



## **HUMAN RESOURCES**

**PERSONNEL, TIME & ATTENDANCE**

**PERSONNEL AND PAYROLL REFERENCE**

*Human Resources... Matters!*



This packet includes a listing of items for your information in preparing employee transactions and reading various reports and screens generated by the Personnel/Payroll System. Codes are listed in **bold** followed by their description. If you have any questions, please call us at 305-375-4011. Thank you.

	PAGE
BARGAINING UNIT CODES	13
CHANGE REASON CODES	13
COMMERCIAL DRIVER'S LICENSE	13
DATES (various Personnel related dates)	14
DEFERRED COMPENSATION LIMITS	14
DEPARTMENT DIRECTORY	36-40
DEPARTMENT MERGERS	41
EDUCATIONAL LEVEL CODES	14
EFFECTIVE DATES OF REDUCTIONS/RESTORATIONS	42
EMPLOYEE ESSENTIAL CODES	14
EMPLOYEE STATUS CODES	3-4
ENTITY CODES	14
ETHNICITY CODES	14
EVALUATION RATINGS AND TYPES	14-15
EXECUTIVE BENEFITS	15
FAMILY MEDICAL LEAVE ACT (FMLA)	15
FICA CODES AND RATE	15
FLEX DOLLARS	15
FRS VESTING REQUIREMENTS	19
GENDER CODES	16
JOB CATEGORY CODES	16
JOB FAMILY CODES	16
JOB STATUS CODES	16
LEAVE ACCRUALS: PART-TIME EMPLOYEES	18
LIFE INSURANCE OVER 50K	16
LONGEVITY ANNUAL ACCRUAL	16
LONGEVITY BONUS AWARD (LBA)	17
LONGEVITY STEPS	17
MARITAL STATUS CODES	17
MEDICAL CLASS CODES	17
MEDICARE RATE	17
MERIT INCREASE	17
MINIMUM WAGE	17
MONEY ADJUSTMENT CODES	8-10
NON-MAYOR PURVIEW DEPARTMENTS/OFFICES	18
ORDINANCES Sick/Annual Leave Payout to Employees Under Investigation	22
Living Wage and Domestic Leave	22
Paid Parental Leave Ordinance	22
PAR CODES	23-35
PAY EXCEPTION CODES	5-7
PAY KIND CODES	18
PAYROLL DEDUCTION CODES	11-12
PREMIUM PAY	18
PROTECTED CLASS	18
RETIREMENT PLAN AND DROP CODES	19
SICK LEAVE PAYOUT	20
SUB ENTITY CODES	20
SUPERVISOR STATUS	20
TAX WITHHOLDING CODES	20
WAGE ADJUSTMENTS (Historical)	21
WORKERS' COMPENSATION CODES	20

## EMPLOYEE STATUS CODES

### FULL-TIME

<b>AA</b>	Permanent	After a probationary period is successfully served, an employee is placed in this status code. Only <b>full-time</b> classified service employees occupy this status code.
<b>AB</b>	Probationary	This status is used when an employee is hired into a <b>full-time</b> classified service position. Probationary period is 26 pay periods.
<b>AC</b>	Exempt	This status is used for <b>full-time</b> employees exempted from the classified service by Section 2-41 of the Miami-Dade County Code. No probationary period is served.
<b>AF</b>	Trainee	A <b>full-time</b> employee who has not met all the qualifications of the specified job.
<b>AH</b>	Emergency	A <b>full-time</b> position where unusual conditions exist which require immediate employment. Appointments to this status code should not exceed thirty (30) days unless approved by Human Resources.
<b>AJ</b>	Substitute	A <b>full-time</b> appointment. Employees assigned this status are replacing a full-time employee who is unable to be on the job.
<b>AT</b>	Acting Appointment in the Classified Service	A <b>full-time</b> temporary appointment of an employee to a vacant position that is in recruitment status. Appointments should not exceed six (6) months unless approved by Human Resources.
<b>AX</b>	Acting Appointment Exempt Employee	A <b>full-time</b> provisional appointment of a full-time employee to a position in the exempt service, pending recruitment. Appointments should not exceed six (6) months unless approved by Human Resources.

### PART-TIME

<b>AE</b>	Part-time	A position in which an employee works fewer than 40 hours per week. Employees usually work various schedules throughout the year.
<b>AW</b>	Farmworker Trainees	Non-full-time and non-career service.

### TEMPORARY/SEASONAL (Not eligible for Sick or Annual leave)

<b>AD</b>	Temporary	A provisional or short-term position (non-career service). Appointments are not to exceed six (6) months in any one year unless approved by Human Resources.
<b>AG</b>	Seasonal	A non-career service position for only certain periods of the year (e.g., summer, elections).
<b>AU</b>	Pollworkers	Employees hired to work during an election. Non-full-time and non-career service.

### NON-COUNTY EMPLOYEE

<b>AY</b>	Non-County Employee	This status is used to identify an individual who is being paid through the payroll system for a specific administrative reason, but is not a County employee.
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## EMPLOYEE STATUS CODES

### SEPARATION (B)

<b>BA</b>	Voluntary Resignation
<b>BB</b>	Resignation By Abandonment of Position
<b>BC</b>	Working Conditions
<b>BD</b>	Work Hours
<b>BE</b>	Work Load
<b>BF</b>	Dissatisfied with Supervisor
<b>BG</b>	Dissatisfied with Co-Workers
<b>BH</b>	Disagree with Departmental Policies
<b>BI</b>	Terminated BI Enrollee, No PCD generated
<b>BJ</b>	Dislike Duties
<b>BK</b>	Want More Responsible Work
<b>BL</b>	Insufficient Pay
<b>BM</b>	Little Chance for Promotion
<b>BN</b>	Accept Other Employment
<b>BO</b>	Florida Back to Work
<b>BP</b>	Job Dissatisfaction
<b>BQ</b>	Moving From Area
<b>BR</b>	Pursuance of Domestic Duties
<b>BS</b>	Attend School Full-Time
<b>BT</b>	Personal Reasons Not Job Related
<b>BU</b>	Poor Health
<b>BV</b>	No Reason Given
<b>BW</b>	Separations - Other
<b>BX</b>	Resignation or termination subject to Ordinance 98-34. No annual or sick leave payout.
<b>BY</b>	Non-County Employee
<b>BZ</b>	Resignation; not in good standing. Not eligible for sick leave payout.

### LEAVE OF ABSENCE (C)

<b>CA</b>	Military Leave
<b>CB</b>	Maternity Leave
<b>CC</b>	Educational Leave - Job Related
<b>CD</b>	Illness
<b>CE</b>	Suspension
<b>CF</b>	For The Good of County Service
<b>CG</b>	Personal
<b>CH</b>	Disability
<b>CI</b>	Leave of Absence greater than 2 years
<b>CJ</b>	Child Care
<b>CK</b>	No Pay Status - Temporary Removal
<b>CL</b>	Compulsory
<b>CM</b>	Family Leave
<b>CX</b>	Suspended under Miami-Dade County Code 2-42 (22)

### DISMISSAL (D)

<b>DA</b>	Incompetency
<b>DB</b>	Offensive Conduct
<b>DC</b>	Dishonesty
<b>DD</b>	Insubordination
<b>DE</b>	Chronic Absenteeism/Tardiness
<b>DF</b>	Loss of License or Certificate
<b>DG</b>	Convicted of Crime
<b>DH</b>	Negligence or Willful Damage
<b>DI</b>	Under Investigation
<b>DJ</b>	Violation of Departmental Rule
<b>DK</b>	Physical or Mental Impairment
<b>DL</b>	Poor Driving Record
<b>DM</b>	Falsification of Application
<b>DN</b>	Drug/Alcohol Test Results
<b>DX</b>	Other Reason

### OTHER SEPARATION (E)

<b>EA</b>	Fail to Satisfy Probationary Period
<b>EB</b>	End of Temporary Work
<b>EC</b>	Death
<b>ED</b>	Layoff
<b>EF</b>	Co-op Return to School
<b>EG</b>	Retirement
<b>EH</b>	Expired Layoff Rights
<b>EI</b>	Medical Disability
<b>EJ</b>	Administrative
<b>EK</b>	End of Training Under Federal Grant
<b>EL</b>	Deceased In Line of Duty
<b>EM</b>	Line of Duty 100% Disability Retirement
<b>ER</b>	Retired End of Departure Incentive Program (DIP)
<b>EU</b>	In Between Elections

### EARLY RETIREMENT

#### DEPARTURE INCENTIVE PROGRAM (DIP)

<b>RC</b>	DIP Retiree (Cash Option Selected)
<b>RI</b>	DIP Retiree (Insurance Option Selected)

# PAY EXCEPTION CODES BI-WEEKLY SUPPLEMENTS

1 STEP EXCEPTIONS		FRS	1 STEP EXCEPTIONS		FRS
0A	Lifeguard 1 & 2 – EMT	Yes	ZJ	Positive Attitude Change Tool Certification	Yes
0B	Professional Engineer Certificate	Yes	ZK	FDLE Training Certification	Yes
0C	Stenographic Reporter - Certified	Yes	ZL	Certified Forensic Computer Examiners	Yes
0D	Forensic Technician - Embalmers	Yes	ZN*	CFO in Communications Division (Eff. 7/18/16)	Yes
0E	Tax Collection - Certified	Yes	ZP	FL State Certified Real Estate Appraiser	Yes
0H	Track Equipment Operator	Yes	ZV	Venom Response	Yes
0I	Solid Waste Training Program	Yes	Z1	Correctional Officer as Recreational Officer	Yes
0J	Registered Geologist	Yes	Z4	MDT Supervisor Instructor for Rail	Yes
0K*	Air Truck – Fire	Yes	Z5	Property Appraiser-Cert. FL Evaluator (CFE)	Yes
0L*	Hazardous Materials - Fire	Yes	Z6	First Lieutenant	Yes
0M*	Logistical Services - Fire	Yes			
0N*	Air Rescue – Fire	Yes	Z8	Fingerprint - IAI Certificate	Yes
0P	Traffic Signal Technicians 1, 2 and Supervisor - Bench Technicians	Yes	00	Boot Camp	Yes
0Q	Trades Supervisor Contractor	Yes	01	Leadworker	Yes
0R	Social Work Advocates	Yes	02*	Firefighter Driver/Operator	Yes
0S	RER - Demolition & Renovation	Yes	03	Assistant Training Officer - Correctional Officer, Corporal and Sergeant	Yes
0T	RER - Scuba/Underwater	Yes	04	Split Shift	Yes
0V	Trash Truck Driver 1 - Roll Off Vehicle	Yes	05	Night Differential	Yes
0W	Courts - Primary Clerk	Yes	06	Educational Incentive Pay - BA	Yes
0X	Rail Structure & Inspection Special	Yes	07	Trades Allowance - AFSCME 199 & 1542	Yes
0Y	Airport Attendant - Auxiliary Airport	Yes	08	Certification of Florida Evaluators	Yes
0Z	Courtroom Clerk 1	Yes	1B	Police Assigned to MIA	Yes
AD	Dispatchers Associate Degree	Yes	1C	Electronic Courtroom	Yes
CT	Corrections Technician IRB/CSB	Yes	1D	Criminalist 1, 2 & 3 - Certified	Yes
CV	W&S Civil Violation Notices	Yes	1E	Heavy Equipment Tech. Auto Mechanic	Yes
FI	CNG Fuel System Inspector Certification	Yes	1F	Certified Compensation Professional	Yes
FO	Fireboat Operator - Fire	Yes	1G	Society Human Resource Mgmt. Cert.	Yes
FS	Fire Safety Specialist Fire Inspector 2	Yes	1H	Forensic Photographer IAI Certified (Eff. 4/26/04)	Yes
HN	Hostage Negotiator	Yes	1J	Forensic Artist IAI Certified (Eff. 4/26/04)	Yes
HZ	W&S Hazardous Duty	Yes	1K	Aircraft Tech Power Plant Cert (Eff. 7/8/02)	Yes
IC	State of FL Fire Inspector 2 Certification	Yes	1L	Aircraft Tech FAA Airframe Cert (Eff. 7/8/02)	Yes
K2	Police assigned two dogs	Yes	1M	Cadastral & Sr. Cadastral Tech. (Eff. 8/2/04)	Yes
K9	Police assigned one dog	Yes	1N	Water/Wastewater Treatment Plant Operator License (Eff. 7/19/04)	Yes
LS	Landfill Superintendent	Yes	1P	Courtroom Clerk 1 - Unified Family Court (Eff. 5/9/05)	Yes
ME	Medical Examiner's Office	Yes	1Q	Registered Interior Design License (Eff. 10/10/05)	Yes
MP	Mass Appraisal Specialist	Yes	1R	Arsons Unit Investigators (Eff. 7/3/06)	Yes
PI	Payment Card Industry Professional Certificate (Eff. 12/31/18)	Yes	1S	Forensic Health Care Unit (Eff. 7/3/06)	Yes
RC	Certified Rehabilitation Counselor Certification	Yes	1T	Temporary Reclassification	Yes
SE	Of max Excellence Supplement	Yes	1U	Substance Abuse Professional Certificate	Yes
TR	Technical Rescue 1 step or 5% if at max	Yes	1V	Associate in Risk Management Certification	Yes
TS	Transfer Station Superintendent	Yes	1W	Forensic Toxicology Certification	Yes
WC	Welder's Pay (Eff. 2/11/08)	Yes	1X	Survey Technician Certification	Yes
WD	Water Distribution System Operator License	Yes	1Y	Veterinarian Masters in Public Health	Yes
WS	W&S Customer Service Rep. 2 Call Center	Yes	1Z	Purchasing & Contract Procurement Class.	Yes
ZA*	Special Operations; Fire	Yes	10	Certified Public Accountant (CPA)	Yes
ZB*	TRT - Marine; Fire	Yes	11	Trades Allowance - Water and Sewer	Yes
ZC	Paralegal/Legal Assistant Certification	Yes	12*	Fire Pers., Bureau Officer-in-Charge	Yes
ZD*	Hazmat Specialist - Fire	Yes	13*	Fire College Personnel	Yes
ZE	Videographer/Editor	Yes			
ZF*	TR/Technical Response Truck	Yes			
ZG	Forensic Investigator Certification	Yes			
ZH	Courts Central DV Intake Unit Family Division	Yes			

## PAY EXCEPTION CODES BI-WEEKLY SUPPLEMENTS

1 STEP EXCEPTIONS (continued)		
14*	Fire Safety Bureau Personnel	Yes
15	Police Acting Ranks	Yes
17	Certified Employee Benefit Specialist	Yes
18	Trades Allowance - Non-Union	Yes
19	Certified Professional Secretary	Yes
2C	On Call	Yes
20	Certified Addictions Professional (CBAPF)	Yes
44	Underwater Search & Recovery	Yes
5G	Fire Diver's Pay (Eff. 3/29/04)	Yes
54	Motorcycle Patrol Duty	Yes
98	Emergency Medical Dispatcher (EMD)	Yes
*	IAFF: When at max, L1 or L2 pay exceptions are paid 5% from max step, L1 and L2 steps	
2 STEP EXCEPTIONS		FRS
0G	Dispatchers, Complaint Officer, Comm. Coordinator Trainer	Yes
HM	Hazardous Materials Subcommittee	Yes
ZM	Field Training Coordinators	Yes
Z2	Correction Department Trades	Yes
Z3	Correctional Officer Maintenance Supervisor	Yes
Z7	Field Training Supervisor	Yes
2B	Waste Supervisor Garbage Division	Yes
16	Field Training Officer	Yes
21	Night Differential	Yes
22	Appraiser or Assessment Evaluator - Supervisory Classifications Only	Yes
23	Airfield Proficiency Allowance	Yes
24	Mosquito Control Inspector Certification	Yes
25	Programmer 2 On-Call	Yes
26	Water & Sewer On-Call	Yes
27	W&S Hazardous Duty	Yes
28	Landside Operation Specialists Certification	Yes
29	Licensed Independent Adjuster	Yes
42	Special Response Team	Yes
47	Explosive Materials	Yes
5U	Non-Sworn Support	Yes
3 STEP EXCEPTIONS		
63	Police Officers and Sergeants Not Classified as Aircraft Operators Assigned to that Function	Yes
Total Step Supplements		123

PERCENTAGE ADJUSTMENTS		Percent	FRS
8A	Special Projects - Fire Chief	5%	Yes
8B	State Certified Instructors-Training Div	2.5%	Yes
8D	Fire Prevention Inspector I	1%	Yes
8E	Fire Prevention Inspector II	3%	Yes
8F	Fire Prevention Inspector III	5%	Yes
8G	NFPA Plan Examiner 1 Certification	2%	Yes
8H	Florida Certified Fire Inspector II	2%	Yes
8I	Fire Investigator I	1%	Yes
8J	Fire Investigator II	3%	Yes
8K	Fire Investigator III	6%	Yes
8L	Fire Investigator IV	9%	Yes
8M**	First Responders PBA	5%	Yes
8N	Sergeant-At-Arms	7%	Yes
8Q	Certified Internal Auditor	5%	Yes
8R	Non Fire Rescue Response - Non EMT (FRR) - Fire	5%	Yes
8S	Competency Milestone PBA	14%	Yes
8T	Fire Safety Inspector 3 Certification	5%	Yes
45	TWU Nights (Eff. 10/19/2020)	7%	Yes
48	Observers in Aircraft	5%	Yes
84	Fire Safety Bureau - Certified Inspectors	3%	Yes
85	Airport - Certified Fire Rescue & Fire Department Certified	5%	Yes
86	Special Investigator - Director's Office	5%	Yes
87	Fire - EMS Personnel	5%	Yes
88	Fire - EMS Captains and Lieutenants 10/14 Shift	2.5%	Yes
89	Pay supplement for Non-Bargaining Unit employees at max working in a higher class	5%	Yes
AS	Animal Services Department	5%	Yes
CS	Confirmed Spaces	2.5%	Yes
C6	PBA COE Employees	6%	Yes
EO	Solid Waste Enforcement Officer	3%	Yes
EP	EMT/Paramedic Certification	5%	Yes
HA	Hazmat Specialist Certification	5%	Yes
HK	W&S Hazardous Duty	1%	Yes
MS	Medical Surveillance Hazardous Pay	5%	Yes
NC	EMT or Paramedic (non-Protocol Certified)	19%	Yes
PC	Paramedic (Protocol Certified)	24%	Yes
RU	Rescue Transportation Unit	5%	Yes
SO	Special Operations Division	2.5%	Yes
ST	Safety Training	1.5%	Yes
TU	Transit Bus Operator, Train Operator & Guideway Inspection Specialist Allowance	1.5%	Yes
UD	Underground Dry Wells - Pump Station Division	2%	Yes
WL	WASD License, Certification, Degree	1.5%	Yes
WO	Waste Operations/Environments	5%	Yes
Z9 **	Certification by State of FDLE	5.5%	Yes
**Police Base Pay			
Total Percent Supplements			43

# PAY EXCEPTION CODES BI-WEEKLY SUPPLEMENTS

FLAT DOLLAR PAY ADJUSTMENTS				FLAT DOLLAR PAY ADJUSTMENTS (Continued)			
			FRS				
3C	Premium Pay (Solid Waste, Aviation & General, TWU and W&S)	\$70.00	Yes	70	Night Differential BU: G	64.00	Yes
4A*	Fire Associate Arts Degree	23.08	Yes	LC	Premium Pay Non-bargaining unit employees	70.00	Yes
4B*	Fire Baccalaureate Degree	50.77	Yes	LT	Librarian 1 Trainee	80.13	Yes
4D	Waste Equipment Operator	20.00	Yes	LW	Living Wage		
4M*	Career Development II Maximum	23.08	Yes	PO	FL Pump Operator Certification	35.00	Yes
41	Special Investigative Duty	10.00	Yes	SI	FL Fire Safety Inspector 1 Certification	25.00	Yes
43**	PBA Hazardous Duty (No trainees Employees (AF status)	125.00	Yes	WA	Waste Attendant Landfill	100.00	Yes
46	Correctional LT, Police Captain	150.00	Yes	WE	Waste Equipment Operator Landfill	200.00	Yes
49	Police Standards	11.54	Yes	**Police Base Pay			
5A	Career Development 5 – Max	48.46	Yes	<b>Total Flat Dollar Supplements</b>			
5C	Fire Hazardous (No trainees Employees (AF Status)	125.00	Yes	<b>42</b>			
5E	HUD Site Manager - Class 1	100.00	Yes	<b>*Supplemental Pay Required by Florida Statute</b>			
5H	4 ASE Automotive Certifications	38.46	Yes	Salary Incentive for Firefighters: Chapter 633.422			
5I	Master Truck Equip. Tech. ASE	38.46	Yes	a. \$50/month for an associate degree, "which degree is applicable to fire department duties." (pay exception code 4A)			
5J	8 ASE Certification	76.92	Yes	b. \$110/month for a bachelor's degree, "which bachelor's degree is applicable to fire department duties." (pay exception 4B)			
5K	7 ASE Heavy Truck Certifications	76.92	Yes	Salary Incentive Program for Full-Time (Law Enforcement) Officers: Chapter 943.22			
5L	Level 1 Emergency Vehicle Technician	19.23	Yes	a. \$30/month for a community college degree or equivalent. (pay exception code 52)			
5M	Level 2 Emergency Vehicle Technician	38.46	Yes	b. An additional \$50/month for a bachelor's degree. (pay exception code 53)			
5N	Level 3 Emergency Vehicle Technician	57.69	Yes	c. \$120/month for completion of a combination of 480 hours of approved advanced and career development training courses. Officers may receive the prorated amount of \$20/month for each 80 hour training unit completed. (pay exception codes 50, 51, 55, 56, 57, 58, 59, 60 and 4M).			
5P	4 ASE Heavy Truck Certifications (Eff. 6/9/03)	38.46	Yes	The maximum aggregate amount which any full-time officer may receive under this section is \$130/month.			
5S	4 ASE Cert Collision Repair and Refinish	76.92	Yes	<b>PERFORMANCE ADJUSTMENT PROGRAM CODES</b>			
5T	3 ASE Cert Collision Repair and Refinish	38.46	Yes	This program is utilized for non-bargaining, non-executive employees. These codes cannot be assigned unless the employee currently has this code. This code is not transferable to another classification. *Indicates satisfactory performance.			
50*	Career Development 1	9.23	Yes	<b>Evaluation During Fiscal Period</b>			
51*	Career Development 6	55.38	Yes				
52*	Police Associate Arts Degree	13.85	Yes				
53*	Police Baccalaureate Degree	36.93	Yes				
55*	Career Development 2	18.46	Yes				
56*	Career Development 3	27.69	Yes				
57*	Career Development 4	36.92	Yes				
58*	Career Development 5	46.15	Yes				
59*	Career Development III Maximum	34.62	Yes				
6A	Car Commuting Allowance - Taxing on Vehicle		Yes				
60*	Career Development Maximum Adjusting Factor	11.54	Yes				
61	Automotive Trades Allowance AFSCME - 199 & 1542	20.00	Yes				
62	Water & Sewer Trades Allowance (Over maximum - Step 99 employees only)	20.00	Yes				
7C	Premium Pay (GSAF)	70.00	Yes				
F1	FL Fire Officer 1 Certification	50.00	Yes				
F2	FL Fire Officer 2 Certification	100.00	Yes				
HG	Honor Guard	50.00	Yes				
HS	Longevity Supplement (Value of ½ step)	½ step	Yes				
<ul style="list-style-type: none"> <li>• BU A effective 6/28/2021</li> <li>• BU C effective 12/17/2018</li> <li>• BU D effective 10/19/2020</li> <li>• BU E effective 9/24/2018</li> <li>• BU F effective 1/27/2020</li> <li>• BU G effective 1/27/2020</li> <li>• BU H effective 1/27/2020</li> <li>• BU K effective 12/17/2018</li> <li>• BU M effective 12/17/2018</li> <li>• BU P effective 9/24/2018</li> <li>• BU L effective 11/19/2018 prospective on anniversary date</li> </ul>							

## MONEY ADJUSTMENT CODES

### DEPARTURE INCENTIVE PROGRAM (DIP) FRS

78	DIP Compensatory & Holiday Termination	No
79	DIP Annual Leave Termination	Yes
80	DIP Cash Option	No
81	DIP Insurance Option	No
82	DIP Sick Leave Converted to Annual at Termination	No
83	DIP Pro-rated Longevity Annual Leave Termination	Yes
84	DIP Pro-rated LBA Bonus at Termination	No
85	DIP Regular Sick Leave at Termination	No
86	DIP Additional Sick Leave Payment at Termination (up to 100% of hours)	No
87	DIP Sick Interest Payment (Paid December, 1996 or January, 1997)	No

### ELECTIONS

60	Pollworkers	No
65	Election Support Workers	No
94	Election Support Pay - County Employee	Yes
194	Poll Worker Board - County Employee	Yes
697	Pollworker Mileage	No

### EXECUTIVES

53	Executive Allowance	No
54	Executive Benefit E4 (Eff. 10/5/98)	Yes
55	Executive Benefit E7 (Eff. 10/5/98)	Yes
56	Executive Benefits - Executive Reimbursement	No
57	Executive Benefits	No
58	Executive Benefits - Comm. Expense Allowance	No
59	Executive Benefits - Car Allowance	No
500	Biweekly Expense Allowance Executives	No
510	Executive Medical Premium	No
515	Executive Dental Premium	No
520	Executive Vision Premium	No
530	Executive Long-Term Disability	No
545	Executive Deferred Compensation	No
550	Executive Reimbursement (Non-Taxable)	No
555	Executive Reimbursement (Taxable)	No
556	Moving Expenses Reimbursement (Non-Taxable)	No
557	Moving Expenses Reimbursement (Taxable)	No
560	Annual Leave Purchase	No
575	Executive Optional Life	No
592	Executive Car Lease Value (Imputed Income)	No
59H	Car Expense Only Employees in Group EH	No

## INCENTIVE PAY

## FRS

25	Longevity Bonus Award (LBA)	No
29	Longevity Bonus Award - Correction	No
32	Employee Suggestion Award	No
34C	Salary Bonus Correction	
34	Salary Bonus 91/92 (one-time bonus)	No
36	Executive Bonus (AO 7-26) E1-E3 & EA	No
40	Efficiency/Gain Share Bonus	No
61	Employee of the Year Award	No
133	Emergency Service Award Program Bonus (AO 7-11) Fire/Police Job Basis	No
134	One-time Incentive Pay (Manager Salary Adjustment)	No
135	Special Projects Performance Award	No
136	Meritorious Award (Non-Bargaining Unit Only)	No
138	Non-County Executive Office Award	No
139	Bonus In Lieu of Merit	No
140	Credit & Collection MOU Gain Sharing Incentive	No
236	Safe Driving Award	No
240	Department Employee Recognition Award (DERA) (cash award, A.O. 7-30)	No
241	AvMed Wellness Reward	No
436	Milestone Bond Award Program	No
440	Department Employee Recognition Award (DERA) (non-cash, A.O. 7-30)	No
536	Safety Incentive - Solid Waste	No
537	Solid Waste One-Time Bonus - \$250	No

### INSURANCE & BENEFITS

90X	Insurance Contribution Overpayment (for employees not eligible for insurance)	Yes
90Y	PBA Insurance Interest	No
104	Flexible Spending Account Unsubstantiated Medical Exp.	No
372	Life Insurance Over \$50,000	No
760	Insurance Contribution (for employees not eligible for insurance)	No
900	Fire Insurance Contribution (for employees not eligible for insurance)	No



<b>MISC. MONEY ADJUSTMENTS</b>		<b>FRS</b>	<b>MISC. MONEY ADJUSTMENTS (continued)</b>		
<b>01</b>	Extra Duty	Yes	<b>99</b>	FRS Contribution (PAR code WW entered; PIM generates FRS Contribution)	Yes
<b>02</b>	Overtime K-9 Duty	Yes	<b>101</b>	Regular Fire Off Duty Pay	Yes
<b>03</b>	Correction	Yes	<b>102</b>	Overtime Fire Off Duty	Yes
<b>05</b>	Overtime Job Basis	Yes	<b>103</b>	Miscellaneous (Non FRS)	Yes
<b>06</b>	Compensatory Time	Yes	<b>115</b>	Operations Overtime MDFR	No
<b>07</b>	Night Differential	Yes	<b>124</b>	Holiday Pay (one time)	Yes
<b>08</b>	Departmental Exceptions	No	<b>130</b>	(PEHP) BU: C Sick Leave 50%	Yes
<b>09</b>	Out of Class	Yes	<b>137</b>	Retroactive Salary Adjustment	No
<b>10</b>	On Call	Yes	<b>151</b>	Special Request Inspection	No
<b>14</b>	Vacation Advance	Yes	<b>203</b>	Settlement Agreement (FRS)	Yes
<b>15</b>	Retroactive Overtime	Yes	<b>251</b>	Special Request Plans Reviews	Yes
<b>16</b>	Plus Time Project	Yes	<b>300</b>	Domestic Partner/Over Age Child (DP/OAC) Imputed Income Adjustments	Yes
<b>17</b>	Military Service - Active Duty	Yes	<b>303</b>	Settlement Agreement (Non-FRS)	No
<b>18</b>	Retroactive Reclassification	Yes	<b>341</b>	Cellular Phone Allowance - Office of Inspector General (Taxable)	No
<b>19</b>	Retroactive Regular Hours	Yes	<b>403</b>	Non County Employee Payment	No
<b>20</b>	Light Duty - MDTA	Yes	<b>450</b>	Employee Tax Protection per A.O.7-30	No
<b>21</b>	Intervening Overtime (IT/MU)	Yes	<b>600</b>	Welfare to Work (Deduction W1) (Non-Taxable)	No
<b>23</b>	Excess Holiday	Yes	<b>631</b>	Notice of Acceptance Review Process	No
<b>24F</b>	Holiday Fiscal Year Payout	Yes	<b>698</b>	Volunteer Mileage Reimbursement (Non-Taxable)	Yes
<b>24</b>	Holiday Premium Pay	Yes	<b>750</b>	Earned Income Credit Employee	No
<b>26</b>	Retroactive Wage Adjustment	Yes	<b>751</b>	Earned Income Credit Employee/Spouse	No
<b>27</b>	Overtime - Straight Time	Yes	<b>823</b>	Annual Pool Charitable Contribution for Disasters (Taxable)	No
<b>28</b>	Retroactive Wage Adjustment (Cost of Living)	Yes	<b>824</b>	Holiday Pool Charitable Contribution for Disasters (Taxable)	No
<b>30C</b>	Sick to Annual Conversion Hours Payout	No	<b>825</b>	AP Charitable Contribution Conversion (Non-Taxable)	No
<b>33</b>	Workers' Compensation	No	<b>826</b>	HP Charitable Contribution Conversion (Non-Taxable)	No
<b>33I</b>	Workmans' Compensation (Imputed Income)	No	<b>952</b>	MDT Comparison Pay Week 2	Yes
<b>33N</b>	Workers' Compensation (non-taxed)	No			
<b>37</b>	LOA Leave Payout	Yes			
<b>38</b>	Car Commuting Allowance	No			
<b>41</b>	Field Training Officer (FTO)	Yes			
<b>42</b>	Demotion	Yes			
<b>43</b>	Pay Exceptions (Retroactive)	Yes			
<b>44</b>	Hazardous/On Call (WASD)	Yes			
<b>45</b>	Overtime Hazardous/On Call (WASD)	Yes			
<b>46</b>	Night Differential (WASD)	Yes			
<b>47</b>	Overtime Night Differential (WASD)	Yes			
<b>49</b>	Diver's Pay (\$46.50 WASD)	Yes			
<b>50</b>	Overtime Hours Adjustment (WASD)	Yes			
<b>51</b>	Fire Life Safety Plans Review	Yes			
<b>63</b>	Optional Plan Review Program	Yes			
<b>66</b>	Disability Adjustment	Yes			
<b>77</b>	Temporary Pay Supplement - Police	Yes			
<b>88</b>	Special Risk Retiree Cash Supplement from \$150 to \$200 per month (BU C only)	No			
<b>90</b>	Bus Operator Student Pay	Yes			
<b>91</b>	Jury Duty (TWU)	Yes			
<b>92</b>	Flex Dollars	No			
<b>93</b>	Flex Dollars - Manual Adjustment	No			
<b>95</b>	MDT Comparison Pay	Yes			
<b>97</b>	Paid Admin. Leave (DP/AH) Bus/Train Drivers	Yes			
<b>98</b>	Overpayment Deduction (Taxable)	Yes			
<b>9A-9D</b>	Overpayment Deduction (Taxable)	Yes			
<b>98N</b>	Overpayment Deduction (Non-Taxable)	Yes			
<b>9AN-9DN</b>	Overpayment Deduction (Non-Taxable)	Yes			

<b>SEPARATION PAYOUTS/DROP PAYOUTS</b>		<b>FRS</b>
<b>04D</b>	Annual Leave Payout (Pay Supplements Included) (Deceased In Line Of Duty)	Yes
<b>04N</b>	Annual Leave Payout	No
<b>04</b>	Annual Leave Payout (Regular)	Yes
<b>22</b>	Accrued Holiday/Compensatory (Regular)	No
<b>30</b>	Accrued Sick Leave (Regular)	No
<b>31D</b>	Sick Leave Payout (Pay Supplements Included) (Deceased In Line Of Duty)	No
<b>31</b>	Sick Leave Payout for EC (death) or EI (medical disability retirement)	No
<b>67</b>	Compensatory Leave Payout (Earned in the last 11 months)	No
<b>68</b>	Holiday Leave Payout (Earned in the last 11 months)	No
<b>69</b>	Compensatory/Holiday DROP Payout (Earned in the last 11 months) (Enter DROP)	Yes
<b>89D</b>	DROP Termination (Pay Supplements Included) (Deceased In Line Of Duty)	Yes
<b>89</b>	Annual Leave Payout (DROP – Termination)	Yes
<b>96D</b>	DROP Annual Payout (Pay Supplements Included)	Yes
<b>96</b>	Annual Leave DROP Payout (Enter DROP)	Yes
<b>TOOL ALLOWANCE</b>		
<b>7W</b>	Tool Allowance WASD (Taxable)	No
<b>71</b>	Tool Allowance Transit (Taxable)	No
<b>74</b>	Tool Allowance (Taxable)	No
<b>76</b>	Tool Allowance Aviation (Taxable)	No
<b>671</b>	Tool Allowance Transit (Non-Taxable)	No
<b>674</b>	Tool Allowance (Non-Taxable)	No
<b>676</b>	Tool Allowance Aviation (Non-Taxable)	No
<b>677</b>	Tool Allowance WASD (Non-Taxable)	No
<b>TUITION REFUND</b>		
<b>13</b>	Tuition Refund - Undergraduate (Taxable)	No
<b>35</b>	Tuition Refund - Graduate (Taxable)	No
<b>335</b>	Tuition Refund - Undergraduate (Non-Taxable)	No
<b>336</b>	Tuition Refund - Graduate (Non-taxable up to \$5,250)	No
<b>UNIFORM ALLOWANCE</b>		
<b>62</b>	Uniform Allowance Solid Waste (Taxable)	No
<b>7U</b>	Uniform Allowance PBA (Taxable)	No
<b>70</b>	Uniform Allowance Transit (Taxable)	No
<b>72</b>	Uniform Allowance (Taxable)	No
<b>73</b>	Non-Uniform Allowance PBA (Taxable)	No
<b>75</b>	Uniform Allowance Aviation (Taxable)	No
<b>670</b>	Uniform Allowance Transit (Non-Taxable)	No
<b>672</b>	Uniform Allowance (Non-Taxable)	No
<b>673</b>	Non-Uniform Allowance (Non-Taxable)	No
<b>675</b>	Uniform Allowance Aviation (Non-Taxable)	No
<b>Total Money Adjustments</b>		<b>178</b>

**PAYROLL DEDUCTION CODES****CREDIT UNIONS**

Credit Union	<b>560</b>
Tropical Financial Credit Union	<b>562</b>

**DEPARTURE INCENTIVE PROGRAM (DIP)**

DIP FICA/MICA Recovery	<b>450</b>
DIP AVMED Health Plan HMO	<b>452</b>
DIP DCFF PPO Medical	<b>454</b>
DIP AVMED Health Plan POS	<b>463</b>
DIP AVMED Health Plan Option A	<b>464</b>
DIP AVMED Health Plan Option B	<b>465</b>
DIP AVMED Health Plan NO RX	<b>466</b>
DIP AVMED Select	<b>468</b>
DIP Oral Health Services	<b>475</b>
DIP DCFF DMO Dental	<b>478</b>
DIP DCFF DPPO Dental	<b>479</b>
DIP DELTA Dental	<b>480</b>
DIP METLIFE DHMO	<b>485</b>

**EXECUTIVE BENEFITS**

Executive Benefits Special (+) (Optional Life for Commissioners)	<b>004</b>
Executive Benefit Reimbursement	<b>015</b>
Annual Lease Value for County Vehicle	<b>046</b>
Executive Supplemental Pension	<b>050</b>
Enriched Long Term Disability Ins (Exec)	<b>078</b>
ICMA 3% Pick Up Plan (401A) - Execs. Only	<b>093</b>
ICMA 6% Pick Up Plan (401A) - Execs. Only	<b>093</b>
ICMA 10% Pick Up Plan (401A) - Execs. Only	<b>093</b>
Car Expense (Excess of allowable car lease value)	<b>822</b>

**GARNISHMENTS**

Alimony	<b>130-136</b>
Direct Pay – Alimony	<b>145-151</b>
Direct Pay Child Support	<b>160-166</b>
Child Support State Disbursement Unit (FLSDU)	<b>168-177</b>
Child Support Central Depository	<b>178-183</b>
Internal Revenue Service Tax Levies	<b>191</b>
IRS Payroll Deduction Agreement	<b>192</b>
Florida Department of Education	<b>200-206</b>
Garnishments	<b>215-260</b>
Statutory Fees	<b>275-279</b>
Set up Fee	<b>280</b>
Delinquent Accounts	<b>281-283</b>

**INSURANCE & BENEFITS**

ICMA - RC Roth IRA		<b>086</b>
NACO/NRS Roth IRA		<b>087</b>
ICMA-RC Roth 457 Plan		<b>088</b>
ICMA-RC Deferred Income 457 Plan	<b>090</b>	
NACO/NRS Roth 457 Plan		<b>089</b>
NACO/NRS Deferred Income 457 Plan	<b>091</b>	
POS Advantage Special	<b>300</b>	<b>302</b>
HMO Advantage	<b>303</b>	<b>310</b>
Jackson First HMO	<b>304</b>	<b>306</b>

**INSURANCE & BENEFITS (continued)**

	Pre Tax	Post Tax
HMO Advantage Special	<b>311</b>	<b>320</b>
DCFF HMO Insurance Trust	<b>321</b>	<b>301</b>
SELECT Advantage HMO	<b>322</b>	<b>323</b>
Jackson First HMO Special	<b>324</b>	<b>326</b>
AVMED High HMO (Redesign Non-Bargaining & Bargaining Units F, G, H, K & M)	<b>327</b>	<b>307</b>
SELECT Advantage HMO Special	<b>328</b>	<b>329</b>
DCFF PPO Insurance Trust	<b>330</b>	<b>312</b>
AVMED POS (Redesign Non-Bargaining & Bargaining Units F, G, H, K & M)	<b>331</b>	<b>308</b>
AVMED POS Special	<b>342</b>	<b>341</b>
AVMED High HMO Special	<b>344</b>	<b>343</b>
First Choice Advantage HMO	<b>347</b>	<b>348</b>
First Choice Advantage HMP Special	<b>349</b>	<b>350</b>
AVMED Select HMO (Redesign Non-Bargaining & Bargaining Units F, G, H, K & M)	<b>355</b>	<b>356</b>
AVMED Select HMO Special	<b>357</b>	<b>358</b>
POS Advantage	<b>359</b>	<b>340</b>
Humana Vision	<b>364</b>	<b>365</b>
Humana Vision Special	<b>366</b>	<b>367</b>
DCFF DMO Insurance Trust	<b>383</b>	<b>373</b>
DCFF DPPO Insurance Trust	<b>384</b>	<b>374</b>
DELTA PPO	<b>388</b>	<b>378</b>
DELTA PPO Special	<b>389</b>	<b>379</b>
DELTA USA	<b>394</b>	<b>395</b>
DELTA USA Special	<b>396</b>	<b>397</b>
DCFF Basic Life Insurance Trust		<b>400</b>
Minnesota Insurance (Basic Life)		<b>402</b>
Minnesota (Basic Life – Commissioners)		<b>403</b>
Minnesota Insurance (Optional Life Plan) 1 Time		<b>413</b>
Minnesota Insurance (Optional Life Plan) 2 Times		<b>414</b>
Minnesota Insurance (Optional Life Plan) 3 Times		<b>415</b>
Minnesota Insurance (Optional Life Plan) 4 Times		<b>416</b>
Minnesota Insurance (Optional Life Plan) 5 Times		<b>417</b>
Minnesota Insurance (Optional Life Plan) 6 Times		<b>418</b>
Minnesota Insurance (Optional Life Plan) 7 Times		<b>419</b>
Minnesota Insurance (Optional Life Plan) 8 Times		<b>420</b>
Minnesota OPT Life Insurance (Spouse)		<b>421</b>
Minnesota OPT Life Insurance (Child)		<b>422</b>
DCFF Dependent Life Insurance Trust		<b>426</b>
Florida Fringe Benefits		<b>439</b>
Professional Insurance		<b>440</b>
Healthcare Spending Account	<b>500</b>	
Healthcare Spending Account Next Year	<b>501</b>	
Dependent Care Spending Account	<b>505</b>	
Dependent Care Spending Account Next Year	<b>506</b>	
Flex Benefits Administration Fee	<b>515</b>	
Pre-paid Legal Insurance		<b>520</b>
Short Term Disability Low Option		<b>530</b>
Short Term Disability High Option		<b>531</b>
Long Term Disability Low Option		<b>535</b>
Long Term Disability High Option		<b>536</b>
Premier Long Term Disability		<b>537</b>
FRS Employee Contribution Refund	<b>850</b>	
PBA Insurance Refund	<b>826</b>	<b>827</b>

**PAYROLL DEDUCTION CODES****MISC. DEDUCTIONS**

Car Commuting Allowance Recapture	<b>038</b>
Commission on Ethics Fees/Fines for Delinquent Accounts	<b>287</b>
United Way	<b>586</b>
Childcare (Carol Glassman Center)	<b>780</b>
Employee Housing (18% Base Step)	<b>786</b>
MDHA Mortgage Loan (Post Tax)	<b>788</b>
Workers' Compensation Recapture	<b>801</b>
Tuition Refund Forfeiture	<b>813</b>
Miscellaneous	<b>821</b>
Charitable Contribution for Disaster (Taxable)	<b>823</b>
Charitable Contribution from Non-Tax Wages	<b>824</b>
Employee Fitness Center	<b>825</b>
BMG Loan	<b>828</b>
Take Home Vehicle	<b>832</b>

**PARKING**

Pre  
Tax Value

Parking Fee/Surcharge (Garage 5)	<b>100</b>	\$58.03
Parking Fee/Surcharge 140 W. Flagler St.	<b>102</b>	63.80
Parking Fee/Surcharge (Cultural Ctr)	<b>104</b>	58.03
Parking Fee (Courthouse Center)	<b>106</b>	61.60
Parking Fee - Hickman Facility	<b>108</b>	33.00
Easy Pass	<b>110</b>	95.65
Parking MLK	<b>111</b>	50.50
Parking West Garage	<b>113</b>	58.03
Kristie Lot (Surface Lot)	<b>116</b>	47.30
Tri-Rail Pass	<b>118</b>	120.00
Overtown Transit Village Garage	<b>119</b>	58.03
Parking - Overtown	<b>121</b>	58.03
Parking Graham Lot	<b>123</b>	50.60
Parking Children's Courthouse	<b>124</b>	60.00
Brightline – 1 Station	<b>125</b>	265.00
Brightline Parking	<b>126</b>	40.00
Brightline All Access	<b>736</b>	340.00

**SOCIAL ORGANIZATIONS**

Firefighter Charities	<b>660</b>
Firefighters' Progressive Officers	<b>661</b>
Hispanic American Firefighter Association Dues	<b>663</b>
Hispanic Officers Association Dues	<b>665</b>
Progressive Officers Club Dues	<b>666</b>
Firefighters Benevolent Association Dues	<b>667</b>
Conference of Minority Transportation Officials	<b>668</b>
Hispanic Transit Society Dues	<b>673</b>
PBA Love Fund	<b>677</b>

**UNION DEDUCTIONS**

Port Authority Dues - AFSCME Local 1542	<b>630</b>
Water & Sewer Dues - AFSCME Local 121	<b>631</b>
General Bargaining Unit Dues - AFSCME 199	<b>632</b>
Firefighters Union Dues Local 1403	<b>633</b>
Dade County PBA Dues	<b>634</b>
Transport Workers Union of America Dues	<b>635</b>
Government Supervisors Association Dues	<b>636</b>
Solid Waste Dues - AFSCME Local 3292	<b>637</b>
Committee on Political Education (TWU)	<b>680</b>
Firepac	<b>681</b>
Government Supervisors Association of FL Vote Fund	<b>682</b>
AFSCME People Committee	<b>683</b>

**ASSIGNMENT FLAGS**

## Department Personnel Representative Flag

0	Non Department Personnel Representative
1	Department Personnel Representative
2	Backup Department Personnel Representative

## Tuition Refund Coordinator Flag

Y	Tuition Refund Coordinator
N	Non Tuition Refund Coordinator

## Public Information Officer Flag

Y	Department Public Information Officer
N	Non Department Public Information Officer

**BARGAINING UNIT CODES**

A	Water & Sewer - AFSCME Local 121
C	Firefighters - IAFF Local 1403
D	Transit Workers' Union - Local 291
E	Police - PBA Rank & File Unit
F	Solid Waste - AFSCME Local 3292
G	Aviation - AFSCME Local 1542
H	General - AFSCME Local 199
K	Gov't Supervisors Assoc. - Supervisors Local 100
L	Non-Bargaining Unit
M	Gov't Supervisors Assoc. - Professional Local 100
P	Police Lieutenants - PBA Supervisory Unit

**CHANGE REASON CODES**

The following codes are displayed on the PERM screen and represent the last change reason for the most recent change to the employee's personnel record.

A	New Employee
B	Re-Employment
C	Transfer - Departmental Change / Inter-Departmental Change
D	Status
E	Reallocation/Reclass
F	Separation
G	Rate Change
H	Restoration
I	Personal Changes - Sex, Race, Citizenship, Date of Birth, Educational Level, Marital Status, Tax Exemptions, Withholding Code, Withholding Amount, FICA, Retirement Code, Social Security Number
J	Promotion
K	Wage Adjustment
L	Other - Locator Change, Index Code, Entity, Sub-Entity, Bi-weekly Hours, Budget Status, Medical Date
M	Leave of Absence
N	Demotion
O	Manual Lost Pay Period
P	Cancellation of Merit Increase

**CHANGE REASON CODES (continued)**

Q	Automatic pay period adjustment (generated automatically on Tuesday of pay week)
R	Retired/Re-employment
S	Pay Plan Maintenance
T	Bargaining Unit Change
V	Virtual Update
W	Remove Prorated Amount
X	Pay Exception
Y	Lateral
Z	Special Recognition Increase
1	Change to Lower Classification
2	Incentive Pay
3	Layoff
4	Merit Increase
5	Reinstatement
6	CES Waiver
7	Pipeline
8	Recall
9	Red Circle

**COMMERCIAL DRIVER'S LICENSE (CDL)**

Flag for type of drug testing employee should receive.

9	CDL regular employee not trained
8	CDL regular employee trained
7	CDL supervisor not trained
6	CDL supervisor trained
5	CDL regular employee with training with supervisor duties
4	CDL regular employee formerly #8 with training but inactive
3	CDL supervisor formerly a #6 with training but inactive

**DATES**

Adjusted Pay Anniversary Date	The employee's anniversary date adjusted by any lost/restored pay periods or pay periods on leave of absence.
Adjusted Status Date	The employee's status date adjusted by any lost/restored pay periods or pay periods on leave of absence.
Current Date of Hire	Indicates date that employee was rehired. Current date of hire.
Evaluation Date	The date of the employee's last evaluation.
Last Change Date	Indicates the date of the last change to the employee's personnel master record.
Leave Anniversary Date	The date the employee completes 26 pay periods and their leave usage balances are re-set to zero. (Sick to Annual conversion)
Medical Date	Indicates the date of the last physical examination. <ul style="list-style-type: none"> <li>Default dates are: <b>01/01/1902:</b> Employees that have had a pre-employment drug and alcohol screen only.</li> <li><b>01/01/1903:</b> No physical or drug and alcohol screen is required.</li> </ul>
Medical Eligibility Date	Indicates the date the employee became or will be eligible for medical insurance. Default date of 11/16/1990 is displayed for employees hired prior to 11/16/1990.
Original Date of Hire	Indicates employee's original appointment to the County.
Pay Anniversary Date	The last date of a change in the employee's salary due to merit, promotion, demotion, or longevity step increases. This date is not affected by cost of living increases, special merit/ recognition increases or pay exceptions being added or deleted.
Projected Evaluation Date	The date of the employee's next "projected" evaluation.
Red Circle Date	Indicates the date the employee was placed on a rate above the maximum of their current classification.
Retirement Date Rule 70 Code/Date	Date in which eligible Executive Staff elect to participate in Rule of 70 Executive Retirement Program (age plus years of service equal 70).
Status Date	The last date of a change in the employee's status.

**DEFERRED COMPENSATION LIMITS**

Calendar Year	2014	2015 & 2016	2017	2018	2019	2020	2021	2022
401 Max Annual Amount	\$52,000	\$53,000	\$54,000	\$55,000	\$56,000	\$57,000	\$58,000	\$61,000
408 Max Annual Regular Amount	\$5,500	\$5,500	\$5,500	\$5,500	\$6,000	\$6,000	\$6,000	\$6,000
408 Max Annual Age 50+Amount	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
457 Max Annual Regular+Catchup Amount	\$35,000	\$36,000	\$36,000	\$37,000	\$38,000	\$39,000	\$39,000	\$41,000
457 Max Annual Regular Amount	\$17,500	\$18,000	\$18,000	\$18,500	\$19,000	\$19,500	\$19,500	\$20,500
457 Max Annual Age 50+Amount	\$5,500	\$6,000	\$6,000	\$6,000	\$6,000	\$6,500	\$6,500	\$6,500

**EDUCATIONAL LEVEL CODES**

<b>A</b>	Not Indicated
<b>B</b>	Less Than HS Graduate
<b>C</b>	HS Graduate or Equivalent
<b>D</b>	Some College
<b>E</b>	Technical College
<b>F</b>	2-Year College Degree
<b>G</b>	Bachelor's Level Degree
<b>H</b>	Some Graduate School
<b>I</b>	Master's Level Degree
<b>J</b>	Doctorate (Academic)
<b>K</b>	Doctorate (Professional)
<b>L</b>	Post-Doctorate

**EMPLOYEE ESSENTIAL CODES**

<b>D</b>	Department Essential - Able to perform activities
<b>E</b>	EOC Essential - Able to perform activities
<b>X</b>	Exempt from DAE Assignments

**ENTITY CODES**

<b>01</b>	General Departments
<b>03</b>	South Florida Workforce Investment Board (SFWIB)
<b>04</b>	Aviation Department
<b>05</b>	Housing Department
<b>06</b>	Water & Sewer Department

**ETHNICITY CODES**

<b>A</b>	White
<b>B</b>	Black
<b>C</b>	Hispanic
<b>D</b>	Asian or Pacific Islanders
<b>E</b>	American Indian or Alaskan Native

**EVALUATION RATINGS**

The evaluation ratings below are in accordance with the provisions of Layoff/Retention calculations.

	Score	
	Effective Through 5/19/2018	Effective 5/20/2018
<b>Employees: Non-Supervisory</b>		
Unsatisfactory	0.00	1
Needs Improvement	1.60	2
Satisfactory	2.80	3
Above Satisfactory	4.00	4
Outstanding	5.20	5
<b>Supervisor/Management</b>		
Unsatisfactory	0.00	1
Needs Improvement	2.00	2
Satisfactory	3.50	3
Above Satisfactory	5.00	4
Outstanding	6.50	5

**Exceptions** (Used for record tracking purposes only). These codes are displayed on the Personnel Payroll System (PEVH screen).

Promotion	9.10
Personnel Action	9.20
Not Applicable	9.30
Exempt employee/no evaluation submitted	9.40
Demotion	9.50
Not under mayor's purview	9.60
Supervisor no longer available	9.70
Employee retired/terminated	9.80
Military Status	9.90
Late	9.98
Employee Due Evaluation	9.99

**EVALUATION TYPES**

<b>EE</b>	Employee Performance Evaluation
<b>ME</b>	Management Performance Evaluation
<b>MX</b>	Executive Performance Evaluation
<b>P1</b>	Police Officer Performance Evaluation
<b>P2</b>	Police Sergeant Performance Evaluation
<b>P3</b>	Police Lieutenant Performance Evaluation
<b>FO</b>	Field/Operational Performance Evaluation

**EXECUTIVE BENEFITS****FY 2010-11 - Current**

E1 = \$10,000/year	\$250.00 biweekly car allowance
E2 = \$ 8,500/year	\$200.00 biweekly car allowance
E3 = \$ 7,500/year	\$ 75.00 car allowance (department average)
EA	Benefit code for employees receiving less than \$7,500 in annual benefits.
EH	Benefit code for employees receiving only car allowance.

\*Car allowance for executives under the Mayor's purview discontinued as of 10/1/11. Employees in non-mayoral departments may still be eligible to receive car allowance.

Executive benefits for executives under the Mayor's purview discontinued as of 5/28/12.

**FAMILY MEDICAL LEAVE ACT (FMLA)****Who is eligible for FMLA?**

- Employee who worked 1,250 hours in the previous 12 months, and;
- Employee must have worked for at least one year (calculated from the date leave is to begin and include all non-FMLA leave time).
- If break in service is less than 7 years: All prior time counts;
- If break in service is 7 or more years: No prior time counts unless military reason or written agreement.

**Reasons for FMLA Leave**

- Childbirth (including pre-natal care or incapacity due to pregnancy);
- Placement for adoption or foster care;
- For the employee's own serious health condition;
- To care for employee's spouse, son or daughter, parent (or registered Domestic Partner, for Miami-Dade County employees only) who has a serious health condition.
- Qualifying Exigency Leave**  
Note: A Qualifying Exigency is a non-medical activity that is directly related to the covered military member's active duty or call to active duty status.
- Military Caregiver Leave (or Covered Service Member Leave)**  
Note: To care for a former member of the military or member on the permanent disability retired list is not permitted by this leave.

**FICA CODES**

<b>0</b>	Standard
<b>1</b>	Exempt - Certain BI Enrollees, Senior Companions, Foster Grandparents, and Farmworker Trainees

**FICA RATE**

2022	6.20% up to \$147,000 in earnings
2021	6.20% up to \$142,800 in earnings
2020	6.20% up to \$137,700 in earnings
2019	6.20% up to \$132,900 in earnings
2018	6.20% up to \$128,400 in earnings
2017	6.20% up to \$127,200 in earnings
2015 & 2016	6.20% up to \$118,500 in earnings
2014	6.20% up to \$117,000 in earnings
2013	6.20% up to \$113,700 in earnings
2012	4.2% up to \$110,100 in earnings
2011	4.2% up to \$106,800 in earnings
2009 & 2010	6.20% up to \$106,800 in earnings
2008	6.20% up to \$102,000 in earnings
2007	6.20% up to \$97,500 in earnings
2006	6.20% up to \$94,200 in earnings
2005	6.20% up to \$90,000 in earnings
2004	6.20% up to \$87,900 in earnings
2003	6.20% up to \$87,000 in earnings
2002	6.20% up to \$84,900 in earnings
2001	6.20% up to \$80,400 in earnings
2000	6.20% up to \$76,200 in earnings
1999	6.20% up to \$72,600 in earnings

**FLEX DOLLARS**

The County provides eligible employees with \$1,000 in Flex Dollars annually to purchase benefits. Depending upon the insurance plan selected the flex dollars can be increased up to an additional \$260 for a total of \$1,260.

	Pre Tax	Post Tax	Flex Dollars
DCFF HMO INS TRUST	321	301	42.31
DCFF PPO INS TRUST	330	312	42.31
First Choice Advantage HMO	347	348	43.46
First Choice Advantage HMO Special	349	350	43.46
HI HMO	327	307	43.46
HI HMO Special	344	343	43.46
HMO Advantage	303	310	43.46
HMO Advantage Special	311	320	43.46
Jackson First HMO	304	306	43.46
Jackson First HMO Special	324	326	43.46
POS	331	308	38.46
POS Special	342	341	38.46
POS Advantage	359	340	38.46
POS Advantage Special	300	302	38.46
SELECT Advantage HMO	322	323	43.46
SELECT Advantage HMO Special	328	329	43.46
Select HMO	355	356	43.46
Select HMO Special	357	358	43.46

**GENDER CODES**

<b>M</b>	Male
<b>F</b>	Female

**JOB CATEGORY CODES**

<b>A</b>	Officials and Administrators
<b>B</b>	Professionals
<b>C</b>	Technicians
<b>D</b>	Protective Service
<b>E</b>	Para-Professional
<b>F</b>	Office-Clerical
<b>G</b>	Skilled Craft
<b>H</b>	Service-Maintenance

**JOB FAMILY CODES**

<b>1</b>	MDC Volunteer
<b>2</b>	Admin Support/Clerical/Paraprofessional
<b>3</b>	Information Technology
<b>4</b>	Professional/Managerial
<b>5</b>	Protective Services/Code Enforcement
<b>6</b>	Trades/Manual Labor
<b>7</b>	MDC Intern

**JOB STATUS CODES**

<b>1</b>	Hourly (eligible for overtime)
<b>2</b>	Transit
<b>3</b>	Salaried Job Basis (not eligible for overtime) "+" by occupational code in Pay Plan
<b>4</b>	Flat Hourly Rate (no steps in the Pay Plan)
<b>5</b>	Not Paid

**LIFE INSURANCE OVER 50K**

The County provides all benefits-eligible employees with group term life insurance equal to his/her annual adjusted salary. Per IRS regulations, when the employer-provided group term life insurance for an employee exceeds \$50,000, the value of the excess coverage (as determined by the IRS) must be reported as income. The imputed cost, that is, value of the excess benefit, is subject to Social Security (FICA) and Medicare (MICA) taxes, and amounts must be reported on the employee's W-2 form. If the employee's salary does not exceed \$50,000 annually, or \$1,923.08 bi-weekly, no taxes will be assessed on the value of this life insurance benefit.

The cost basis used to derive these taxes is not based on the actual cost of the premium charged by the insurance company, but instead on the imputed costs established by the IRS. The IRS calculates the monthly cost basis per \$1,000 of life insurance on the excess over \$50,000, in accordance with the schedule below.

**LIFE INSURANCE OVER 50K (continued)**

Age Range Attained as of 12/31 of Tax Year Being Reported	Monthly Cost per \$1,000 of Life Insurance On the Excess Over \$50,000
0-24	\$0.05
25-29	\$0.06
30-34	\$0.08
35-39	\$0.09
40-44	\$0.10
45-49	\$0.15
50-54	\$0.23
55-59	\$0.43
60-64	\$0.66
65-69	\$1.27
70-99	\$2.06

**LONGEVITY ANNUAL ACCRUAL HOURS**

**Accrual Rates: Forty (40) Hour Workweek Employees**

<u>Length of Service</u>	<u>Additional Annual Leave</u>
--------------------------	--------------------------------

0 through 5 years	0
6 years	8 hours
7 years	16 hours
8 years	24 hours
9 years	32 hours
10 through 15 years	40 hours
16 years	48 hours
17 years	56 hours
18 years	64 hours
19 years	72 hours
20 years and after	80 hours

**Accrual Rates: Forty-eight (48) Hour Workweek (Fire Personnel)**

<u>Length of Service</u>	<u>Additional Annual Leave</u>
--------------------------	--------------------------------

0 through 5 years	0
6 years	9 ½ hours
7 years	19 hours
8 years	29 hours
9 years	38 ½ hours
10 through 15 years	48 hours
16 years	57 ½ hours
17 years	67 hours
18 years	77 hours
19 years	86 ½ hours
20 years and after	96 hours

**Part-Time Employees**

Part-time employees are not eligible to earn Longevity Annual Leave. Please refer to section 02 of the Miami-Dade Leave Manual for more details.



### LONGEVITY BONUS AWARD (LBA)

The Miami-Dade County Pay Plan provides for longevity bonuses for employees who complete a minimum of 15 years of continuous service. These bonuses are calculated on a sliding scale of 1.5% to 3% depending upon years of continuous service.

Full time employees that have at least 15 years of service receive a minimum of \$350 longevity bonus award annually. Employee status codes that are eligible: AA, AB, AC, AD, AF, AH, AI, AJ, AT and AX.

#### AWARD SCHEDULE - Effective Pay Period Ending 1/21/2001

The following formula will be applied to determine the employee's LBA amount:

Base biweekly and overtime rates - \* 26 \* Years of Service Percentage (see chart below)

Years of Completed Full-Time  
Continuous County Service

Percentage

15	1.5%
16	1.6%
17	1.7%
18	1.8%
19	1.9%
20	2.0%
21	2.1%
22	2.2%
23	2.3%
24	2.4%
25	2.5%
26	2.6%
27	2.7%
28	2.8%
29	2.9%
30 or more	3.0%

#### FLSA Hours Calculation

Employees in bargaining unit "C" (Fire Department) with regular hours of 96 will get FLSA hours paid after they accumulate 2,496 hours. Regular employees will get FLSA hours after 2,080 hours accumulated. The formula to calculate the FLSA amount is the same for both type of employees, the only difference is the amount of hours employees can accumulate.

The calculation is as follows:

FLSA hours = 2,080 or 2,496 (Fire) - leave year hours

FLSA rate = (LBA amount/leave year hours) \* .5

FLSA amount = FLSA rate \* FLSA hours

Add FICA and MICA factors on this rate.

### LONGEVITY STEPS

The Miami-Dade County Pay Plan reflects pay step ranges for the majority of classifications in the classified service unless otherwise specified by a collective bargaining agreement. An employee advances through the pay steps based upon meritorious service. Once an employee reaches the maximum of a pay range, pay step 7, 9, or 10, depending upon the job class, the employee is eligible to progress two or three, in accordance with the employee's collective bargaining agreement, additional pay steps at 5 year intervals contingent upon satisfactory performance.

### MARITAL STATUS CODES

<b>S</b>	Single
<b>M</b>	Married
<b>T</b>	Married - Single Status
<b>H</b>	Head of Household

### MEDICAL CLASS CODES

<b>1</b>	Regular Employees
<b>2</b>	High Risk Employees

### MEDICARE RATE (MICA)

2013 to 2020 - 1.45% (no limit) *
1999 to 2012 - 1.45% (no limit)

\* Additional 0.9% wages in excess of \$200,000.

### MERIT INCREASE

In accordance with Chapter V, Section 3, of the Personnel Rules for the Classified Service, salary increases within a pay range shall be based on merit and shall be from one pay step to the next. Administrative Order 7-19, Performance Evaluation, an employee must receive a minimum of an overall "Satisfactory" rating on his/her performance evaluation in order to be eligible for a merit increase. Both the Personnel Rules and Administrative Order are incorporated by reference into the terms and conditions of the County's collective bargaining agreements.

### MINIMUM WAGE

September 30, 2021	\$10.00/hour
January 1, 2021	\$8.65/hour
January 1, 2020	\$8.56/hour
January 1, 2019	\$8.46/hour
January 1, 2018	\$8.25/hour
January 1, 2017	\$8.10/hour
January 1, 2015	\$8.05/hour
January 1, 2014	\$7.93/hour
January 1, 2013	\$7.79/hour
January 1, 2012	\$7.67/hour
June 1, 2011	\$7.31/hour
July 24, 2009	\$7.25/hour
January 1, 2008	\$6.79/hour
January 1, 2007	\$6.67/hour
January 1, 2006	\$6.40/hour
May 2, 2005	\$6.15/hour
September 1, 1997	\$5.15/hour
October 1, 1996	\$4.75/hour

**NON-MAYOR PURVIEW DEPARTMENTS/OFFICES**

Board of County Commissioners  
 CareerSource South Florida  
 Citizens' Independent Transportation Trust (CITT)  
 Clerk of Courts  
 Commission on Ethics and Public Trust  
 County Attorney's Office  
 Judicial Administration  
 Law Library  
 Legal Aid  
 Transportation Planning Organization (TPO)  
 \*Reso 27-13 Effective: 7/18/13  
 Miami-Dade Economic Advocacy Trust  
 Office of Inspector General (OIG)  
 Property Appraiser  
 Public Health Trust Support  
 State Attorney's Office

**PART-TIME LEAVE ACCRUALS****Annual Leave Accruals**

Hours Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	1.5 hours accrual per pay period.
60 - 79.99	2.5 hours accrual per pay period.
80 or more	Same as full-time employee

**Sick Leave Accruals**

Hours Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	2.0 hours accrual per pay period.
60 - 79.99	3.0 hours accrual per pay period.
80 or more	Same as full-time employee

**PAY KIND CODES**

The codes listed below are reflected on the earnings history screen (PRHS).

<b>REG</b>	Regular Pay
<b>VAC</b>	Vacation Pay
<b>BNS</b>	Bonus Pay
<b>CAN</b>	Cancelled Check Current
<b>RCV</b>	Partial Cancelled Check Receivable Current
<b>VOU</b>	Voucher Current
<b>PWK</b>	Pollworker Pay
<b>NOP</b>	No Pay
<b>FRA</b>	FRS Time & Leave Adjustment
<b>FRB</b>	FRS Manual Adjustment
<b>FRC</b>	FRS DROP Adjustment
<b>FRD</b>	FRS DROP Adjustment
<b>FRE</b>	FRS DROP Adjustment
<b>FRF</b>	FRS DROP Adjustment
<b>HSC</b>	Cancelled Check Historical
<b>HSR</b>	Partial Cancelled Check Receivable Hist.
<b>HSV</b>	Voucher Historical
<b>LOA</b>	Leave of Absence
<b>PNV</b>	Pending Voucher
<b>PNC</b>	Pending Cancelled Check

**PREMIUM PAY****Bargaining Unit Employees**

Effective	Bi-weekly Amount	Bargaining Unit	Pay Exception
7-7-03	\$25.00	A, D, F, G, H, K, M	4C
7-5-04	\$50.00	D, F, G, H, K, M	4C
10-19-2020	\$50.00	A	4C
6-1-2020	\$70.00	K & M	7C
1-27-2020	\$70.00	F, G, H	3C
10-19-2020	\$70.00	D	3C
6-28-2021	\$70.00	A	3C

**Non-Bargaining Unit Employees**

Effective	Bi-weekly Amount	Pay Exception
9-27-04	\$25.00	LC
9-26-05	\$50.00	LC
12-17-18	\$60.00	LC
1-27-2020	\$70.00	LC

\* Premium Pay Supplement extended to Bargaining and Non-Bargaining Unit Employees with the exception of Fire and Police, to supplement the agreed upon across the board wage adjustment during the 10/1/05-9/3/08 contract term.

**PROTECTED CLASS**

Those employees whose records are "protected" per Florida Statutes are identified with a "protected class" value. The possible values for the protected class are:

<b>0</b>	Social security number protected only
<b>1</b>	Firefighters, Police, Corrections, Inspector General and HR Personnel – SSN, home addresses, telephone numbers, dates of birth and photographs are protected, family information is protected. Protection to these employees is applied for the duration of their career regardless of classification.
<b>2</b>	"Inspector" classifications – SSN, home addresses, telephone numbers, dates of birth and photographs are protected. Protection is applied to employees.
<b>3</b>	For spouses and children of Firefighters, Police, Corrections, Inspector General and HR Personnel – SSN, home addresses, telephone numbers, photographs, dates of birth and places of employment are protected.
<b>4</b>	For legal guardians e.g., divorcee of police or firefighter children – SSN, home addresses and telephone numbers are protected.

## RETIREMENT PLAN CODES

Rates as of 7/1/2022

FRS Code	Retirement Description	Employer Contribution	Employee Contribution
00	No Retirement Contributions Made	0%	0%
10	FRS Inv Plan Re-employed SMSC *	31.57%	3%
11	FRS Inv Plan Re-employed Retiree *	11.91%	3%
12	FRS Inv Plan Elected Officer Retiree	57.00%	3%
13	FRS Inv Plan Regular	11.91%	3%
14	FRS Inv Plan Special Risk Police	27.83%	3%
15	FRS Inv Plan Special Risk Fire	27.83%	3%
16	FRS Inv Plan Special Risk Admin. Support	38.65%	3%
17	FRS Inv Plan Senior Mgmt. Service	31.57%	3%
18	FRS Inv Plan Elected Officer	57.00%	3%
19	FRS Inv Plan Special Risk Forensic Eff. 10/1/05	27.83%	3%
CA	Renewed Inv Plan Regular Class ***	11.91%	3%
CB	Renewed Inv Plan Special Risk Class ***	27.83%	3%
CI	Renewed Inv Plan EOC ***	57.00%	3%
CJ	Renewed Inv Plan Special Risk Admin Supt ***	38.65%	3%
CM	Renewed Inv Plan Sr. Mgr Serv Class ***	31.57%	3%
UA	FRS Re-employed Reg Class 07/10 **	5.89%	0%
UB	FRS Re-employed Special Risk 07/10 **	11.33%	0%
UI	FRS Re-employed Elected Official 07/10 **	45.64%	0%
UM	FRS Re-employed Sr. Mgmt. 07/10 **	23.81%	0%
18	FRS Re-employed Retiree Eff. 7/91	11.91%	3%
19	FRS Retired Elected Official Eff. 7/90	57.00%	3%
21	FRS Regular	11.91%	3%
22	FRS Special Risk Police/Corrections	27.83%	3%
23	FRS Special Risk Forensic	27.83%	3%
24	FRS Special Risk Fire	27.83%	3%
25	FRS Special Risk Admin Supp Eff. 7/82	38.65%	3%
29	Re-employed Senior Management Service *	31.57%	3%
30	FRS Senior Management Service	31.57%	3%
33	IFAS Optional Retirement Program	9.38%	3%
91	FRS Elected Officials	57.00%	3%

\* Applicable to re-employed retirees prior to 7/1/10.

\*\* Applicable to re-employed retirees on or after 7/1/10.

\*\*\* Applicable to Investment Plan re-employed retirees on or after 7/1/11

## DROP RETIREMENT CODES

FRS Code	Retirement Description	Employer Contribution	Employee Contribution
14	FRS Deferred Retirement Option Plan (Previously Retirement Codes other than 01, 03, 11, 31 and 32)	18.60%	0%
92	FRS Special Risk Police/Corrections - Deferred Retirement Option Plan	18.60%	0%
93	DROP FRS Special Risk Forensic	18.60%	0%
94	FRS Special Risk Fire-Deferred Retirement Option Plan	18.60%	0%
95	FRS Special Risk Admin Support Eff. 7/82 - Deferred Retirement Option Plan	18.60%	0%

### DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Employees that select to participate in the DROP program maintain their regular employee status code.

## FRS VESTING REQUIREMENTS

FRS Membership Established On or After 7/1/11	Regular Class, Elected Officers' Class (EOC) & Sr. Management Service Class (SMSC)	Special Risk Class
Vesting Years	8	8
Normal Retirement Age	65	60
Normal Retirement Years	33	30

FRS Membership Established Prior to 7/1/11	Regular Class, Elected Officers' Class (EOC) & Sr. Management Service Class (SMSC)	Special Risk Class
Vesting Years	6	6
Normal Retirement Age	62	55
Normal Retirement Years	30	25

FRS Membership Established Prior to 7/1/01	Regular Class, Elected Officers' Class (EOC) & Sr. Management Service Class (SMSC)	Special Risk Class
Vesting Years	10	6
Normal Retirement Age	62	55
Normal Retirement Years	30	25

### Employees Working After Retirement

#### FRS Retirees (Pension Plan)

If you are an FRS retiree and return to work with an FRS participating employer...

**Within 6 Calendar Months** Your retirement will be voided and you will be required to repay all the Pension Plan benefits you have received, including any DROP payout.

**During Calendar Months 7 to 12** Your Pension Plan benefits will be suspended for each month you are employed during this period (you must notify the Division of Retirement of your employment). If your benefits are not suspended timely, you and your employer will be required to repay benefits you should not have received.

**After 12 Calendar Months** You will not be required to repay any prior benefits and you will continue receiving benefits from the Pension Plan without interruption.

#### FRS Retirees (Investment Plan Members)

If you are an FRS retiree and return to work with an FRS participating employer...

**Within 6 Calendar Months** You (and possibly your employer) will be required to repay the distribution you received. To avoid repayment, wait a full 6 calendar months from the month you took your distribution or rollover to return. If you've already been rehired, terminate your employment and return after satisfying the 6-calendar-month period. You must notify the Investment Plan Administrator of your employment during this period by calling the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4.

**During Calendar Months 7 to 12** Any distributions you are receiving from the Investment Plan will stop until 12 calendar months have elapsed since you became an FRS retiree or you terminate employment with all FRS participating employers.

**After 12 Calendar Months** You will not be required to repay any prior distributions, and you may continue receiving distributions from the Investment Plan without interruption.

### **SICK LEAVE PAYOUT**

Employees hired prior to 11/19/18 who retire or resign from County service with less than 30 years in good standing are eligible to receive payment for up to a maximum of 1,000 hours of accrued unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the schedule below. Employees with 30 years or more of service are eligible to receive 100% of their sick leave.

Employees hired after 11/19/18, who retire or resign from County service with less than 33 years in good standing are eligible to receive payment for up to a maximum of 1,000 hours of accrued unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential.

Employees with 33 years or more of service are eligible to receive 100% of their sick leave. Please refer to the Collective Bargaining Agreement for prorated schedule.

### **SUB ENTITY CODES**

01	Full-Time
02	Part-Time
03	Temporary/Seasonal
04	Elected Officials
05	Farm Workers

### **SUPERVISOR STATUS/ REPORTING CODES**

01	Mayor/ Commissioners
02	Deputy Mayors/Special Advisors
03	Assistant to Deputy Mayor
04	Department Directors
05	Deputy Directors
06	Assistant Directors
07	Division Directors
08	Assistant to Directors
09	Assistant Division Directors
10	Sr. Bureau Commanders/Section Head
11	Associate Directors
12	Supervisor Classes
13	Non-Supervisory
14	Non-Supervisory Professionals
15	Protective Services

### **TAX WITHHOLDING CODES**

0	Standard
1	Additional Tax
3	Non-Taxable Payments - NOT WAGES (No W-2 to be issued for these payments)
4	Taxable Wages BUT do not withhold any tax (W-2 will be issued)

### **WORKERS' COMPENSATION CODES**

The following are standard codes set by the National Council on Insurance to identify work types. Each job classification is assigned one of these codes.

0037	Farm
3365	Welding
3724	Electrical Insulation or Repair
4299	Printing
4361	Photographer
5183	Plumbing
5403	Carpentry
5474	Painting
5506	Street Construction
7380	Drivers, Chauffeurs
7382	Bus - All Other Employees and Drivers
7423	Airport Operations
7520	Waterworks Operations
7590	Garbage Works
7704	Fire
7720	Police
8380	Auto Service/Repair Center and Drivers
8385	Bus - Garage
8392	Auto Storage or Parking
8720	Inspection for Valuation
8742	Claims Adjustors, Outside Messengers
8810	Clerical, Administrative
8820	Attorneys
8831	Veterinarians, Dog Catchers
8833	Hospital Professional
8868	School
9014	Exterminators
9015	Building
9019	Bridge Operation
9040	Hospital - Nonprofessional
9079	Food Service - Catering
9101	Museums, Libraries
9102	Parks
9403	Garbage Collection
9410	Municipal Employees
9519	Air Conditioning or Refrigeration

HISTORY OF WAGE INCREASES (COLA) – JANUARY 1982 TO SEPTEMBER 2020											
Effective Date	AFSCME 121 WASD	AFSCME 1542 Aviation	AFSCME 199 General	AFSCME 3292 Waste	GSAF OPEIU 100 Supervisors	GSAF OPEIU 100 Professionals	PBA Rank & File	PBA Supervisory	IAFF 1403 Fire	TWU 291 Transit	Non Bargaining
	BU: A	BU: G	BU: H	BU: F	BU: K	BU: M	BU: E	BU: P	BU: C	BU: D	BU: L
04/01/82	2%	2%					2%	2%	2%	2%	2%
06/01/82										3%	
01/01/83	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%
07/01/83	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
01/01/84	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%
07/01/84	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
01/01/85	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%
07/01/85	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
1985-86	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%
10/01/86	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
10/01/87	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
10/01/88	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
10/01/89	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
1990-91	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%
Oct-91 *	2%	2%	2%	2%	2%		2%	2%	2%	N/A	2%
Oct-92 *	1.5%	1.5%	1.5%	1.5%	1.5%		1.5%	1.5%	1.5%	N/A	1.5%
10/01/93										3.5%	
07/05/93	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
03/28/94	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
03/27/95	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
03/25/96	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
08/25/97	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
09/07/98	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
09/06/99	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
09/04/00	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
09/03/01	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
09/02/02	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
07/07/03	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
07/05/04	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
07/04/05	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
07/03/06	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
07/02/07	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
06/30/08	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
07/01/09	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2010 **	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
06/27/11+	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	0%
2012	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2014	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2015	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
09/26/16 ***	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
2017	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
09/24/18****	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
2019	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
4/6/2020	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%
10/4/2021	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%

\* One-Time Nonrecurring Bonus Payment (% of Base Pay)

\*\* 5% insurance contribution to County health insurance cost taken commencing 2/2010 in accordance

\*\*\* AFSCME 121 paid PPE 5/20/18 and TWU 291 paid PPE 8/12/2018

\*\*\*\* AFSCME 1542, 199 and 3292 paid PPE 2/9/2020.

\*\*\*\*\*TWU paid PPE 10/31/2020.

\*\*\*\*\*AFSCME 121 paid PPE 07/11/2021.

With the effective dates prescribed reduction in collective bargaining agreements; in lieu of 5% salary reduction

+ Non-bargaining unit employees in non-Mayoral departments (Law Library, Clerk of Courts, CITT and select employees in SFWIB) received 3% COLA.

If shaded- no information available or documentation silent on increase

## ORDINANCES

The following ordinances related to employee relations and are administered by the Human Resources department:

### Ordinance 98-34 – Sick/Annual Leave Payout to Employees Under Investigation

Those employees who are under investigation or who separate from County service as a result of a breach of public trust will not be eligible for Sick or Annual leave payouts.

Offenses involving a breach of the public trust shall include, but not be limited to:

- a. Criminal offenses of embezzlement of public funds, theft, bribery, perjury or any felony specified in Chapter 838 of the Florida statutes; or
- b. Non-criminal offenses involving a breach of the officer or employee's fiduciary responsibility to the public.

### Ordinance 99-44 – Living Wage

This ordinance establishes a living wage requirement for County employees. It guarantees a living wage of no less than \$8.56 per hour for employees who are covered by health insurance and no less than \$9.81 for employees not covered by health insurance. For County employees under the County Pay Plan, the County pays a living wage consistent with the goals of the ordinance on a three-year phase-in basis beginning Fiscal Year (FY) 2000-2001, increasing on an annual basis incrementally until it is fully implemented in Fiscal Year 2002-2003.

#### RATES

	<u>Living Wage for Employees Eligible for Insurance</u>	<u>Living Wage for Employee Ineligible for Insurance</u>
FY 00-01	\$6.29	\$6.70
FY 01-02	\$7.55	\$8.40
FY 02-03	\$9.00	\$10.30

For purposes of administering the Living Wage Ordinance, certain classifications will not be considered County employees as set forth in the ordinance. These classifications include those that only receive stipends; those whose funding is prescribed by grants; and those that solely provide on-the-job work experience.

### Ordinance 99-5 – Domestic Leave

Employees, as defined in the ordinance, shall be entitled to a total of thirty (30) workdays of unpaid domestic leave during any twelve (12) month period.

PAR code WB used on the PAR.

### Ordinance 16-20 – Parental Leave

Employees, as defined in the ordinance, shall be entitled to up to six weeks of paid Parental leave during the first year after the birth, adoption, or placement of foster child or children.

<u>BU</u>	<u>Effective Date</u>	<u>BU</u>	<u>Effective Date</u>
A - AFSCME Local 121 - WASD	05/07/2018	H - AFSCME Local 199 - General	06/20/2016
C - IAFF Local 1403 - Fire	07/18/2016	K - GSAF Local 100 - Supervisors	06/20/2016
D - TWU Local 291 – Transit	07/29/2018	L - Non Bargaining	02/15/2016
E - PBA Rank & File	07/16/2016	M - GSAF Local 100 - Professionals	06/20/2016
F - AFSCME Local 3292 - Solid Waste	06/20/2016	P - PBA Supervisory	07/16/2016
G - AFSCME Local 1542 – Aviation	06/20/2016		

PAR code PF used on the PAR.

## PAR CODES

<b>CODE</b>	<b>DESCRIPTION</b>	<b>DEFINITION</b>
<b>44</b>	On Call WASD	On Call WASD
<b>45</b>	OT On Call WASD	OT On Call WASD
<b>46</b>	Night Differential WASD	Night Differential WASD
<b>47</b>	Overtime Night Differential WASD	Overtime Night Differential WASD
<b>77</b>	Job Basis Hours	Records excess hours worked by job basis employees; also, used to track car allowances.
<b>A</b>	Annual Leave	<p>Approved leave time to be taken from accrued Annual Leave. Accrual and use governed by Miami-Dade County Leave Manual. Available for use after the completion of thirteen (earned) pay periods. Paid out at current rate at the time of termination excluding any night differential.</p> <ul style="list-style-type: none"> <li>•Bargaining Unit A (WASD) accrual max was set to 750 effective 6/28/2021.</li> <li>•Bargaining Unit C (IAFF) accrual max was set to 750 effective 12/17/18.</li> <li>•Bargaining Unit D (TWU) accrual max was set to 750 effective 10/19/2020.</li> <li>•Bargaining Unit E (PBA Rank &amp; File) accrual max was set to 750 effective 11/19/18.</li> <li>•Bargaining Unit F (AFSCME 3292) accrual max was set to 750 effective 1/27/2020.</li> <li>•Bargaining Unit G (AFSCME 1542) accrual max was set to 750 effective 1/27/2020.</li> <li>•Bargaining Unit H (AFSCME General) accrual max was set to 750 effective 1/27/2020.</li> <li>•Bargaining Unit K (GSAF) accrual max was set to 750 effective 12/17/18.</li> <li>•Bargaining Unit M (GSAF) accrual max was set to 750 effective 12/17/18.</li> <li>•Bargaining Unit P (PBA Supervisors) accrual max was set to 750 effective 11/19/18.</li> <li>•Bargaining Unit L (Non-Bargaining) accrual max was set to 750 effective 11/19/18.</li> </ul>
<b>AA*</b>	Annual Leave Payout	Annual Leave Payout that is used for both DROP payout and regular payouts.
<b>AC</b>	Air Rescue	For bargaining unit C employees only. A one step (or 5% at max) for assignment to full time duties of Air Rescue. Employee must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception "ON".
<b>AD</b>	Administrative Leave	Paid leave time approved at the discretion of the Department Director.
<b>AF</b>	Annual Family	Annual leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
<b>AH</b>	Administrative Holiday/ Hurricane	To be used only on the day before Christmas and/or the day before New Year's in place of Administrative Leave or other special event authorized by the County Manager. Is considered "time worked" for purposes of overtime and out of class pay.
<b>AI</b>	Annual Leave (Injury)	Accrued Annual Leave time taken due to an on-the-job injury. Used after sick leave is exhausted. Leave will be restored if Disability Leave is approved.
<b>AM</b>	Administrative Leave for Mentoring Program	PAR code AM will be used to record and track Administrative Leave granted in support of Miami-Dade County employees mentoring program.
<b>AN</b>	Annual Forfeited Article V	Annual hours forced to be forfeited due to Article V transition.

**\*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

## PAR CODES (continued)

<b>AO</b>	Airport Pay	For bargaining unit C employees only. 5% for personnel who are C.F.R. or Fire Department certified and assigned to Airport Units. Employees must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception 85.
<b>AP</b>	Annual to Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.
<b>AQ</b>	Annual in lieu of Sick	Used to cover sick leave when sick leave balance is exhausted.
<b>AR</b>	Acting Rank	Used by Bargaining Units E and P employees only when working out of classification. Not paid if the employee has the pay exception code "15". Fire Dispatchers and Fire Dispatcher Supervisors must work a minimum of one shift (effective 7/3/06).
<b>AS</b>	Airport Special Request Inspection - Fire	Overtime for employees performing Special Request Inspections at the Airport. Bargaining units C, H, K & L only for occupational codes 1050, 4132, 4134 & 4135; any sworn personnel in 037-07 and 037-14.
<b>AT</b>	Air Truck	For bargaining unit C employees only. 1 step (or 5% at max) for personnel assigned full time duties on "Air Truck" units. Employees must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception "OK".
<b>AV</b>	Annual Transferred Article V	Annual hours transferred to the State of FL; Article V
<b>AX</b>	Annual in lieu of Suspension	Annual leave forfeited due to suspension. Employees must physically work and forfeit annual leave due to a suspension. Employees get paid regular salary due to leave forfeiture.
<b>AZ</b>	TWU Pool	For PIM use only; Annual leave converted to dollars and contributed to Union; only hours that would be forfeited are eligible to donate; MDT Use Only
<b>B2</b>	Alpha Bravo	Alpha Bravo earnings at overtime. For bargaining unit P employees only.
<b>B4</b>	Alpha Bravo	Alpha Bravo pay at overtime. For bargaining unit P employees only.
<b>BE</b>	Birthday Earned	For Bargaining Unit D employees only. Entered by PIM. Displayed on HPAR when an employee banks the birthday.
<b>BH</b>	Birthday Holiday	Observed on the employee's birthday, or the next regular working day if it falls on a day off. Employees may be allowed to delay its use for up to six months. For Bargaining Unit F employees, the BH is to be observed on the day it occurs. If that day is not an employee's normal work day, then it will be observed on the nearest regular work day.
<b>BM</b>	Bus Preventive Maintenance	Bus Preventive Maintenance for the Transit department.
<b>BP</b>	Birthday Holiday Pay	For bargaining unit "D" employees only. Used when an employee works on his or her birthday and wants the BH to be paid.
<b>BW*</b>	Birthday Holiday Lost	Birthday holiday without Pay (Birthday holiday lost – employee out of pay status before or after the birthday holiday).
<b>C</b>	Compensatory Time	Granted in lieu of overtime and used like Annual Leave. Can be used by any employee with a compensatory balance. Earned (CE) by Bargaining Unit C, E and P employees only.
<b>CA</b>	CFO Fire Alarm	Chief Fire Alarm temporarily assigned to Communications Division. Not paid if the employee has pay exception "ZN".
<b>CB</b>	Call Back	Used to pay employees who are ordered back to work after the completion of a shift. Rules on payment and guarantees vary by bargaining unit.

**\*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**



## PAR CODES (continued)

<b>CC*</b>	Compensatory Leave Payout	Compensatory Leave Payout that is used for both DROP payout and regular payouts.
<b>CD</b>	Compensatory Time Pay	Excess compensatory time paid out.
<b>CE</b>	Compensatory Time	Indicates when overtime is earned instead of paid. Used only by Bargaining Units C, E, and P employees only.
<b>CF</b>	Compensatory Family	Compensatory leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
<b>CH</b>	Conversion Hours Paid	Conversion Hours Paid for bargaining units A, C, D, E, K, M and P, employees with 20 years of service, payment can only be on the 26 <sup>th</sup> pay period.
<b>CI</b>	Compensatory Injury	Leave time taken due to an on-the-job injury. Used after other leave is exhausted. Will be restored if Disability Leave is approved.
<b>CL</b>	OCL <u>with</u> Occ. Code	Out of Class pay when using occupational code. Occupational code must be provided.
<b>CM*</b>	Compensatory Leave Max	Payment of Compensatory Leave hours over Compensatory Leave maximum.
<b>CP</b>	Compensatory Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.
<b>CQ</b>	Compensatory Time for Sick	Used to cover sick leave when sick leave and annual leave balances are insufficient.
<b>CR</b>	Compensatory Relief	Paid time used to cover extra shift in a pay period. Used by Bargaining Unit C employees only.
<b>CS</b>	Census Efforts	Time worked in support of census efforts.
<b>CT</b>	Court Time	Used by Bargaining Units C, E and P employees only. Indicates time required to appear in court on regular workdays, but not contiguous to the shift. Guarantee time paid per contract.
<b>CV</b>	Coronavirus	Used when employee is directed to not report to work for reason related to Coronavirus Covid-19 pandemic.
<b>CW</b>	Court Witness	Paid time granted to an employee subpoenaed to appear as a witness in a non-work related court case.
<b>CX</b>	Compensatory Suspended	Compensatory time for suspension.
<b>CY</b>	Comp Yearly Payout	Comp Yearly Payout (money adjustment 06), Bargaining Units E & P
<b>CZ</b>	Administrative Leave	Administrative Leave Fire Division Chief
<b>D</b>	Job Injury	Used to pay time not worked due to an injury to an employee granted disability time for an on-the-job injury.
<b>DA</b>	Day of Accident	Indicates the actual hours <u>lost</u> on the actual date of injury. The full shift is paid. Leave balances are not depleted.
<b>DF</b>	Administrative Leave Family	Administrative Leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>DH*</b>	Disability Holiday	To indicate holiday lost on day off during disability leave. Entered by PIM. Displayed on HPAR.
<b>DI</b>	Deemed Income	Temporary partial benefits calculated by Risk Management (for PIM use only).

**\*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

## PAR CODES (continued)

<b>DM</b>	Disaster Medical Assistant Team	Disaster Medical Assistant Team – Medical Active Deployment
<b>DO</b>	Driver Operator	For bargaining unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work six consecutive hours or more in this assignment. Not paid if the employee has the pay exception code “02”.
<b>DP</b>	Paid Administrative Leave	For PIM use only; Paid for bus/rail operators and Solid Waste; used when County Manager authorizes AH and employee works.
<b>DR</b>	To indicate number of light duty hours worked	Used for bus/rail operators only; indicates operator is working light duty but receiving run pay; used with leave code “PM”; MDT Use Only.
<b>DS</b>	Day Shift	For employees regularly assigned nights, indicates a shift to be paid at the day rate.
<b>DT</b>	Departmental Training	Used when an employee of the Corrections and Rehabilitation or Solid Waste Management Department attends departmental training.
<b>DV</b>	Diver's Pay	Diver's Pay is paid as straight time only, with no minimum hours per day. Diver's Pay will not be paid on authorized leave time. The hourly rate for Diver's Pay increases as the cost of living increases.
<b>DW</b>	Injury No Pay	Indicates time off due to an on-the-job injury after all leave is exhausted, and disability leave is not granted.
<b>DX</b>	Diver Exception	For Bargaining Unit C employees only. Firefighting personnel certified by the Fire Department as SCUBA Rescue Authorized (SRA) Divers. SRA Diver must maintain currency to be eligible for pay. Paid one step above regular rate of pay or 5%. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code “5G”.
<b>EA</b>	Extraordinary Assignments	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments i.e., international events.
<b>EB</b>	ERP Tracking (Bond)	Time worked in support of the ERP project bond funded.
<b>EL</b>	Out of Class Eligible List	For bargaining TWU employees only. Employees must be on an Eligible List. Out of class paid as a promotion.
<b>EM</b>	Emergency Medical	For Bargaining Unit C Captains (4110) only when they are assigned as an EMS Field Supervisor. Employees must possess qualifications as a current EMS Field Supervisor. Paid 7.5% above regular rate of pay. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception codes “87”, “88” and “8B”.
<b>EN</b>	ERP Tracking (Other)	Time worked in support of the ERP project.
<b>EP</b>	Extra Pay	Extra pay for non-work related duties.
<b>ER</b>	ER Tracking (Aviation)	Time worked in support of ER Tracking for the Aviation Department.
<b>ET</b>	Emergency Overtime	Emergency Overtime
<b>EW</b>	Exchange Time Worked	For bargaining units C and E employees only. Allows for the exchange of shifts between eligible employees if the employee works for someone else.
<b>EX</b>	Exchange Time	For bargaining units C and E employees only. Allows for the exchange of shifts between eligible employees if someone works for the employee.

**\*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

## PAR CODES (continued)

<b>F</b>	Funeral/ Bereavement	Leave time with pay (not charged to any leave balance) in the event of a death in the immediate family. Five days allowed per occurrence.
<b>FA</b>	FTAA	FTAA
<b>FB</b>	FEMA Surfside	FEMA Surfside Building Collapse Regular Time
<b>FBO</b>	FEMA Surfside	FEMA Surfside Building Collapse Overtime
<b>FC</b>	Coronavirus	Used to document regular hours worked on a Coronavirus Covid-19 related assignment.
<b>FD</b>	Furlough Day	Furlough day without pay.
<b>FE</b>	Emergency Funeral/ Bereavement	Leave time with pay (charged to available sick leave balance) in the event of a death of a mother-in-law or father-in-law. Five days allowed per occurrence. Does not affect sick leave conversion.
<b>FH</b>	Floating Holiday	<p>Day off granted with pay to eligible employees each fiscal year (October 1 through September 30). Available after completion of nine (earned) pay periods and cannot be carried over to the next fiscal year.</p> <ul style="list-style-type: none"> <li>• Bargaining Unit A (WASD) 3 Floating Holidays effective 6/28/2021.</li> <li>• Bargaining Unit C (IAFF) 3 Floating Holidays effective 6/28/21.</li> <li>• Bargaining Unit D (TWU) 2 Floating Holidays effective 10/19/2020.</li> <li>• Bargaining Unit E (PBA Rank &amp; File) 3 Floating Holidays effective 11/15/21.</li> <li>• Bargaining Unit F (Solid Waste) 4 Floating Holidays effective 1/27/2020.</li> <li>• Bargaining Unit G (Aviation) 3 Floating Holidays effective 1/27/2020.</li> <li>• Bargaining Unit H (General) 3 Floating Holidays effective 1/27/2020.</li> <li>• Bargaining Unit K (GSAF) 3 Floating Holidays effective 6/1/2020.</li> <li>• Bargaining Unit M (GSAF) 3 Floating Holidays effective 6/1/2020.</li> <li>• Bargaining Unit P (PBA Supervisors) 3 Floating Holidays effective 11/15/21.</li> <li>• Bargaining Unit L (Non-Bargaining) 3 Floating Holidays effective 1/27/2020.</li> </ul>
<b>FM</b>	FEMA Related Activities	Time worked in support of FEMA related activities for the Aviation Department.
<b>FO</b>	Fireboat Operator	For Bargaining Unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work six consecutive hours or more in this assignment. Not paid if employee has pay exception code FO.
<b>FP</b>	Administrative Leave (TWU)	Leave used when an operator fails his/her physical.
<b>FS</b>	Furlough Savings	Furlough Savings – code generated by the system for reporting purposes only. Does not impact pay or leave.
<b>FT</b>	Field Training Officer	For bargaining unit E employees only. Defines special training duty. Not paid if the employee has the pay exception code “16”. For 4301 (bargaining unit H) can use also effective 3/21/97. Not paid if the employee has the pay exception 01.
<b>FV</b>	Fire Event	Full-time bargaining unit employees in the Parks, Recreation and Open Spaces Department (PROS) in the classification of PROS Natural Areas Attendant, PROS Natural Areas Maintenance Supervisor, Landscape Supervisor 1, 2 & 3, and Automotive Equipment Operator 1, that are assigned to and actively participate in prescribed fire operations, ignition, holding, mop-up, monitoring, and any other related tasks shall receive a one (1) pay step supplement only for those hours actually worked at a designated fire event.
<b>FW*</b>	Floating Holiday	Without pay (Floating holiday lost) on the floating holiday. Entered by PIM. Displayed on HPAR.

**\*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

## PAR CODES (continued)

<b>GA</b>	Gate Control Assignment	Airport Operations Agent or Airport Operations Sr. Agent authorized and assigned by Aviation Department to perform Gate Control duties. Not paid with LW or pay exception code 01.																								
<b>GD*</b>	Drop Begin Day	Deferred Retirement Option Program (DROP) Enrollment Effective Date																								
<b>H2</b>	IAFF Holiday Payout	Payout for all unpaid Holiday Leave earned during the current fiscal year for employees covered under the IAFF Collective Bargaining Agreement.																								
<b>H</b>	Holiday (Observed)	Code is preprinted on the PAR to indicate a County holiday (printed for eligible employees only). Non eligible employees will have an “*” printed on the PAR on a Holiday.																								
<b>HA</b>	Hazmat Specialist Certification	Hazmat Specialist Certification – 5%																								
<b>HC</b>	Forensic Health Care Unit	Correctional Officer, Correctional Corporal and Correctional Sergeant assigned for a minimum of 8 hours to any Mental Health Treatment Center and meet all training requirements. Not paid if the employee has the pay exception code “1S.”																								
<b>HD</b>	Holiday Leave Paid	Indicates holiday hours paid.																								
<b>HE</b>	Holiday Earned	Displayed on HPAR to show holiday earned. These hours can be used at a later date as HJ leave.																								
<b>HF</b>	Fire Holiday Pay	For PIM use only: Bargaining unit C employees with 20 years or more of County service. On a one time basis only can request up to 500 hours of their accrued, Holiday Leave paid in bi-weekly installments of 24 hours or less.																								
<b>HH*</b>	Holiday Leave Payout	Holiday Leave Payout that is used for both DROP payout and regular payouts.																								
<b>HI</b>	Holiday Leave (Injury)	Available accrued Holiday leave taken due to an on-the-job injury. Used after sick and annual leave is exhausted. Leave will be restored if Disability Leave is approved.																								
<b>HJ</b>	Holiday Leave (used)	<div>Time accrued if an eligible employee works on a holiday or if a holiday falls on a day off. Used like Annual Leave and is paid out at current rate at the time of termination excluding any night differential. Maximums vary according to bargaining unit. Maximum accrual values are:</div> <table><tr><td><b><u>BU</u></b></td><td><b><u>Holiday Max</u></b></td></tr><tr><td>A - AFSCME Local 121 WASD</td><td>240 hours (Eff: 5/7/18)</td></tr><tr><td>C - IAFF Local 1403 Fire</td><td>No Max</td></tr><tr><td>D - TWU Local 291 Transit</td><td>104 hours</td></tr><tr><td>E - PBA Rank &amp; File</td><td>240 hours (Eff: 3/8/10 no max for 4201, 4202, 4502, 4503 &amp; 4504)</td></tr><tr><td>F - AFSCME Local 3292 Solid Waste</td><td>240 hours (Eff: 9/29/14)</td></tr><tr><td>G - AFSCME Local 1542 Aviation</td><td>240 hours (Eff: 9/29/14)</td></tr><tr><td>H - AFSCME Local 199 General</td><td>240 hours (Eff: 9/29/14)</td></tr><tr><td>K - GSAF Local 100 Supervisors</td><td>240 hours (Eff: 6/14/10)</td></tr><tr><td>L - Non Bargaining</td><td>240 hours for Non-Job Basis (Eff: 9/29/14) (No max for Job Basis)</td></tr><tr><td>M - GSAF Local 100 Professionals</td><td>240 hours (Eff: 6/14/10)</td></tr><tr><td>P - PBA Supervisory</td><td>No Max for Non-Job Basis (Eff: 10/9/06)</td></tr></table>	<b><u>BU</u></b>	<b><u>Holiday Max</u></b>	A - AFSCME Local 121 WASD	240 hours (Eff: 5/7/18)	C - IAFF Local 1403 Fire	No Max	D - TWU Local 291 Transit	104 hours	E - PBA Rank & File	240 hours (Eff: 3/8/10 no max for 4201, 4202, 4502, 4503 & 4504)	F - AFSCME Local 3292 Solid Waste	240 hours (Eff: 9/29/14)	G - AFSCME Local 1542 Aviation	240 hours (Eff: 9/29/14)	H - AFSCME Local 199 General	240 hours (Eff: 9/29/14)	K - GSAF Local 100 Supervisors	240 hours (Eff: 6/14/10)	L - Non Bargaining	240 hours for Non-Job Basis (Eff: 9/29/14) (No max for Job Basis)	M - GSAF Local 100 Professionals	240 hours (Eff: 6/14/10)	P - PBA Supervisory	No Max for Non-Job Basis (Eff: 10/9/06)
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P - PBA Supervisory	No Max for Non-Job Basis (Eff: 10/9/06)																									
<b>HM*</b>	Holiday Leave Max	Payment of Holiday Leave hours over Holiday Leave maximum.																								
<b>HN</b>	Holiday Furlough	Holiday without pay.																								
<b>HO</b>	Holiday Fiscal Pay	Automated code will deduct request hours from Holiday leave balance; calculate hours at current hourly rate and pay as money adjustment code 24.																								
<b>HP</b>	Holiday Sick Pool	Holiday hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.																								

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## PAR CODES (continued)

<b>HQ*</b>	Holiday Leave for Sick	Used to cover sick leave when sick leave, annual leave and compensatory time leave balances have been exhausted.
<b>HR*</b>	Fire Holiday Hours Paid PP	Fire one-time Holiday pay code to enter biweekly paid hours less than 24 hours.
<b>HS</b>	Holiday Paid Once	For PIM use only: To make corrections to Fire one-time Holiday requested paid hours.
<b>HU</b>	Hurricane Related Activity	Hurricane Related Activity
<b>HW</b>	Holiday Without Pay	Holiday not paid as a result of the employee losing the holiday (employee out of pay status before or after the holiday).
<b>HX</b>	Holiday Suspended	Holiday leave forfeited due to suspension. The employee must work and forfeit holiday leave due to a suspension.
<b>HZ</b>	Hazardous Materials	For bargaining unit C employees only. 1 step (or 5% at max) for employees assigned full time duties on "Hazardous Material" units. Employees must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code "OL".  For bargaining unit A employees only. 2 steps for employees assigned full time duties on "Hazardous Material" units.
<b>IC</b>	Instructor Certified	For Bargaining Unit C employees only. Personnel who are State Certified Instructors shall receive an additional 2.5% during their assignment to the Training Division or during any departmentally authorized training assignment. The employee must possess and maintain a State Certified Instructor Certificate by the Florida Bureau of Fire Standards and Training as at least an Instructor 1 to be eligible for this pay. Paid 2.5% above regular rate of pay. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code "8B".
<b>IT</b>	Instructing Trainee	For bargaining unit D employees only.
<b>J</b>	Jury Duty	Employees receiving summons to jury duty are paid for all time served during the shift.
<b>JD</b>	Jury Duty MDT	Pay bargaining unit D employees, double time for jury duty on day off.
<b>K9</b>	K-9 (Canine)	Police Officers assigned canine dog(s) will be paid 1 hour of compensation per dog per day at the rate of one and one-half (1 ½) times step 5 of the Animal Care Specialist classification (OCC Code 1146) for the care and maintenance of their assigned dog(s), (i.e., K9 1 or K9 2).
<b>KM</b>	AD Per Union Contract	Paid leave time for GSAF Job Basis employees in bargaining units K and M only per contract. (See contract for eligibility.) - Max from 32 to 80 hours.
<b>LA*</b>	LOA Annual Pay	Leave payout of Annual hours at the time of leave of absence.
<b>LC*</b>	LOA Comp Pay	Leave payout of Compensatory hours at the time of leave of absence.
<b>LD</b>	Light Duty	Used to reflect Light Duty paid at regular rate.
<b>LF</b>	Lift Station Pay Supplement	Employees who are authorized and assigned and who actually perform work in the Aviation Department lift stations.
<b>LH*</b>	LOA Holiday Pay	Leave payout of Holiday hours at the time of leave of absence.
<b>LN</b>	Light Duty at 90%	Regular pay rate paid at 90%.

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### PAR CODES (continued)

<b>LP</b>	Special Sick Pool	Leave Pool donation established for the employee when an employee is required to care for an immediate family member. Leave used after all available Annual, Holiday, and Compensatory leave has been exhausted. Leave pool must first be approved by Department Director and the Human Resources Department.
<b>LS</b>	Logistical Service	For bargaining unit C employees only. Fire classifications assigned full time duties in Logistical Services Division. Paid 1 step above regular rate or 5% at maximum. Not paid if the employee has the pay exception code "OM".
<b>LW</b>	Leadworker	Employees paid one (1) step increase above the employee's regular rate.
<b>MA</b>	Military Active Leave	Thirty calendar days per fiscal year are allowed for all employees called up for active duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
<b>MC</b>	Military Family Compensatory Leave	Military Family Compensatory Leave
<b>MG</b>	Minimum Guarantee	MDT Bus Operators/Rail Operators only
<b>MH</b>	Military Family Holiday Leave	Military Family Holiday Leave
<b>MM</b>	Mover Preventive Maintenance	Mover Preventive Maintenance for the Transit department.
<b>MR</b>	Military Leave (Training)	Thirty working days per fiscal year are allowed for all employees for Reserve Duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
<b>MS</b>	Military Family Sick Leave	Military Family Sick Leave
<b>MW</b>	Military Salary	Used to indicate that the 30 days of Military Active has been exhausted.
<b>N1</b>	Night Differential	Shift is evenly divided at 6 a.m. or 6 p.m. Paid one step above the employee's rate or \$.60 per hour depending on bargaining unit.
<b>N2</b>	Night Differential	Majority of hours are after 6 p.m. or before 6 a.m. Paid one or two steps above the employee's rate per hour depending on bargaining unit.
<b>N9</b>	No Canine	For police officers receiving the K9 or K2 pay exception, it indicates that the canine allowance should be removed for that day. N9 1 will remove K9 for 1 dog, N9 2 for 2 dogs.
<b>NC*</b>	No Car	For those employees receiving a car allowance, it indicates that the County vehicle was not used that day.
<b>NR</b>	New Rate	This code is system generated to reflect a rate change in the middle of the pay period. NR is displayed on the effective date of the rate change if there is a rate change in the middle of the pay period.
<b>OA</b>	Other Assignments	Other assignments for Solid Waste employees (Solid Waste Department) only.
<b>OC</b>	On Call	Employees designated to be available to return to work as needed during "off" hours are paid a supplement according to various agreements.
<b>OD</b>	Overtime Disability	Overtime hours paid on disability worked.
<b>OF</b>	Off Duty Pay	Off Duty Pay loaded through a file for MDFR.

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## PAR CODES (continued)

<b>OG</b>	OT in Grants	To track and charge overtime that is generated due to grant funding. For bargaining unit C employees working under grant programs at an overtime rate of time and a half.
<b>OH*</b>	Overtime on Holiday	Overtime hours paid on a Holiday worked/system generated.
<b>OI</b>	Officer-in-Charge	Fire Chief acting as officer-in-charge (divisional) rate. 5% above current hourly rate.
<b>OP</b>	Operations - Fire	Guaranteed overtime for bargaining unit C employees working like 96 hour employees.
<b>OT</b>	Overtime Hours at Overtime Rate	Overtime hours paid.
<b>*OTO</b>	Guaranteed Overtime	Displayed on HPAR showing overtime hours paid at the overtime rate when overtime is "guaranteed" per collective bargaining rules.
<b>*OTS</b>	Overtime Hours at Straight Time Rate	Displayed on HPAR showing overtime hours paid at straight time.
<b>OV</b>	Roll-Off Truck	For Solid Waste (Bargaining Unit F) employees only – Roll-Off Truck (OCL).
<b>OW</b>	Identifies that employee is working other than normal assignment	Identifies that employee is working other than normal assignment; MDT Use Only
<b>P</b>	Special Sick Pool	Special occasion EID used.
<b>PB</b>	Partial Benefits	Risk Management to calculate weekly basis for temporary partial benefits.
<b>PD*</b>	Administrative Leave Paid	MDT Bus Operators/Rail Operators only
<b>PF</b>	Parental Leave	<p>Paid Parental leave provides leave with pay for the purpose of caring for a newborn, newly-adopted child, or newly-placed foster child. Miami-Dade Leave Manual (section 30.01).</p> <p>All exempt/non-bargaining employees are eligible for paid parental leave and all other employees covered by collective bargaining agreements whose agreement explicitly provide for this benefit for the employee.</p> <p>Employee shall be paid 100 percent of his or her base wages for the first two weeks, 75 percent for the following two weeks and 50 percent of base wages for the remaining two weeks. Employees shall be eligible to use any accrued leave in order to receive compensation up to 100 percent of base pay during the weeks reimbursed at the rates of 75 percent and 50 percent.</p> <p>Reference Ordinance 16-20 – Parental Leave for effective dates listed on page 23.</p>
<b>PL</b>	Pollworker	Time worked in support of Elections.
<b>PM</b>	Administrative Leave Bargaining Unit D	Used in place of "AD" when an operator is pending results of a drug/alcohol test before returning to work after an extended absence; pay is the same as "AD".
<b>PO</b>	Public Works On-Call	Employees designated to be available to return to work as needed during off hours are paid a 1 step supplement according to a settlement agreement. Only for Public Works Sup. 2 (6047) in 060-16 & 17.
<b>PP*</b>	Pay Period Num Adjustment	Shown on PERO when pay periods have been adjusted.

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## PAR CODES (continued)

<b>PR*</b>	Prior Rate	This code is system generated to reflect a rate change in the middle of the pay period. The employee's prior rate is used to calculate an adjustment for this day.
<b>PT</b>	Physical/Testing	Physical/Testing – Solid Waste Department only.
<b>R</b>	Relieved of Duty	Used to identify employees that have been suspended, but continue to be paid pending completion of investigation.
<b>RA</b>	Reinstatement – Administrative Leave	Used when an employee is reinstated for pay purposes.
<b>RC</b>	Roll Call (MDPD only)	To indicate ¼ hour roll call for eligible occupational codes in MDPD.
<b>RH*</b>	Worked Hours on Holiday	Regular hours paid on a Holiday worked.
<b>RI</b>	Roofing Inspector	For bargaining units H and K. Inspectors/Field Unit Supervisors working extra assignments to expedite process for repairing roofs. One step/pay by the hour.
<b>RL</b>	Rescue Max	Rescue Max
<b>RM</b>	Rail Preventive Maintenance	Rail Preventive Maintenance for the Transit department.
<b>RP</b>	Rail Project	For bargaining unit D employees only. Employee attending a rail class. Paid straight time for all hours marked with RP.
<b>RR</b>	Ronald Regan Library	One hour Annual Leave to the Leave Pool.
<b>RU</b>	Rescue Transportation Unit	For bargaining unit C employees only. Firefighting personnel working on a three (3) person Rescue Transport Unit shall receive 2% for all hours worked on a Rescue Transport Unit and an increase of 2.5% one (1) year from the date of ratification for a total of 4.5% for all hours worked on a Rescue Transport Unit. (Effective 7/18/16)
<b>RW</b>	Relieved from Duty Worked	Relieved from Duty Worked used by MDPD.
<b>S</b>	Sick Leave	Approved leave time to be used when the employee (not family member) is sick, or has a doctor's appointment.
<b>SA</b>	Suggestion Award	Leave time granted to employees awarded for a qualifying employee suggestion under the Suggestion Award Program.
<b>SC</b>	Shift Change Date	Indicating a change in shift.
<b>SD</b>	Student Pay	An additional 5% will be paid when an employee has a student trainee on the bus. Bus Operator's only.
<b>SE</b>	Sick Emergency	Leave time with pay (charged to available sick leave balance) granted in the event of life-threatening illness in the employee's immediate family. Three workdays allowed per leave year. Does not affect sick leave conversion.
<b>SF</b>	Sick Family	Sick leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>SI</b>	Sick Injury	Accrued Sick Leave taken due to an on-the-job injury. Leave will be restored if Disability Leave is approved.

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## PAR CODES (continued)

<b>SJ</b>	Special Projects	For bargaining unit C employees only. Fire classifications performing special duties as determined by Department Director are paid at 5% above regular rate. Not paid if the employee has the pay exception code "8A".
<b>SM</b>	Security Level	Time worked for security level in support of the Aviation Department.
<b>SN</b>	Sick Forfeited Article V	Sick hours forced to be forfeited.
<b>SO</b>	Shop Steward OT	Bargaining units A, D and G only. Full-time release union stewards 1 hour of daily overtime.
<b>SP</b>	Sick Pool	Leave Pool donation established for the employee. Leave used after all available leave has been exhausted. Leave pool must first be approved by Department Director and the Human Resources Department.
<b>SR</b>	Special Request Inspection – Fire	Overtime for employees performing Special Request Inspections. Bargaining Units C, H, K & L only for occupational codes 1050, 4132, 4134 & 4135; any sworn personnel in 37-07 & 037-14.
<b>SS</b>	Split Shift	Designates an employee whose shift is divided into two distinct parts separated by more than one hour.
<b>SV</b>	Sick Transferred Article V	Sick hours transferred to the State of FL; Article V
<b>SW</b>	Sick Without Pay	Used to record hours when all accrued leave is exhausted and employee is on sick leave. Employee's not paid for this time.
<b>T</b>	Termination	Designates the effective date of the termination. Termination code and eligible for rehire codes must be recorded for all terminations.
<b>TA</b>	Task Assignment	For bargaining unit F employees only – Not require to work full shift.
<b>TE</b>	Track Equipment	Used by MDT to indicate an Operator performing work on specialized equipment.
<b>TM</b>	TRT/Marine	Technical Response Truck/Marine Firefighter Unit
<b>TP</b>	Trainer's Pay	Communications Operator/Police Complaint Officer officially assigned as a trainer. Paid 1 step above regular rate of pay. Fire Dispatchers eligible for trainer's pay for each shift (effective 7/3/06).
<b>TR</b>	Technical Response Truck	Firefighting Personnel certified by Fire Department as Technical Rescue Technicians or Marine Firefighter. Paid 1 step above regular rate of pay or 5%. Not paid with codes ZA, ZB or 2F.
<b>TS</b>	MDFR Technical Support	MDFR Technical Support
<b>U</b>	Unauthorized (Call In)	Indicates an unexcused absence without pay.
<b>UA</b>	Unanticipated Annual Leave	Approved Leave without 72-hour Notice/MDT Use Only
<b>UC</b>	Unanticipated Comp Leave	Approved Leave without 72-hour Notice/MDT Use Only
<b>UD</b>	Underground Dry Wells For Pump Station Division	Bargaining Unit A employees only. 1 step for employees who are assigned to perform work inside underground dry wells guaranteed 4 hours minimum.
<b>UF</b>	Unauthorized Family Leave	Unauthorized Family Leave
<b>UH</b>	Unanticipated Holiday Leave	Approved Leave without 72-hour Notice/MDT Use Only

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## PAR CODES (continued)

<b>UN</b>	Unauthorized (No Call)	Indicates an unexcused absence without pay, distinguishing those employees who do not call in.
<b>UT</b>	Urban Search & Rescue Team Travel/Training	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments for travel/training.
<b>UW</b>	Unanticipated Leave Without Pay	Approved time off without 72-hour Notice; all leave has been exhausted (except sick leave); MDT Use Only
<b>VA</b>	Vacation Advance	Vacation advance checks are given in increments of 80 hours to those employees going on vacation for that period of time. An employee may request up to four vacation advance checks.
<b>VC</b>	Coronavirus	Caring for child whose school or place of care is closed or child care provider is unavailable due to Covid-19 related reasons.
<b>VF</b>	Coronavirus	Caring for individual subject to quarantine/isolation or that has been advised by a healthcare provider to self-quarantine related to Covid-19 and the employee is not able to telework.
<b>VR</b>	Venom Response	For Bargaining Unit C employees only. Firefighting personnel assigned to the Anti-Venom Response Team. Employees must possess and maintain a Venomous Reptile License (VRL). Employee must work six consecutive hours or more in this assignment. Paid one step above regular rate of pay or 5%. Not paid if the employee has pay exception code "ZV".
<b>VS</b>	Coronavirus	Employee is subject to a federal, state or local quarantine or isolation order. Advised by health care provider to self-quarantine. Is experiencing Covid-19 symptoms and is seeking a medical diagnosis.
<b>VY</b>	Covid-19 Paid Sick Leave	Covid-19 Paid Sick Leave max of 80 hours from 10/29/21 to 12/31/2023 (all bargaining units).
<b>W*</b>	Without Pay	Used to record hours when all leave (except sick leave) has been exhausted. Employee is not paid for this time. A memo from the department director must be submitted if the employee has leave balances.
<b>WA</b>	BOS Without Pay Code	To be used when the operator/department has requested that available annual/holiday leave not be used.
<b>WB</b>	Domestic Leave	Domestic leave without pay per Ordinance.
<b>WC</b>	Workers' Compensation Leave	Leave used when Workers' Compensation benefits are approved.
<b>WD</b>	Less 20% Disability	20% of gross deducted in negative money adjustment code 66 when Disability Leave is 80% and no leave is available for 20%.
<b>WF</b>	Without Family	Without pay used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>WH</b>	Working From Home	To record regular hours worked from home.
<b>WL</b>	BOS – Late Without Pay	Used when an employee is late arriving to work and should not be compensated for time lost on the schedule or day.
<b>WS</b>	BOS Without Pay Code	To be used when the operator/department has requested that available annual not be used for sick.
<b>WW*</b>	Workers' Compensation Without Pay	For PIM use only: To denote Workers' Compensation Without Pay.

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## PAR CODES (continued)

<b>X</b>	Suspension	Indicates time an employee does not work due to a disciplinary action. Employee is not paid for this time.
<b>XA</b>	C/LADJ Excess Annual Adjustment	<u>Fire</u> (bargaining unit C employees only) Excess Annual Leave Over Maximum 500 hours.
<b>XC</b>	No On Call	(Used to deduct On Call from an employee who has an On Call Pay Exception but is not On Call).
<b>XS</b>	C/LADJ Excess Sick Adjustment	Fire (bargaining unit C employees only) Excess Sick Leave/Converted to Annual Leave/Over Maximum 500 hours.
<b>XX</b>	Suspension (MDPD)	Indicates time a Bargaining Unit E employee is suspended for disciplinary reasons when the suspension covers time in more than one pay period. Employee is not paid for this time.
<b>Y</b>	Union Activity	Time off with pay to participate in union activities. Use governed by various contracts.
<b>YA</b>	Military Family Annual Leave	Military Family Annual Leave
<b>YC*</b>	Car Allowance	HPAR will display "YC" code when employee is entitled to car and works on a day off.
<b>YD</b>	Military Family Administrative Leave	Military Family Administrative Leave
<b>YF</b>	Holiday Family	Holiday leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>YP</b>	Union Activity Reimbursement	Employee on union activity – County is reimbursed for this time.
<b>YT</b>	Union Activity 100%	Employee who is 100% dedicated to union activities. For bargaining unit D employees only.
<b>YW</b>	Military Family Without Pay Leave	Military Family Without Pay Leave
<b>ZD</b>	HazMat Specialist	Fire – Any HazMat Specialist that works on HazMat 17 for the day (regular time or overtime).
<b>ZZ*</b>	Sick Leave Payout	Sick Leave Payout

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### **PAR CODE EXTENSIONS**

PAR codes followed by an "S" denotes leave or pay charged at STRAIGHT TIME.

PAR codes followed by an "O" denotes leave or pay charged at the OVERTIME rate.

PAR codes followed by an "X" denotes entry processed by PIM, ISD in order to prevent override by ePAR files.

**DEPARTMENT DIRECTORY**

Department Name	Dept #	FAMIS Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)	Fair Employment Practices Liaison	Trainer	Wellness Liaison	No Wrong Door Liaison
Animal Services	36	AD	3599 NW 79 <sup>th</sup> Avenue Doral, FL 33122	Bronwyn Stanford (305) 418-7188	Dailin Sanchez (305) 418-7175	Dailin Sanchez (305) 418-7175	Annette Jose (305) 418-7151  Dailin Sanchez (305) 418-7175	Annette Jose (305) 418-7151  Dailin Sanchez (305) 418-7175		Annette Jose (305) 418-7151  Victoria Valledor (305) 418-  Dailin Sanchez (305) 418-7175
Audit Management Services	7	AU	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct.15 <sup>th</sup> FL Suite 175 Miami, FL 33136	Cathy Jackson (786) 469-5922	Michielan Gayle (786) 469-5958	Michielan Gayle (786) 469-5958	Michielan Gayle (786) 469-5958			Michielan Gayle (786) 469-5958
Aviation	63	AV	Building 5A – 1 <sup>st</sup> FL 4200 NW 36 <sup>th</sup> St. Miami, FL	Ralph Cutie (305) 876-7066	Yoel Lopez-Villazan (305) 876-7557	Yohanka Torres (305) 876-7890	Toni Thomas-Stacey (305) 876-0856  Kimarkia Jackson (305) 876-7866	Sandra Jackson 305-876-0995  Widmy Laguerre (305) 876-7301	Sandra Jackson (305) 876-0995	Sandra Jackson (305) 876-0995
Board of County Commissioners	1*	CC	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 3 <sup>rd</sup> FL Miami, FL 33128		Elda Green (305) 375-5120	Elda Green (305) 375-5120	Elda Green (305) 375-5120  Carlos Moreno (305) 375-1645	Elda Green (305) 375-5120	Carlos Moreno (305) 375-1645	
CareerSource South Florida	71*	PI	7300 NW 19 <sup>th</sup> St., 5 <sup>th</sup> FL Miami, FL 33126	Rick Beasley (305) 594-7615 x369	Teresa Serrano (305) 929-1512	Teresa Serrano (305) 929-1512	Teresa Serrano (305) 929-1512	Teresa Serrano (305) 929-1512  Kami Larry (305) 929-1513		
Citizens' Independent Transportation Trust	66*	TT	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 10 <sup>th</sup> FL Miami, FL 33128	Javier A. Betancourt (305) 375-1357	Monica Cejas (305) 375-2151	Monica Cejas (305) 375-2151	Monica Cejas (305) 375-2151			Mariana Price (305) 375-1357
Clerk of Courts	31*	CL	Courthouse East 22 NW 1 <sup>st</sup> St., Rm 314 Miami, FL 33128	Harvey Ruvin (305) 349-7333	Bibiana Candame (305) 679-1022	Bibiana Candame (305) 679-1022  Latonia Morris (305) 679-1000	Bibiana Candame (305) 679-1022	Bibiana Candame (305) 679-1022  Phyllis Clarke (305) 679-1014	Bibiana Candame (305) 679-1022	
Commission on Ethics and Public Trust	209*	EC	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct 8 <sup>th</sup> FL Miami, FL 33136	Jose Arrojo (305) 579-0613	Rodzandra Sanchez (305) 579-2594	Rachelle Cedeno (305) 579-2594	Robert Thompson (305) 579-2594			Jose Arrojo (305) 579-0613  Rodzandra Sanchez (305) 579-2594
Communications & Customer Experience Department	203	GI	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 25 <sup>th</sup> FL Miami, FL 33128	Inson Kim (305) 375-3601	Zenaida Pradel (305) 375-5060	Zenaida Pradel (305) 375-5060	Zenaida Pradel (305) 375-5060	Zenaida Pradel (305) 375-5060  Jamila Ross (305) 375-2557	Jamila Ross (305) 375-2557	Arturo Rodriguez (305) 375-2849

\* Indicates the department is not under the Mayor's purview

**DEPARTMENT DIRECTORY**

<b>Department Name</b>	<b>Dept #</b>	<b>FAMIS Name</b>	<b>Address</b>	<b>Department Director</b>	<b>Department Personnel Representative (DPR)</b>	<b>Tuition Refund Coordinator (TRC)</b>	<b>Fair Employment Practices Liaison</b>	<b>Trainer</b>	<b>Wellness Liaison</b>	<b>No Wrong Door Liaison</b>
Community Action and Human Services	379	CO	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct., 10 <sup>th</sup> FL Miami, FL 33136	Sonia Grice (786) 469-2821	Charles Brown, Jr. (786) 469-4723	Salvador Najarro (786) 469-4752  Ameiyt Morales (786) 469-4609		Salvador Najarro (786) 469-4752  Rosetta Meeks- Staten (786) 469-4764  Ameiyt Morales (786) 469-4609		Tiffany Amrich (786) 469-4833  Carmen Morris (786) 469-4654
Corrections and Rehabilitation	39	CR	Martin Luther King Building 2525 NW 62 <sup>nd</sup> St., 2 <sup>nd</sup> FL Miami, FL 33147	Cassandra Jones (786) 263-6029	Annetta Nelson (786) 263-6225	Annetta Nelson (786) 263-6225	Rudolph Griffith (786) 263-6099	Annetta Nelson (786) 263-6225  Althea Gardiner (786) 263-5957  Rose Green (786) 263-5959  Lashanda Ross (786) 263-5959		Althea Gardiner (786) 263-5957  La Shanda Ross (786) 263-5959
County Attorney	18	AT	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 28 <sup>th</sup> FL Miami, FL 33128	Geri Bonzon-Keenan (305) 375-5151	Yolanda Negrin (305) 375-1342	Yolanda Negrin (305) 375-1342	Yolanda Negrin (305) 375-1342		Jarod Rucker (305) 375-5870	
Cultural Affairs	91	CU	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 6 <sup>th</sup> FL Miami, FL 33128	Michael Spring (305) 375-4634	Graham Winick (305) 375-2523	Graham Winick (305) 375-2523	Graham Winick (305) 375-2523		Graham Winick (305) 375-2523	Lili Hernandez (305) 375-5829
Department of Solid Waste Management	50	PW	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 16 <sup>th</sup> FL Miami, FL 33128	Michael Fernandez (305) 514-6628	Michelle Sifontes (305) 514-6706	Michelle Sifontes (305) 514-6706  Ruelynn Lafortune (305) 514-6674  Pamela Griffin (305) 514-6616	Trinise Lamb-Grey (305) 514-6701	Michelle Sifontes (305) 514-6706  LaKeisha Westmoreland (305) 514-6640  Ruth Arias (305) 514-6616		La Keisha Westmoreland (305) 514-6640
Department of Transportation & Public Works	67	MT	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct., Suite 1300 Miami, FL 33136	Eulois Cleckley (786) 469-5406	Jennifer Walker (786) 469-5235	Janice Harrell (786) 469-5221  Judith Deutsch (786) 469-5337  Anthony Hados (786) 469-5201	Allison Aristide (786) 469-5473  Nancy Germeille (786) 469-5470  Jennifer Walker (786) 469-5235	Jennifer Walker (786) 469-5235  Ebony Daniels Graham (786) 469-5513  Michelle Carpenter (786) 469-5008	Michelle Carpenter (786) 469-5008  Lucy Malo (786) 469-5089	Jennifer Walker (786) 469-5235

\*Indicates the department is not under the Mayor's purview

**DEPARTMENT DIRECTORY**

Department Name	Dept #	FAMIS Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)	Fair Employment Practices Liaison	Trainer	Wellness Liaison	No Wrong Door Liaison
Elections	16	EL	2700 NW 87 <sup>th</sup> Avenue Doral, FL 33178	Christina White (305) 499-8683	Faith Pearson-McKenzie (305) 499-8512	Erika Sierra-Trujillo (305) 499-8556	Faith Pearson-McKenzie (305) 499-8512	Faith Pearson-McKenzie (305) 499-8512	Faith Pearson-McKenzie (305) 499-8512	Teo Noboa (305) 499-8585
Finance	6	FN	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 26 <sup>th</sup> FL Miami, FL 33128	Edward Marquez (305) 375-5245	Lazavia Baker (305) 375-5208	Lazavia Baker (305) 375-5208	Lazavia Baker (305) 375-5208		Gabriel Hernandez (305) 375-5248	Dayami Laborde (305) 375-5625  Lazavia Baker (305) 375-5208
Fire Rescue	37	FR	9300 NW 41 <sup>st</sup> Street Doral, FL 33178	Alan Cominsky (786) 331-5109	Elizabeth Poe (786) 331-4608	Marlene Tyler (786) 331-4658  Sharon Aldred (786) 331-4647	Maria Jose (786) 331-5120  Angela Gomez (786) 331-4606	Elizabeth Poe (786) 331-4608  Donna Loyola (786) 331-4619	Jennifer Acosta (786) 331-5080	Kevin De la Cruz (786) 331-4618
Homeless Trust	20	HT	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 27 <sup>th</sup> FL Miami, FL 33128	Victoria Mallete (305) 375-1490	Margarita Olano (305) 375-1490	Margarita Olano (305) 375-1490	Margarita Olano (305) 375-1490		Margarita Olano (305) 375-1490	Margarita Olano (305) 375-1490  Martha Spiegel (305) 375-1490
Human Resources	05	HR	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 21 <sup>st</sup> FL Miami, FL 33128	Arleene Cuellar (305) 375-1589	Yetive Hidalgo (305) 375-5441	Andrew Mullings (305) 375-4059	Jessica Hughes-Fillette (305) 375-3293		Michael Bello (305) 375-2352	Yetive Hildago (305) 375-5441  Training staff
Information Technology Department	14	ET	5680 SW 87 <sup>th</sup> Avenue Miami, FL 33173	Margaret Brisbane (305) 596-8700	Lylliam Arocho (305) 596-8279	Lylliam Arocho (305) 596-8279	Lylliam Arocho (305) 596-8279	Lylliam Arocho (305) 596-8279  Arletha Hire Miller (305) 596-8313		Eleyne Asbert (305) 596-8305
Inspector General	99*	IG	Overtown Transit Village 601 NW 1 <sup>st</sup> Ct., 22 <sup>nd</sup> FL Miami, FL 33136	Felix Jimenez (305) 375-1946	Maria McNally (305) 375-1946	Maria McNally (305) 375-1946	Maria McNally (305) 375-1946		Maria McNally (305) 375-1946	Maria McNally (305) 375-1946  James Schlotzhauer (305) 375-1946
Internal Services	300	ID	Stephen P. Clark Center 111 NW 1 St., Suite 2130 Miami, FL 33128	Alex Munoz (305) 375-1113	Timothy Saller (305) 375-1603	Joan Dormer (305) 375-2608	Shelly-Ann Davidson (305) 375-5630	Timothy Saller (305) 375-1603	Timothy Saller (305) 375-1603  Marie Kenol (305) 375-2143	Dayron Sanabria (305) 375-2139
Judicial Administration	30*	JA	Courthouse Center 175 NW 1 <sup>st</sup> Ave, 27 <sup>th</sup> FL Miami, FL 33128	Sandra Lonergan (305) 349-7000	Barbara Castro (305) 349-7358	Barbara Castro (305) 349-7358	Barbara Castro (305) 349-7358	Barbara Castro (305) 349-7358		
Juvenile Services	34	JU	275 NW 2 <sup>nd</sup> St., 2 <sup>nd</sup> FL Miami, FL 33128	Cathy Burgos (305) 755-6120	Cristina Molina (305) 755-6204	Cristina Molina (305) 755-6204	Serena Williams (305) 755-6210	Cristina Molina (305) 755-6204	Elena Napolez (305) 755-6224  Mary Caraballo (305) 755-6276	Jayanie Sherwood (305) 755-6225

\*Indicates the department is not under the Mayor's purview

**DEPARTMENT DIRECTORY**

<b>Department Name</b>	<b>Dept #</b>	<b>FAMIS Name</b>	<b>Address</b>	<b>Department Director</b>	<b>Department Personnel Representative (DPR)</b>	<b>Tuition Refund Coordinator (TRC)</b>	<b>Fair Employment Practices Liaison</b>	<b>Trainer</b>	<b>Wellness Liaison</b>	<b>No Wrong Door Liaison</b>
Law Library	210*		Courthouse 73 W. Flagler St., #321 Miami, FL 33130	Natacha Jean Baptiste (305) 349-7548	Natacha Jean Baptiste (305) 349-7548	Natacha Jean Baptiste (305) 349-7548	Natacha Jean Baptiste (305) 349-7548			
Legal Aid	204*		Bar Association Building 123 NW 1 <sup>st</sup> Ave. Miami, FL 33128	Karen J. Ladis (305) 579-5733 x2240	Alice Ramirez (305) 579-1016	Alice Ramirez (305) 579-1016				
Library	90	LB	Main Library 101 W. Flagler St. Miami, FL 33130	Ray Baker (305) 375-5026	Kelly Lau (305) 375-5010	Kelly Lau (305) 375-5010  Mikeisha Watkins (305) 375-5005	Kelly Lau (305) 375-5010	Kelly Lau (305) 375-5010  Mikeisha Watkins (305) 375-5005	Nayvelis Castineira	Lydia Lopez  Julio Rodriguez  Michele Stiles  Julio Castro (305) 375-4540  Qiana Robinson
Management & Budget	3	BU	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 22 <sup>nd</sup> FL Miami, FL 33128	David Clodfelter (305) 375-5143	Charalambos Flevaris (305) 375-1656	Charalambos Flevaris (305) 375-1656	Charalambos Flevaris (305) 375-1656		Barbara Soto (305) 375-1523	Charalambos Flevaris (305) 375-1656
Medical Examiner	35	ME	Medical Examiner Bldg. 1851 NW 10 <sup>th</sup> Avenue Miami, FL 33136-1133	Kenneth Hutchins (305) 545-2425	Judith Deutsch (305) 547-5721	Judith Deutsch (305) 547-5721	Veronica Melton-Lamar (305) 545-2420	Judith Deutsch (305) 547-5721	Leslie Cummings (305) 547-2425	Judith Deutsch (305) 547-5721
Miami-Dade Economic Advocacy Trust	85*	MM	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 20 <sup>th</sup> FL Miami, FL 33128	William Diggs (305) 375-5661	Roshawn Harris (305) 375-5661	Roshawn Harris (305) 375-5661	Roshawn Harris (305) 375-5661			Roshawn Harris (305) 375-5661  Traci Pollock (305) 375-5661
Office of the Mayor	2	CM	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 29 <sup>th</sup> FL Miami, FL 33128	Jeannette Vazquez (305) 375-5191	Haleigh Hutchinson (305) 375-1880	Haleigh Hutchinson (305) 375-1880	Haleigh Hutchinson (305) 375-1880	Haleigh Hutchinson (305) 375-1880		Morris Copeland
Office of the Property Appraiser	8*	PA	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 7 <sup>th</sup> FL Miami, FL 33128	Pedro J. Garcia (305) 375-4008	Madeline Clodfelter (305) 375-2936	Madeline Clodfelter (305) 375-2936	Ivette Barbeite-Locay (305) 375-3729	Madeline Clodfelter (305) 375-2936  Constance Toulon (305) 375-1210		
Parks, Recreation and Open Spaces	93	PR	Hickman Building 275 NW 2 <sup>nd</sup> St., 3 <sup>rd</sup> FL Miami, FL 33128	Maria Nardi (305) 755-7877	Marta Roque (305) 755-7866	Beatriz Lee (305) 755-7896  Juan Armas (305) 755-7956	Beatriz Lee (305) 755-7896  John Wesley (305) 755-7866	Maria Villanueva (305) 755-7902  Juan Armas (305) 755-7956	Martha Coleman (305) 755-7986	Vito Scotello (305) 755-7947

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**DEPARTMENT DIRECTORY**

Department Name	Dept #	FAMIS Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)	Fair Employment Practices Liaison	Trainer	Wellness Liaison	No Wrong Door Liaison
Police	32	PD	Miami-Dade Headquarters 9105 NW 25 St. Rm 1095 Doral, FL 33172	George Perez (305) 471-2059	Dena Kelly (305) 471-1963	Delivette Gonzalez (305) 471-2520	Dena Kelly (305) 471-1963	Dena Kelly (305) 471-1963  Gloria Cantillo (305) 471-2258		Dena Kelly (305) 471-1963  Ryan E. Howett (305) 378-4300
Public Housing and Community Development	80	HD	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct., 16 <sup>th</sup> FL Miami, FL 33136	Michael Liu (786) 469-4106	Simona Green (786) 469-4159	Felicia Murphy (786) 469-4160	Simona Green (786) 469-4159	Raquel Johnson (786) 469-4293		Felicia Murphy (786) 469-4160  Simona Green (786) 469-4159
Regulatory and Economic Resources	355	PE	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 29 <sup>th</sup> FL Miami, FL 33128	Lourdes Gomez (305) 375-2886	Maritza Alonso (305) 372-6828	Maritza Alonso (305) 372-6828	Angel Sanchez-Gheri (305) 372-6998  Jorge Zuniga (305) 372-6610	Maritza Alonso (305) 372-6828  Alain Donderiz (305) 372-6779	Maritza Alonso (305) 372-6828	Mario Morlote (305) 372-6960
Seaport	64	SP	1015 N. America Way #212 Miami, FL 33132	Hydi Webb (305) 347-4951	Luis Gonzalez (305) 347-4827	Chamona Brown (305) 960-5430	Luis Gonzalez (305) 347-4827	Luis Gonzalez (305) 347-4827		Luis Gonzalez (305) 347-4827  Gerard Philippeaux (305) 960-4905  Rashad Thomas (305) 347-4996  Andria Muniz-Amador (305) 347-4962
State Attorney's Office	29*		1350 NW 12 <sup>th</sup> Avenue Miami, FL 33136	Katherine Fernandez Rundle (305) 547-0535	Jody Rivera (305) 547-0540					
Transportation Planning Organization	205*	MP	150 W. Flagler St. Suite 1900 Miami, FL 33130	Aileen Bouclé (305) 375-4507	Aleah Smith (305) 375-1734	Aleah Smith (305) 375-1734	Zainab Salim (305) 375-1797		Aleah Smith (305) 375-1734	Aleah Smith (305) 375-1734
Water and Sewer	96	WS	Douglas Building 3071 SW 38 Ave, Rm 130 Miami, FL 33146	Roy Coley (786) 552-8200	Cristine Gonzalez (786) 552-8176	Cristine Gonzalez (786) 552-8176  Othello Jones (786) 552-8687  Gary Gonzalez (786) 552-8402	Annette Perez-Ruiz (786) 552-8676  Cristine Gonzalez (786) 552-8176	Cristine Gonzalez (786) 552-8176  Lakeisha Brown (786) 552-8285	Othello Jones (786) 552-8687	Lakeisha Brown (786) 552-8285

**Non Departmental**

Public Health Trust Support	100	ND	1611 NW 12 Avenue Miami, FL 33136	N/A	Julie Staub (305) 585-6465	N/A	N/A			
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\* Indicates the department is not under the Mayor's purview.



## DEPARTMENT MERGERS

Old Department Effective 11/28/2011		New Department	
Human Resources	5	Internal Services	300
GSA	11		
Procurement Management	12		
Office of Capital Improvement	227		
Building and Neighborhood Compliance	44	PERA	355
Environmental Resource Management	55		
Planning & Zoning	26		
Solid Waste	50	PWWM	360
Public Works	60		
Planning & Zoning	26	SPEED	375
Consumer Services	28		
Film & Entertainment	24		
Small Business	27		
International Trade Consortium	21		
Sustainability	75		
CAA	79	CAHSD	379
Human Services	84		
Effective 5/28/2012			
PERA	355	Regulatory and Economic Resources (RER)	355
SPEED	375		
Effective 10/1/2013			
Human Rights & Fair Employment Practices	214	Human Resources (HR)	005
Effective 3/28/2016			
Public Works and Waste Management	360	Department of Solid Waste	050
Transit	067	Department of Transportation and Public Works	067
Public Works	360		

# REDUCTIONS/RESTORATIONS OF PAY & BENEFITS

Code	Union	Insurance Contribution *	Action Suspend or Restore Period	Merit Increases		Longevity Bonus Awards		Flex Dollars		Premium Pay	
		Pay Period Start Date			Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date
L	Non-Bargaining Unit Exempt (1) (2) (4)	2/22/2010 5%	SUSPEND	10/5/09	10/3/10	10/5/09	10/3/10	11/16/09	11/14/10	11/16/09	11/14/10
		N/A	RESTORE	10/4/10	10/2/11	10/4/10	10/2/11	11/15/10	7/10/11	11/15/10	7/10/11
		7/11/2011 - 9/30/2012 10%  10/1/2012 begin 5%  9/29/2014 Discontinue 5%	SUSPEND	10/3/11	9/27/15	10/3/11	9/27/15	7/11/11	9/27/15	7/11/11	9/27/15
L	Non-Bargaining Unit Classified (2) (3)	2/22/2010 5%	SUSPEND	11/16/09	11/14/10	11/16/09	11/14/10	11/16/09	11/14/10	11/16/09	11/14/10
		N/A	RESTORE	11/15/10	11/13/11	11/15/10	11/13/11	11/15/10	7/10/11	11/15/10	7/10/11
		7/11/2011 - 9/30/2012 10%  10/1/2012 begin 5%  9/29/2014 Discontinue 5%	SUSPEND	11/14/11	9/27/15	11/14/11	9/27/15	7/11/11	9/27/15	7/11/11	9/27/15
L	Non-Bargaining Unit employees who do <u>not</u> report to the Mayor	At the discretion of the entity. Entities vary in pay and benefits.									
(1) 5% Salary reduction for non-bargaining EXEMPT employees was applied to the pay plan and the employee's base salary effective 11/2/2009 through 2/21/2010											
(2) Benefits <b>NOT RESTORED</b> for non-bargaining unit employees designated a part of the Management Team as per County Manager (Burgess) dated 12/16/2010. Employees are identified in the system as Supervisor Status 01-07: Division Chiefs and above. Executives (E1-E3) also frozen.											
(3) 5% Salary reduction for non-bargaining <b>CLASSIFIED</b> employees was applied to the pay plan and the employee's base salary effective 11/16/2009 through 2/21/2010											
(4) FY 2015-16 Benefits not automatically restored for Deputy Mayor's, Department Directors, Deputy Directors, and Assistant Directors (supervisor status 02, 04, 05, or 06); LBA restored 10/1/2015, to Assistant Director and Department Directors; LBA restored to Deputy Mayor 2016. FY 2017-18 Merit eligibility restored as of 8/1/2017 (prospective only and on the Pay Anniversary date.) Eligible as a onetime only additional "longevity" percent based on longevity years. 5% plus .01 for every year of longevity. FY 2018-19 Flex Dollars restored for Assistant Directors and above (supervisor status 01 02, 04, 05, or 06) Premium Pay added as of 12/30/2019 to Deputy Mayor's, Department Directors, Deputy Directors, and Assistant Directors (supervisor status 02, 04, 05, or 06)											