



EMPLOYEE ACHIEVEMENT AWARD~~EMPLOYEE/TEAM OF THE~~ MONTH AND YEAR AWARD PROCEDURE

APPROVED BY THE EXECUTIVE DIRECTOR

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: ~~07-16-2009~~ 07-12-2011

ARTICLE 220.415c

TITLE: Employee Achievement ~~Employee/Team of the Month and Year~~ Award Procedure

ORIGIN: Article 120.415, Employee Recognition Policy

SCOPE: **Regular Employees** Excluding **MEP Employees**

GUIDING PRINCIPLES:

The **District may** recognize ~~and reward~~ employees who contribute to the accomplishment of the District's Mission.

The District **shall** encourage all employees to participate in improving District operations and seek to recognize those outstanding achievements that stimulate higher productivity and a sense of professionalism and pride throughout the District.

~~The Employee Achievement Awards program shall supersede other recognition and award programs that may exist within individual departments/offices/divisions.~~

PROCESS:

A. Employee of the Month/Team of the Month

1. Separate awards Framed certificates may be given to a regular District employee and/or a team of District employees who have demonstrated outstanding performance and achievements clearly resulting in the accomplishment of a District goal or priority.

Any District employee may recommend an employee or team for Employee of the Month or Team of the Month by completing the Employee/Team of the Month and Year Nomination form.

- a. Nomination narratives shall identify the District Program that was impacted by the employee's contribution and must clearly demonstrate the outstanding performance and achievements that resulted in the accomplishment of a District goal or priority.
- b. Nomination narratives shall be limited to a maximum of 3 short paragraphs and a closing sentence.

- c. The completed nomination form shall be forwarded by e-mail to the Employee Relations Section/HR Solutions Department Bureau by using the recognition dedicated e-mail address, Employee Recognition Matters. *Nominations are due in the HR Solutions Department Bureau the fourth Friday of each month.* The HR Solutions Department Bureau shall submit the nomination by e-mail attachment to the nominated employee's Resource Division Area Sr. HR Representative for review and approval to proceed.
- (1) The Resource Division Area Sr. HR Representative shall communicate the nomination to the employee(s) manager Division Director and department-director Bureau Chief. The department-director Bureau Chief shall advise the Resource Area Division Sr. HR Representative to reject or approve the nomination. The Sr. HR Representative shall forward the nomination document by e-mail back to the Employee Relations Section/HR Solutions Department Bureau and will select either the "Reject" or "Approve" button on the Outlook e-mail. If rejected, the nomination will not proceed and the nominator will be notified. If approved, the Employee Relations Section/HR Solutions Department Bureau shall forward the nomination to the appropriate Deputy Executive Division Director.
- (2) The Deputy Assistant Executive Director/~~General Counsel~~ shall reject or approve the nomination by selecting the "Reject" or "Approved" button on the Outlook e-mail. If rejected, the nomination will be cancelled and the appropriate managers and the nominator will be notified. The Resource Area Division Sr. HR Representative shall be copied on the communication; if the nomination is approved, the Employee Relations Section/HR Solutions Department Bureau shall place the nomination on the ballot with the supporting nomination form.
3. The Employee Relations Section/HR Solutions Department Bureau shall prepare the monthly ballot with all approved nominations and supporting nomination forms. Ballots and supporting nomination forms shall be forwarded by e-mail to the voting members ~~of the District Leadership Team~~.
4. ~~District Leadership Team~~ voting members shall make their selections for Employee of the Month and Team of the Month and return their completed ballot(s) by e-mail to the Employee Relations Section/HR Solutions Department Bureau *by close of business the first Tuesday of each month.*
5. The Employee Relations Section/HR Solutions Department Bureau shall, upon receipt of all ballots, communicate by e-mail the final selections of award recipients to the ~~District Leadership Team~~ voting members. The managers

[Bureau Chief](#) of selected employees and the selected employees shall receive a copy of the communication.

6. The Employee Relations Section/HR Solutions [Department Bureau](#) shall communicate by e-mail to the manager(s) of non-selected employee(s) requesting them to recognize the nominated employee(s) at their next regularly scheduled staff meeting. Nominators shall be copied on the communication.
7. The Employee Relations Section/HR Solutions [Department Bureau](#) shall:
 - a. Forward nomination results to [Creative Services the Office of Communications](#) for internal communications purposes and for publishing in the District's newsletter.
 - b. Prepare communications to selected employees advising them of the date/time of the formal recognition ceremony and related benefits, which includes 8 hours of authorized paid leave that must be used all at one time and within 90 days from the effective date. Pay Code 0053 (Employee Recognition) shall be used for time reporting purposes. The effective date for usage of the authorized leave shall begin the day on which the Governing Board meets during the month for which the employees were selected for recognition as Employee/Team of the Month. In addition, employees whose work location is at District headquarters or at District offices where employee reserved parking **will** be accommodated, shall receive a reserved parking space for 30 calendar days effective on the day the Governing Board meets during the month for which the employees were selected for recognition as Employee/Team of the Month. Employees at offsite locations who visit the headquarters campus on a regular basis for business purposes can receive a dashboard sign to display while parking in any Visitor parking space.
 - c. Provide the District's Payroll Section the names of employees eligible to receive the 8 hours of authorized paid leave, the effective date and end date for tracking in SAP.
 - d. Order the name plates for Employee of the Month and Team of the Month plaques and photos; place work order for reserved parking space(s); and, prepare certificates for **Executive Director's** signature for both the selected employees and nominated but not selected employees.
 - e. Prepare the **Governing Board** agenda backup document.
 - f. Frame and display photos of selected employees.

- g. Mount nameplates on appropriate plaques and photos.
- 8. If the employee selected for recognition is currently enjoying the benefit of an awarded reserved parking space for the year, the reserved parking space will be extended an additional 30 calendar days. No other extensions will be granted. If the employee selected for recognition, however, has been assigned a 30 years service reserved parking space, they will not be entitled to an additional reserved parking space.
- 9. Employee Relations Section/HR Solutions [Department Bureau](#), shall place digital photos of selected Employee of the Month and Team of the Month on I-Web with the related nomination information.

B. Employee/Team of the Year

- 1. Individual awards may be given to a regular District employee and/or a team of District employees who have demonstrated outstanding performance and achievements clearly resulting in the accomplishment of a District goal or priority during the **calendar year**.

During the month of December, [Department Directors Bureau Chiefs](#) may recommend an employee(s) for Employee or Team of the Year by completing the Employee/Team of the Month and Year Nomination form.

- a. Nomination narratives shall identify the District Program that was impacted by the employee's contribution and must clearly demonstrate the outstanding performance and achievements that resulted in the accomplishment of a District goal or priority.
- b. Nomination narratives shall be limited to a maximum of 3 short paragraphs and a closing sentence.
- c. The completed nomination form shall be forwarded by e-mail to the Employee Relations Section/HR Solutions [Department Bureau](#) by using the recognition dedicated e-mail address, Employee Recognition Matters.
 - (1) The Employee Relations Section/HR Solutions [Department Bureau](#) will e-mail nominations received to the employee's [Resource Area Division](#) Sr. HR Representative for review and approval to proceed
 - (2) The [Resource Area Division](#) Sr. HR Representative shall communicate the nomination to the employee(s) manager and [department Bureau Chief-director](#). The [department-director Bureau Chief](#) shall advise the [Resource Area Division](#) Sr. HR

Representative to reject or approve the nomination. The Sr. HR Representative shall forward the nomination back to the Employee Relations Section/HR Solutions Department Bureau and will select either the "Reject" or "Approve" button on the Outlook e-mail. If rejected, the nomination will not proceed and the nominator will be notified. If approved, the Employee Relations Section/HR Solutions Department Bureau shall forward the nomination to the appropriate Deputy Executive Division Director.

- (3) The Division~~Deputy Executive~~ Director shall reject or approve the nomination by selecting the "Reject" or "Approve" button on the Outlook e-mail. If rejected, the nomination will be cancelled and the appropriate managers and the nominator will be notified. The Resource Area Division Sr. HR Representative shall be copied on the communication; if the nomination is approved, the Employee Relations Section/HR Solutions Department Bureau shall place the nomination within the ballot package that will be provided to the voting members of the District Leadership Team.
3. Each January, the Employee Relations Section/HR Solutions Department Bureau shall identify selected Employees of the Month/Teams of the Month from the previous calendar year and enter them on the ballot along with any additional approved nominations that were received during the month of December.
4. The Employee Relations Section/HR Solutions Department Bureau shall prepare and deliver ballot packages for Employee of the Year/Team of the Year to the Executive Director and District Leadership Team voting members.
5. ~~District Leadership Team~~ Voting members will score each employee and team **candidate** using established Evaluation Criteria and return completed ballots to the Employee Relations Section/HR Solutions Department Bureau within the appropriately designated timeframes.
6. The Employee Relations Section/HR Solutions Department Bureau shall, upon receipt of all ballots, tally the scores. (In case of a tie, the Assistant Executive Director shall cast the deciding vote.) The Employee Relations Section/HR Solutions Department Bureau shall communicate the results to the Executive Director. Upon the Executive Director's approval, a communication shall go forward from the Employee Relations Section to the voting members ~~of the District Leadership Team~~ with a copy to the managers of selected employees and the selected employees announcing the Employee and Team of the Year.
7. The Employee Relations Section/HR Solutions Department Bureau shall:

- a. Forward selection results to ~~Creative Services~~ the Office of Communications for internal communications purposes and for publishing in the District's newsletter.
 - b. Prepare communications to selected employees advising them of the date/time of the formal recognition ceremony and related benefits, which includes 16 hours of authorized paid leave that shall be used in 8 hour segments, within 90 days from the effective date. Pay Code 0053 (Employee Recognition) should be used for time reporting purposes. The effective date for usage of the authorized leave shall begin the day on which the Governing Board meets to recognize the Employee and Team of the Year. Also, employees whose work location is at District headquarters, or at District offices where employee reserved parking will be accommodated, shall receive a reserved parking space for one year effective on the day the Governing Board meets to recognize the Employee and Team of the Year. However, if the employee(s) selected for recognition have been assigned a 30 years service reserved parking space, they will not be entitled to an additional reserved parking space. Employees at offsite locations who visit the headquarters campus on a regular basis for business purposes can receive a dashboard sign to display while parking in any Visitor parking space.
 - c. Provide the District's Payroll Section the names of the employees eligible to receive the 16 hours of authorized paid leave, the effective date and end date for tracking in SAP.
 - d. Order the name plates for Employee of the Year and Team of the Year plaques and photos; order engraved award for Employee of the Year; ~~request a \$250 check for Employee of the Year and \$150 checks for each Team of the Year member; and~~, prepare certificates for Employee of the Year and Team of the Year recipients.
 - e. Prepare the Governing Board agenda backup documents.
 - f. Frame and display photos of the selected Employee and Team.
 - g. Mount nameplates on appropriate plaques and photos.
8. The Employee Relations Section/HR Solutions Department Bureau shall place digital photos of selected employees on I-Web with related nomination documentation.

SUNSET: N/A