
| Changed Title | 04/23/02 |
| All | 04/23/02 |

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SUBJECT: QUARTERLY ACHIEVEMENT AWARD PROGRAM

PURPOSE: To provide a policy and procedure for recognition of individual initiative and/or achievement by a full-time civilian employee who has made a substantial contribution to the City.

The City of Miami recognizes that the Police and Fire Departments shall continue their monthly award program for sworn and civilian personnel pursuant to departmental procedures.

The Policy will be as Follows:

I Award Categories

- A Outstanding Achievement Award** - Awarded to an employee who has distinguished himself by exceptional work performance or achievement and for displaying an ongoing drive for excellence. This may be based upon the individual providing support or expertise above and beyond the normal scope of duties to a citizen, group of citizens, or organization.
- B Heroism Award** - Awarded to an employee who has displayed courage and heroism in the face of extreme danger.

There will be only one (1) nominee selected from each category for an award.

II Nomination Procedure

- A** Nomination for recognition of individual achievement shall apply only to full time civilian employees *excluding executives*. Any employee may nominate any other employee. Nominations must be endorsed by the appropriate Department Director.

- B All nominations must be submitted on City form #CM/LR 423. Support documentation must be attached to the nomination form for consideration.
- C All nominations must be submitted to the Special Assistant to the City Manager who will act as Chairperson of the Selection Committee.
- D All nominations must be submitted by the **5th of the month following the end of the Quarter**. Nominations not submitted by the deadline will **not** be considered for an award.

III Selection Procedure

- A Review and selection of award nominees shall be determined by a committee of four (4) persons created for that purpose. The Award Selection Committee shall be chaired by the Special Assistant to the City Manager who will be a non-voting member.
- B The Award Selection Committee shall consider irrelevant a nominee's length of employment and position title.
- C The **Award Selection Committee** members shall be as follows:
 - 1. **Human Resources Director** (or a designee, if unable to attend)
 - 2. **Assistant City Manager** (or a designee, if unable to attend)
 - 3. **AFSCME, Local 1907 President** (or a designated executive board member)
 - 4. **AFSCME, Local 871 President** (or a designated executive board member)
- D The Chairperson shall assemble the Award Selection Committee ***no later than the 10th*** of January, April, July and October for the purpose of selecting the award recipient(s).
- E The Award Selection Committee shall be furnished with the nominations submitted and selection shall be based upon the criteria as referred to under Section I.
- F Award recipients shall be chosen by Committee consensus.
- G The Award Selection Committee's decision for award recognition shall be final.
- H The Committee Chairperson shall immediately notify the selected award recipient(s).
- I Individuals nominated for and/or subsequently receiving a Quarterly Achievement Award shall automatically be eligible for nomination for the Outstanding Employee of the Year.

IV Award Presentation

Recognition and presentation of awards shall be as follows:

- A Achievement awards shall be presented by the City Manager at a citywide assembly to be held at the Miami Riverside Center lobby, 444 SW 2nd Avenue.

- B** Award presentations shall be held on the *last Wednesday of January, April, July and October at 10:00 a.m. (unless otherwise specified).*

Achievement awards shall include:

- A** A Letter of Recognition from the City Manager
- B** A Certificate of Appreciation
- C** Sixteen (16) hours of Commendation Paid Leave credited to the employee's vacation balance (grandfathered).
- D** Assigned parking space in the Miami Riverside Center for a period of three (3) months.