

Memorandum



Date: January 22, 2020

To: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Agenda Item No. 14(A)(7)

Resolution No. R-77-20

Subject: Amendment to the Miami-Dade County Leave Manual

Recommendation

It is recommended that the Board of County Commissioners (Board) approve an amendment to the Miami-Dade County Leave Manual.

Scope

The Miami-Dade County Leave Manual regulates leave for all County employees.

Fiscal Impact

These amendments to the Miami-Dade County Leave Manual, will effectuate the contractual changes to the holiday leave benefits, to the AFSCME Local 1542, AFSCME Local 199, and AFSCME Local 3292 bargaining unit members. This provision will also be extended to non-bargaining unit employees and all other employees covered by collective bargaining agreements whose agreement explicitly provides for this benefit.

Track Record/Monitoring

The Miami-Dade County Leave Manual is managed by the Human Resources Department (HR).

Background

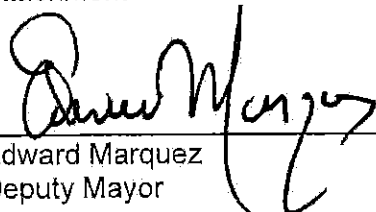
Through contract negotiations with AFSCME Local 1542, AFSCME Local 199, and AFSCME Local 3292 for the 2017-2020 contract term, the following contractual change was made:

- Two additional Floating Holidays will be granted, totaling three Floating Holidays.

This contractual change will require modifications to the Miami-Dade County Leave Manual.

This resolution and modifications to Miami-Dade County Leave Manual will allow appointing authorities the ability to adopt the identified leave modifications. Moreover, this resolution and Leave Manual revisions will allow future Board action regarding other 2017 – 2020 collective bargaining agreements to be automatically incorporated into the Leave Manual and pay plan, further streamlining the legislative process.

Attachment


Edward Marquez
Deputy Mayor



Miami-Dade County Leave Manual

		No. 03.01.00
SUBJECT FLOATING HOLIDAY: GENERAL	LEAVE CODE FH	DATE ISSUED/REVISED 11/08/2018 01/22/2020

Eligible employees are entitled to one (1) floating holiday each fiscal year (October 1 – September 30).

Effective November 19, 2018, all eligible non-bargaining unit employees and all other employees covered by collective bargaining agreements whose agreement explicitly provides for this benefit are eligible for two (2) floating holidays each fiscal year (October 1 – September 30).

Effective January 23, 2020, all eligible non-bargaining unit employees and all other employees covered by collective bargaining agreements whose agreement explicitly provides for this benefit are eligible for three (3) floating holidays each fiscal year (October 1 – September 30).

The Mayor or appointing authorities of departments or offices not under the Mayor's purview shall have the discretion to authorize furlough days or to suspend holiday pay (holiday furlough) in lieu of a floating holiday.

Furlough days or unpaid holidays may be authorized in lieu of a floating holiday by the terms and conditions of an employee's collective bargaining agreement.

No. 03.02.00
DATE ISSUED/REVISED 11/01/2018 01/22/2020

SUBJECT FLOATING HOLIDAY: ELIGIBILITY	LEAVE CODE FH
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03.02.01 Employees with the following status codes are eligible for the floating holiday:

AA Permanent
AB Probationary
AC Exempt
AF Trainee
AH Emergency
AJ Substitute
AT Acting Appointment Classified
AX Acting Appointment Exempt

03.02.02 Employees with the following status codes are NOT eligible for the floating holiday:

AD Temporary - Full-time
AE Part-time
AG Seasonal - Full-time
~~AM Temporary/Seasonal - Part-time~~
~~AO Florida Back to Work - Active~~
AW Farmworker Trainee
AY Non-County Employee

03.02.03 Eligible employees must complete nine (9) pay periods to receive pay for the floating holiday.

03.02.04 Eligible employees must be in pay status for a full day on the assigned work days immediately before and after the day in which the floating holiday is observed in order to be paid for the holiday. Any amount of unpaid time will cause the employee to lose the holiday.

03.02.05 Job basis employees who have any amount of unauthorized time off (U or UN) on the work days immediately preceding or following the day in which the floating holiday is observed will not be paid for the holiday.



LEAVE MANUAL

		No. 03.03.00
SUBJECT FLOATING HOLIDAY: WAITING PERIOD	LEAVE CODE FH	DATE ISSUED/REVISED 11/08/2018

Employees are eligible to use the floating holiday at any time after completion of nine (9) pay periods.

		No. 03.04.00
SUBJECT FLOATING HOLIDAY: AUTHORIZED USE	LEAVE CODE FH	DATE ISSUED/REVISED 11/08/2018

- 03.04.01 The floating holiday may be observed on any regularly scheduled work day.
- 03.04.02 The department may require as much as four (4) weeks' notice of the employee's desire to use the floating holiday.
- 03.04.03 Exceptions
- a) The floating holiday may NOT be added to holiday leave accruals.
 - b) The floating holiday may NOT be accumulated or transferred from one fiscal year to the next.
 - c) The floating holiday may NOT be taken in hourly segments.

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		No. 03.05.00
SUBJECT FLOATING HOLIDAY: ACCUMULATION	LEAVE CODE FH	DATE ISSUED/REVISED 11/08/2018

Floating holidays cannot be accumulated or accrued.

		No. 03.06.00
SUBJECT FLOATING HOLIDAY: PAYMENTS	LEAVE CODE FH	DATE ISSUED/REVISED 11/08/2018

03.06.01 The floating holiday is paid only when used, and is NOT compensable upon termination.

1. The floating holiday is paid only to eligible employees who are in full pay status on the assigned work days immediately before and after the day on which the holiday is observed.
2. Each year the County observes the eleven (11) scheduled holidays in addition to the floating holiday(s) (see 03.01.00) and the birthday holiday (see 04.01.00).

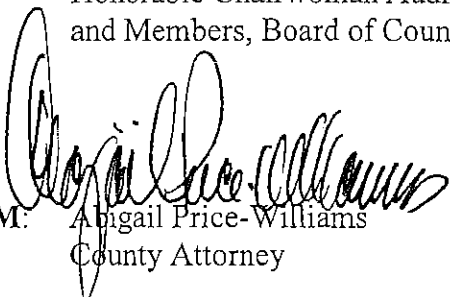


MEMORANDUM

(Revised)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: January 22, 2020

FROM: 
Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 14(A)(7)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 14(A)(7)
1-22-20

RESOLUTION NO. R-77-20

RESOLUTION APPROVING AMENDMENTS TO THE MIAMI-
DADE COUNTY LEAVE MANUAL TO INCREASE FLOATING
HOLIDAYS FOR AFSCME LOCAL 1542, AFSCME LOCAL
199, AND AFSCME LOCAL 3292 FOR THE 2017-2020
CONTRACT TERM

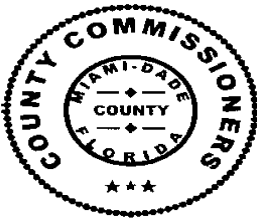
WHEREAS, the Board of County Commissioners desires to accomplish the purposes outlined in the accompanying memorandum, and set forth in the excerpt from the Miami-Dade County Leave Manual attached to the accompanying memorandum, copies of which are incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves amendments to the Miami-Dade County Leave Manual to increase floating holidays from one day to three days for AFSCME Local 1542, AFSCME Local 199, and AFSCME Local 3292 for the 2017-2020 contract term, as set forth in the attachment to the accompanying memorandum and incorporated herein by reference.

The foregoing resolution was offered by Commissioner **Rebeca Sosa**,
who moved its adoption. The motion was seconded by Commissioner **Jean Monestime**
and upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman	aye		
Rebeca Sosa, Vice Chairwoman	aye		
Esteban L. Bovo, Jr.	aye	Daniella Levine Cava	aye
Jose "Pepe" Diaz	aye	Sally A. Heyman	absent
Eileen Higgins	aye	Barbara J. Jordan	aye
Joe A. Martinez	aye	Jean Monestime	aye
Dennis C. Moss	aye	Sen. Javier D. Souto	aye
Xavier L. Suarez	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 22nd day of January, 2020. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



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

HARVEY RUVIN, CLERK

Linda L. Cave

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in black ink, appearing to be "ER/24", is written over the approval text.

Eric A. Rodriguez
Marlon D. Moffett