



FREDDY EXCELLENCE AWARD PROCEDURE

APPROVED BY THE EXECUTIVE DIRECTOR

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: 07/29/2015

DISTRICT CLERK'S OFFICE

TITLE: Freddy Excellence Award

ORIGIN: Article 120.415, Employee Recognition Policy

SCOPE: **Regular and Management Employees**

GUIDING PRINCIPLES:

- A. The **District may** monetarily reward employees for performance above and beyond what is expected or to those employees who otherwise demonstrate in a notable manner the District's core values of service excellence, teamwork, self-management, professional integrity, safety, and/or professional/technical excellence.

PROCESS:

The District may issue monetary awards for an employee's extra efforts in the performance of their duties or special contributions to the District.

The District may provide an employee with up to 2 Freddy Excellence Awards each **fiscal year**.

The District may grant an employee a Freddy Excellence Award if the employee has:

- A. Assumed additional workload during the absence of another staff member;
- B. Demonstrated a willingness to work overtime to complete a project by an established deadline;
- C. Demonstrated a willingness to accept new responsibilities.
- D. Displayed exceptional teamwork, safety practices, self-management, professional integrity, or professional/technical expertise in the performance of his or her duties.

All District employees are eligible to be considered for a Freddy Excellence award. A Division Director, Bureau Chief, or Field Station Superintendent may award a Freddy Excellence award to an employee after completing the Freddy Excellence Award form. The form will contain a brief description of the employee's extra efforts or special contributions. A copy of the form shall be forwarded to Human Resources for inclusion in the employee's personnel file.

The Freddy Excellence Award is subject to funding ability.