

Memorandum



Date: August 30, 2012
To: Department Directors
From: Carlos A. Gimenez
Mayor 
Subject: Tropical Storm Isaac

These past few days have provided us the opportunity to put into practice our emergency response exercises. Fortunately, Miami-Dade County was spared from the damaging effects of Tropical Storm Isaac; however, we have proven that we are well prepared! Once again, I would like to express my gratitude to each of our department directors and to all of our employees for their dedication to serving our community in a time of need.

In accordance with my directive of August 25, 2012, declaring the County closed for official business on Monday, August 27, 2012, all non-essential employees who were not required to report to work on Monday shall be granted administrative leave and compensated for their normal workday. Employees who were regularly scheduled to work during the weekend and were released from duty should also be granted administrative leave for their scheduled hours not worked due to the suspension of operations.

Unless otherwise specified by the applicable collective bargaining agreement, employees who were required to work during any of the three days (partial or full) that the County was closed as a result of the weather conditions due to Tropical Storm Isaac will be treated in accordance with the following procedures:

Non-Job Basis Employees (Hourly)

All non-job basis (hourly) employees who worked during these three (3) days will receive administrative leave, on an hour for hour basis, for all hours physically worked during their regularly scheduled work shift and paid at their regular hourly rate. If these employees worked beyond their regular shift, they would receive overtime pay in lieu of administrative leave. Overtime pay will be paid in accordance with the applicable collective bargaining agreement rules pertaining to these classifications.

Job Basis Employees

Job basis employees who worked during the three (3) days will receive administrative leave on an hour for hour basis for all time physically worked during their regularly scheduled work shift. If a job basis employee worked beyond their regular shift they would earn administrative leave on a basis of one (1) hour of administrative leave for every two (2) hours of time worked beyond their regular shift.

Employees who had previously been authorized to use annual or sick leave on these days will be credited with the appropriate administrative leave and their accrued leave will not be charged.

The Internal Services Department will provide your Department Personnel Representatives (DPRs) with additional information on how to report hours on ePARs as well as Frequently Asked Questions (FAQs). If you have any questions, please contact Mary Lou Rizzo, Assistant Director, Internal Services Department, at 305-375-1589, or Arleene Cuellar, Division Director, Payroll and Information Management, at 305-375-2257.

- c: Honorable Chairman, Joe A. Martinez
and Members, Board of County Commissioners
Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Pedro Garcia, Property Appraiser
Joseph Centorino, Executive Director, Commission on Ethics and Public Trust
Robert A. Cuevas, Jr., County Attorney
Christopher Mazzella, Inspector General
Office of the Mayor Senior Staff
Charles Anderson, Commission Auditor
Department Personnel Representatives