

# Memorandum



**Date:** August 20, 2026

Agenda Item No. 2(B)(4)  
October 6, 2026

**To:** Honorable Chairman Anthony Rodriguez  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava  
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

**Subject:** Hiring Prioritization of Laid-Off County Employees by Enterprise Departments  
and Constitutional Offices - Directive No. 251883

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This report is in response to Resolution No. R-891-25 (Resolution), adopted by the Board of County Commissioners (Board) on September 3, 2025, and sponsored by Commissioner Raquel Regaldo. The Resolution requires the establishment of a policy to: 1) prioritize laid-off County employees when hiring within County Enterprise Departments; 2) encourage the five independently elected Constitutional Officers to prioritize laid-off County employees when hiring within Constitutional Offices; 3) directs the County Mayor or County Mayor's designee to implement procedures to effectuate this policy within Enterprise Departments, and to 4) coordinate with Constitutional Offices regarding laid-off County employees.

## **Executive Summary**

In alignment with the Resolution, the People and Internal Operations Department (PIOD), through its Recruitment, Testing, and Career Development Division, has developed and implemented a structured process to support the referral of laid-off County employees to County Enterprise Departments and Constitutional Offices (COs) for hiring consideration.

This process aligns with the County's commitment to workforce stabilization and ensures that impacted employees are given priority consideration for employment opportunities where their qualifications align with job requirements. PIOD has led efforts to update Procedure 417 – Layoffs (Procedure 417), which now requires Enterprise Departments to provide priority hiring consideration to laid-off County employees using PIOD's maintained candidate registry, and the County remains open to formalizing this collaboration through an Memorandum of Understanding (MOU) or other interlocal agreements in coordination with the Office of Management and Budget and the County Attorney's Office.

## **Process Implementation**

Procedure 417 has been revised and updated on the County's website, to include provisions requiring priority hiring consideration for laid-off County employees within Enterprise Departments.

Key provisions include:

- **Candidate Registry:** PIOD maintains updated records of laid-off employees, including classifications and qualifications.
- **Referral to Departments:** Qualified individuals are referred to departments with open positions.
- **Departmental Responsibilities:** Enterprise Departments must give priority consideration, expedite hiring, and report outcomes.

This amendment ensures that laid-off employees are prioritized for employment opportunities within departments that have greater budgetary flexibility, helping to reduce service disruption and support workforce continuity. During the period in which employees were impacted by position eliminations, PIOD engaged with Enterprise Departments to support continuity of employment and minimize

workforce disruption. This included sharing employee resumés with departments that had current or anticipated vacancies.

Consistent with the Resolution's directive to encourage collaboration with COs, PIOD also established an internal process, to provide referrals of laid-off County employees to COs, for hiring consideration.

The process includes:

- **Resumé Screening:** Impacted employees' resumés are reviewed and aligned with CO job postings based on qualifications, experience, and position requirements.
- **Referral Process:** Qualified candidates are referred to designated CO Human Resources contacts via email, along with supporting documentation such as resumés, educational credentials, certifications, and licenses, as applicable.
- **Follow-Up:** PIOD follows up to confirm receipt and track outcomes.

In accordance with the established internal process, email communications were sent to each CO providing the list of impacted employees, including their County departments and position titles, and requesting confirmation on whether any of these individuals had been interviewed or offered employment. COs were asked to report the position title, current recruitment status, including interviews conducted or offers extended, accepted, or declined, and any anticipated start date. PIOD Recruitment maintained ongoing communication with the COs and referred impacted employees to available openings for which they meet the minimum qualifications.

Should a CO wish to formalize this collaboration, the County remains open to exploring a MOU or other interlocal agreements, in collaboration with the Office of Management and Budget and County Attorney's Office.

### **Employee Placement**

There were no impacted County employees hired by an Enterprise Department or a CO. One of the primary challenges in placement during a layoff is ensuring an appropriate match between the requirements of the positions being recruited for and an employee's professional background to ensure the minimum qualifications are met. While collaboration with Enterprise Departments and COs strengthens the opportunity and elevates the urgency of placement, it does not always result in an available employment opportunity for every impacted employee.

These results reflect the initial phase of implementation, during which referral mechanisms and coordination processes were established. PIOD will continue to monitor and track all referrals, interviews, and hiring outcome should lay-offs occur in the future, and provide updates as required by this Resolution. In addition, PIOD will continue to refine processes, strengthen coordination with both Enterprise Departments and COs, and evaluate outcomes to improve the effectiveness of this initiative.

This report will be placed on the next available Board agenda pursuant to rule 5.06 (j) of the Board's Rules of Procedure. Should you need further information, please contact Raimundo Delgado, Director, PIOD, at 305-375-5893 or [Raimundo.Delgado@miamidade.gov](mailto:Raimundo.Delgado@miamidade.gov).

Attachment

c: Honorable Juan Fernandez-Barquin, Clerk of the Court and Comptroller  
Honorable Tomas Regalado, Property Appraiser  
Honorable Alina Garcia, Supervisor of Elections

MDC002

Honorable Chairman Anthony Rodriguez  
and Members, Board of County Commissioners  
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Honorable Rosie Cordero-Stutz, Sheriff  
Honorable Dariel Fernandez, Tax Collector  
Geri Bonzon-Keenan, County Attorney  
Jess McCarty, First Assistant County Attorney  
Office of the Mayor Senior Staff  
Department Directors  
Yinka Majekodunmi, Commission Auditor  
Basia Pruna, Director, Clerk of the Board  
Christina M. Cicilia, Director, Office of Policy and Budgetary Affairs  
Eugene Love, Agenda Coordinator

**LAYOFFS**

Procedure Number: 417

Rev: 11/2025

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**SUMMARY**

This procedure outlines Miami-Dade County's layoff process and the steps for prioritizing impacted County employees when hiring within Miami-Dade County.

**PROCEDURE**Initiation of Layoff Action

1. A layoff may be initiated by the Mayor or Department Director when necessary due to lack of work or funding, abolishment of a position and/or material changes in job duties or within the organization. This action results in the involuntary separation of an employee from County service.
2. The Department Director submits a written request to the People and Internal Operations Department (PIOD) Director for the initiation of a layoff action at least 66 days in advance of the proposed effective date (45 days allotted for retention score calculation, 21 days notification for the impacted employee).
3. The notice shall include the occupational code of the affected position(s) and the total number of filled positions. In the case of Exempt positions, specific employees must be identified for layoff action.

Employee Retention and Bumping

4. During a layoff, permanent status employees in the classified service are given retention preference over probationary, emergency, substitute, or temporary employees occupying a regularly budgeted County position within the same job classification.
5. The layoff order of employees with permanent status in a job classification will be determined by the retention score for each employee in the affected job classification. A retention score for a specific job classification is derived from all applicable seniority credit. The rank ordering of employees by retention score in a specific job classification constitutes a retention list for that job classification.
6. Bumping refers to the act of exercising classified service rights, based upon seniority scores in a classification and occurs first within the initiating department.
7. Employees have bumping rights for classifications within their department first, and then exercise classified service rights in a Countywide bumping process. Employee(s) with the lowest retention score(s) will be laid-off first.
8. Vacant positions on the Countywide Table of Organization for each classification will be filled first before employees are bumped.

Notification Process

9. The PIOD Director issues an official layoff notification to each affected employee. This notice will contain information on the employee's classified service rights.
10. The PIOD Recruitment Unit will provide the notices to each department where there is a direct impact.
11. Departments will notify and distribute letters to each affected employee within 24 hours of the date of the letter.
12. Departments shall not independently prepare layoff notices. All layoff notices are issued solely by the PIOD Director.

Transition Assistance

13. Employees who cannot exercise classified service rights are placed on a recall list in order of retention score for a maximum of two (2) years. Recall lists shall have priority over all other lists in the filling of vacancies for impacted classifications.
14. Transition Assistance will be provided to impacted employees to facilitate consideration for other County employment opportunities for which they qualify. This assistance does not guarantee job placement or preservation of compensation or benefits.

#### Priority Hiring in County Enterprise Departments

Employees who are laid-off shall receive priority consideration when hiring within County Enterprise Departments, defined as those funded primarily through proprietary funds which may have budgetary flexibility and staffing needs.

PIOD shall:

1. Maintain up-to-date records for all laid-off County employees to include name, employee identification (EID), current department, job classification, and qualifications.
2. Review employee records to determine whether qualifications and skillset meet the minimum requirements for available positions within Enterprise Departments and refer for consideration.
3. Alternatively, if no immediate job match is identified, PIOD will provide Enterprise Departments with resumes of impacted employees for hiring consideration for future or anticipated vacancies.
4. Track placement of impacted employees.

Enterprise Departments shall:

1. Give priority consideration to referred laid-off employees who meet the position minimum qualifications and are aligned with the job requirements.
2. Expedite recruitment, onboarding and approvals to minimize or eliminate any break in service for laid-off employees.

#### **CONTACT(S):**

##### **Department/Division**

People and Internal Operations Department/Recruitment, Testing and Career Development Division

#### **REFERENCE DOCUMENT(S):**

Layoff Procedures Manual/ Collective Bargaining Agreements