

## MEMORANDUM

Agenda Item No. 11(A)(6)

**TO:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**DATE:** January 20, 2016

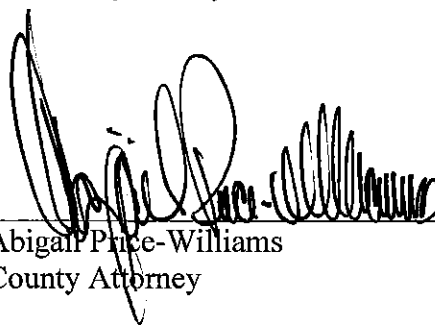
**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Resolution directing the County Mayor to study the issue of allowing flextime for County employees, and directing the County Mayor to provide a report to the Board on the cost and feasibility of adopting a flextime policy for County employees with fixed daily schedules, and whether the County Mayor recommends the implementation of such a policy

Resolution No. R-57-16

**This item was amended at the 12-8-15 Strategic Planning and Government Operations Committee to amend Section 2 to change the report deadline from "60 days" to "90 days."**

The accompanying resolution was prepared and placed on the agenda at the request of Co-Prime Sponsors Commissioner Daniella Levine Cava, Chairman Jean Monestime and Commissioner Barbara J. Jordan and Co-Sponsor Commissioner Sally A. Heyman.



Abigail Price-Williams  
County Attorney

APW/cp



**MEMORANDUM**  
(Revised)

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and Members, Board of County Commissioners

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**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(6)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_\_, 3/5's \_\_\_\_\_, unanimous \_\_\_\_\_) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(6)  
1-20-16

RESOLUTION NO. R-57-16

RESOLUTION DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO STUDY THE ISSUE OF ALLOWING FLEXTIME FOR COUNTY EMPLOYEES, AND DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO PROVIDE A REPORT TO THE BOARD ON THE COST AND FEASIBILITY OF ADOPTING A FLEXTIME POLICY FOR COUNTY EMPLOYEES WITH FIXED DAILY SCHEDULES, AND WHETHER THE COUNTY MAYOR RECOMMENDS THE IMPLEMENTATION OF SUCH A POLICY

**WHEREAS**, flexible or alternative work schedules, also known as "flexitime," are generally defined as work schedules that permit flexible starting and quitting times while maintaining the traditional total number of hours per work week and without affecting employee salary, benefits, job responsibilities, or eligibility for overtime compensation; and

**WHEREAS**, compressed work schedules are an example of flexitime arrangements; and

**WHEREAS**, permitting certain County employees with traditional fixed daily schedules to alter their daily schedules can help reduce rush-hour traffic congestion within Miami-Dade County while simultaneously improving employee morale and work attendance; and

**WHEREAS**, personal reasons such as spouses' work schedules, children's school schedules, child-care commitments, doctor's appointments, and mass transit schedules are among the factors affecting employees' needs for flexible work hours; and

**WHEREAS**, flexible schedules are especially feasible in work areas with relatively little contact with the public in order to maintain appropriate levels of public service; and

**WHEREAS**, the Miami-Dade Aviation Department has already instituted a flextime policy detailed in DSOP No. 01-09, which creates guidelines for establishing appropriate flextime schedules for employees who work fixed schedules; and

**WHEREAS**, pursuant to Aviation DSOP NO. 01-09, flexible work schedules are assigned to employees at the sole discretion of the Department, there are no requirements to accommodate individual employee requests to deviate from normal schedules beyond those imposed by law, and the Department reserves the ability to revoke or change employees' flextime authorizations; and

**WHEREAS**, Aviation DSOP No. 01-09 also requires that work plan schedules deviating from the standard must: (1) be in the best interests of the Department; (2) promote cost effective and efficient use of resources, and, where applicable, contribute to enhance customer service; (3) guarantee the necessary coverage during the standard work hours of the affected work function; (4) provide for adequate supervision; (5) not result in any overtime; (6) be uniformly and fairly offered to all employees within the same classification and work function; (7) be for a specific period of time; and (8) requests for extensions must be submitted in writing and through the proper chain-of-command; and

**WHEREAS**, adopting a flextime policy for employees with fixed daily schedules in other County departments, subject to applicable collective bargaining agreements, operational requirements, and the need to maintain appropriate levels of public service, has the potential to significantly reduce traffic congestion while improving employee morale, work attendance and effectiveness.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:**

**Section 1.** The County Mayor or Mayor's designee is directed to study the issue of allowing flextime for County employees, and to submit a report to the Board. The report shall, at a minimum, include:

- the cost and feasibility of adopting a flextime policy for employees of Miami-Dade County with fixed daily schedules, including an explanation of issues which could impact the implementation of such a policy, such as collective bargaining;
- information about other jurisdictions which have adopted flextime policies; and
- whether, based on the foregoing, the County Mayor recommends the implementation of a flextime policy for any and/or all employees of Miami-Dade County with fixed daily schedules.

**Section 2.** The County Mayor or Mayor's designee is further directed to submit this report to this Board within ~~[[60]]~~<sup>1</sup> >>90<< days of the effective date of this resolution and to place the completed report on an agenda of the Board pursuant to Ordinance No. 14-65.

The Co-Prime Sponsors of the foregoing resolution are Commissioner Daniella Levine Cava, Chairman Jean Monestime and Commissioner Barbara J. Jordan and the Co-Sponsor is Commissioner Sally A. Heyman. It was offered by Commissioner **Daniella Levine Cava**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

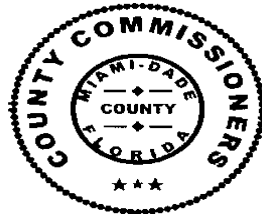
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<sup>1</sup> Committee amendments are indicated as follows: Words stricken through and/or [[double bracketed]] are deleted, words underscored and/or >>double arrowed<< are added.

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Jean Monestime, Chairman	aye		
Esteban L. Bovo, Jr., Vice Chairman	aye		
Bruno A. Barreiro	aye	Daniella Levine Cava	aye
Jose "Pepe" Diaz	absent	Audrey M. Edmonson	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Dennis C. Moss	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	absent	Xavier L. Suarez	aye
Juan C. Zapata	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 20<sup>th</sup> day of January, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA  
 BY ITS BOARD OF  
 COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **Christopher Agrippa**  
 Deputy Clerk

Approved by County Attorney as  
 to form and legal sufficiency.

A handwritten signature in black ink, appearing to read "M. Moffett", is written over a horizontal line.

Marlon D. Moffett