

**POLICY NUMBER:**

**APM- 9 - 78**

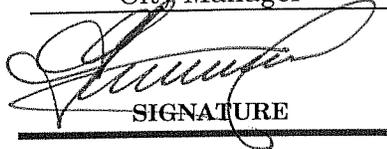
**DATE:**

**May 16, 2002**

**ISSUED BY:**

**Carlos A. Gimenez**

**City Manager**

  
**SIGNATURE**

# CITY OF MIAMI



**ADMINISTRATIVE POLICY**

**REVISIONS**

<b><u>REVISED SECTION</u></b>	<b><u>DATE OF REVISION</u></b>
Created	12/26/78
Revised	03/13/97
Revised	11/19/01
Revised	04/23/02

Page 1 of 3

**SUBJECT:           OUTSTANDING EMPLOYEES OF THE YEAR**

**PURPOSE:** To provide a policy and procedure to develop personal initiative and initiate recognition of individual achievement and contribution by civilian and sworn employees.

Effective this date, this administrative policy supersedes all previous directives on the subject of outstanding employee of the year.

**The Policy will be as Follows:**

**I     ELIGIBILITY**

**A**     To be eligible for selection as civilian and sworn "Outstanding Employees of the Year," employees are:

1. To be employed by or for the City of Miami for a minimum period of twelve (12) months.
2. To be employed in a full-time capacity. (Full-time temporary employees are excluded.)
3. Not permitted to nominate themselves.

**II    CRITERIA**

**A**     The following criterion is recommended as consideration for nomination for "Outstanding Employees of the Year."

1. Outstanding individual accomplishment.
2. Outstanding display of individual initiative surpassing job requirements and expectations.
3. Job Performance
4. Cooperation
5. Meritorious display of concern and consideration in dealing with the public, fellow employees and supervisors.
6. Responsibility
7. Dependability

8. Integrity
9. Cooperation
10. Attitude
11. Consideration
12. Outstanding acts of heroism, courage and bravery.

### III PROCEDURE FOR NOMINATION

- A Nominations for civilian personnel will be considered from the following:
1. Written nomination for employees to be selected as the "Outstanding Employee of the Year" in either category:
    - a. May be submitted by any full-time employee of the City of Miami.
    - b. Must be submitted on City form City Manager/LR 420 and sent to the Office of Labor Relations through the Department Director/Designee with the Department Director's recommendation.
    - c. Nomination forms **must** be submitted to the Office of Labor Relations no later than December 31<sup>st</sup> of each year.
    - d. Support documentation **must** be attached to the nomination form for consideration. Failure to provide support documentation will automatically disqualify candidate.
    - e. Quarterly Employee Achievement Award civilian winners are automatically considered as nominees for the "Outstanding Employee of the Year". They must adhere to a-d above. (See APM-3-98)

A sample nomination form is attached to this policy.

### IV SELECTION PROCEDURE (CIVILIAN)

- A Selection of the civilian "Outstanding Employee of the Year" shall be made by a committee of four formed for that purpose.
- B The Employee Selection Committee shall be chaired by the City of Miami's Labor Relations Officer, while a second and third member will be department heads as designated by the City Manager and a fourth member will be the previous year's civilian outstanding employee of the year.
- C The Committee shall meet during the last two weeks of January to select the "Outstanding Employee of the Year" for the preceding year.
- D The Committee will be furnished with all nominations submitted and selection will be based on criteria as referred to under Section II.
- E Written communications from the general public serving to compliment or give thanks for individual accomplishment or consideration rendered in service by a civilian employee of the City of Miami may be used as supporting documentation.

service by a civilian employee of the City of Miami may be used as supporting documentation.

- F The personnel folders of nominated employees shall be referred to if determination is needed to verify that the selection is consistent with the recommendation.
- G The Committee's recommendation for civilian "Outstanding Employee of the Year" will be final.

#### **V SELECTION PROCEDURE (SWORN)**

- A The Fire-Rescue Department's Sworn Recognition Committee and the Police Department's Award Selection Committee shall select their departmental sworn personnel for the year.
- B Written documentation outlining the accomplishments of the Fire-Rescue Department's and the Police Department's sworn selections must be sent to the Office of Labor Relations through the Fire Chief and Police Chief.
- C The selections must be received by the Office of Labor Relations no later than January 31<sup>st</sup> for the preceding year.

#### **VI AWARD RECOGNITION**

- A Benefits afforded to the "Outstanding Employees of the Year" will be as follows:
  - 1. A letter from the City Manager informing the employee of his/her selection, a Certificate of Appreciation, and presentation of a \$500 check.
  - 2. A plaque will be presented to the "Outstanding Employees of the Year."
- B Benefits afforded to the civilian "Outstanding Employee of the Year" runner-up will be as follows:
  - 1. A letter from the City Manager informing the employee of his/her selection as runner-up, and presentation of a \$200 check.
  - 2. A Certificate of Appreciation will be presented to the "Outstanding Employee of the Year" runner-up.
- C All eligible civilian nominees will receive 8 hours commendation paid leave.

#### **VII TIE VOTE**

In the event of a tie vote, selected employees will each receive award recognition as specified in this section.

#### **VIII PRESENTATION**

Presentation shall be made by the City Manager and shall take place at a time and place designated by the Selection Committee. This will be approved by the City Manager.